

**NOTICE OF REQUESTS FOR PROPOSALS (RFP)  
COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)  
COMMUNITY PLACEMENT PLAN (CPP)  
FISCAL YEAR 2023-2024**

**Summary of Project**

Harbor Regional Center is seeking proposals for the following CRDP/CPP contracted service:

<b>Posting Date:</b>	Friday, February 16, 2024
<b>Project ID:</b>	HRC-2324-5
<b>Extended Deadline:</b>	<b>Wednesday, April 24, 2024 by 5:00 PM (late submissions not accepted)</b>
<b>Service Type:</b>	Licensed Residential Home Level 4I for Individuals who are involved in the criminal justice system
<b>Start-up Funds Available:</b>	up to \$200,000.00 (funds are not permitted to be used for acquisition)
<b>Location:</b>	HRC Catchment Area (the location of the home must conform to the requirements of the law for the health and safety of the home's residents, staff, and visitors, as well as the surrounding community at large.)
<b>Development Timeline:</b>	The licensed home should be ready to provide services by January 1, 2026

**Project Description**

In 2017, the Lanterman Act was amended to allow the Department of Developmental Services (DDS) to provide funding for Regional Centers to develop resources to address unmet needs in their community with certain guidelines (WIC Sections 4418.25 & 4679). This is referred to as Community Resource Development Plan (CRDP) and Community Placement Plan (CPP) funding.

Based on Harbor Regional Center's community and stakeholder input, HRC is seeking a service provider to develop a level 4I licensed Adult Residential Facility (ARF) home for up to four (4) adult individuals who qualify to receive regional center services. The primary focus of this home will be to provide a safe living environment for individuals requiring enhanced support due to involvement in the criminal justice system who also have significant behavioral support needs and/or a co-occurring mental health diagnosis. Individuals with intellectual and developmental disabilities (IDD) have the same right to justice and fair treatment in all areas of the criminal justice system as those without disabilities, and therefore must be afforded the supports and accommodations required to ensure fair and equal treatment. Along with meeting the requirements to open and manage a licensed residential home, the applicant must also have the relevant experience, understanding, and knowledge of how to support individuals with IDD who are involved in the criminal justice system. While the circumstances and needs for each individual residing in the home will vary, examples may include but are not limited to: being actively involved in the courts system, being on a diversion program/plan, and/or are going through competency training.

The service provider must be able to work collaboratively with other stakeholders in a multi-agency, interdisciplinary configuration (e.g. other regional centers, residential homes, families served by HRC, and Community Care Licensing Division (CCLD) for the successful support of the individual.

Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP).

**Specific Project Requirements**

- The home's Administrator must have and provide proof of a minimum of two (2) years of full-time experience working in a licensed residential home (preferably an ARF) for adult individuals with developmental disabilities;
- The applicant must demonstrate experience and knowledge of being able to support individuals with IDD who require enhanced support due to involvement in the criminal justice system and who also have significant behavioral support needs and/or a co-occurring mental health diagnosis;
- The applicant must have relevant understanding and experience in the navigation of and the ability to work collaboratively with other stakeholders in a multi-agency, interdisciplinary configuration for the support of the

individuals being supported (e.g. the judicial legal system, mental health system, courts system, local law enforcement agencies and policing procedures; probation and parole offices, Social Security, etc.);

- The applicant must provide and document all staff training as outlined in the regulations along with any additional HRC-identified training requirements; and
- The applicant must identify and provide a description for all types of consultants they propose to utilize.

### **General Applicant Qualifications**

The following qualifications will be sought in a potential provider and will be assessed by evaluating an applicant's proposal and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below.

Applicants must demonstrate the following:

- Previous experience owning and/or operating an Adult Residential Facility vendored by a California Regional Center as a level 4I or Specialized Residential Facility (SRF);
- The Licensee and Administrator for the home must both have, retain, and provide proof of a current ARF Administrators Certificate;
- The Administrator must provide proof of the successful completion of the DSP I and DSP II competency trainings (the challenge test is NOT accepted by HRC);
- Ability to ensure that direct care staff are able to communicate in English, as well as are able to speak the potential languages of the people they support;
- Ability to successfully provide 24/7 care, support and supervision;
- Proven history demonstrating the ability to provide direct supervision or services/supports to the target population;
- Current and active credentials, licenses, training certificates, and/or skills required for the proposed project or service;
- A thorough understanding of Person Centered Practices, the Individual Program Plan (IPP) process, the HCBS Final Rule, and the legal rights of people with intellectual and developmental disabilities in California;
- A history of positive working relationships with the community and applicable government agencies. If the applicant is a current service provider, the applicant must be in good standing with HRC and/or with any other regional center the applicant is currently working with;
- Experience and knowledge in developing and operating equivalent and/or similar projects;
- Provide proof of a valid California's driver's license and no criminal convictions;
- Understanding of and meeting all applicable [HRC Service Policies](#), [Title 17 regulations](#), and [Title 22 regulations](#);
- Proven history of financial responsibility, stability, and soundness;
- Proven history in the area of project development, including the ability to complete projects, meet project timelines, and manage a project of this size and scope; and
- Administrative capacity to complete the project and/or implement the service in a timely fashion.

### **Physical Plant Requirements**

- The location and home must be approved by HRC **prior** to acquisition;
- The licensed home must be a minimum of 1500-1700 square feet;
- The licensed home must only be single story;
- The licensed home must install anti-scald devices;
- The licensed home must have the capacity to support up to four (4) individuals with private, individual bedrooms. Each bedroom must have, at minimum, a full-sized bed.
- The licensed home must be approved for at least one (1) non-ambulatory bedroom, however more than one is highly preferred.
- The home must be accessible to community resources such as public transportation, hospitals, social/recreational opportunities, grocery stores and shopping, etc.
- The home must have at least one vehicle in good working order that is able to accommodate the transportation needs

on non-ambulatory individuals; and

- The home and services provided must meet the federal Centers for Medicare and Medicaid Services (CMS) issued requirements referred to as the Home and Community Based Services (HCBS) Final Rule. The Final Rule was developed to ensure that individuals have full access to the benefits of community living and the opportunity to receive services in the most appropriate *integrated* setting.

**Applicant Eligibility**

Any individual, partnership, corporation, association, private-for-profit, or non-for-profit agency may submit a proposal. Employees of regional centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500. Applicants, including members of governing boards, must be in good standing in regard to all services vendored with any regional center. For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during start-up as well as ongoing operations.

**Home and Community-Based Setting (HCBS) Requirements**

When developing resources, regional centers must assure all new development is in compliance with Centers for Medicare and Medicaid Services (CMS) rules and in accordance with Code of Federal Regulations 14 (CFR), Title 42, Section 441.530(a)(2)(v) (Home and Community-Based Setting), unless approved by the Department.

**Updated RFP Timeline**

April 10, 2024	Re-release of 4I ARF Criminal Justice Request for Proposal on HRC website
April 24, 2024 by 5:00 PM	Proposal Submissions Due
April 25, 2024 through May 8, 2024	Evaluations of Proposals by HRC Selection Committee
May 13, 2024 through May 15, 2024	Applicant Interviews (by invitation only)
May 31, 2024	Approval issued and notification emailed to applicants
On or before June 30, 2024	Service Provider Contract must be fully executed

Strict adherence to the above deadlines will be followed.

**Preliminary Orientation**

HRC will host an information session for the Licensed Residential Home Level 4I supporting individuals who are involved in the criminal justice system scheduled to be held via Zoom on Thursday, March 7, 2024 at 11:00 AM Pacific Time.

Please register in advance for this information session using the link below:

[Harbor Regional Center 4I Licensed Adult Residential Home- Criminal Justice RFP Information Session Registration Link](#)

After registering, a confirmation email will be sent to the email provided.

Please make every effort to attend this information session, as this will be the ideal time to learn more about the HRC RFP process and ask general questions of the HRC Resource Development Team. HRC staff will not be available to answer individual questions regarding RFPs after this information session. The information session will not be recorded.

**Proposal Formatting Requirements**

Applicants must adhere to the following formatting requirements when submitting proposals:

- Include a cover page listing the name of the proposed project, the applicant’s name, address, email, and phone number.
- Include a Table of Contents with page numbers and an identifying footer with the applicant/agency name.
- All proposals must be complete, typewritten in 12-point Times New Roman or Arial font, on white 8 ½ x 11-inch paper, single-sided only, collated, and page numbered.
- The written proposal should not exceed twenty-five (25) pages, not including the required attachments, financial documents, or, as applicable, any appendices for documents, such as resumes, certificates, curricula, schedules,

letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

- All required attachments must be included in the proposal.
- Fax copies will NOT be accepted.
- Proposal submissions will NOT be returned.
- No proposals will be accepted after the deadline.
- Rename and send all electronic submissions as: Agency Name\_Service/Program Type.
- Title emails as **HRCRFPFY2324-5 (4IARF)** in the subject line and include the first and last name, title, email address, and telephone number of the primary project contact person in the body of the email.
- All proposals must be submitted electronically to [rfpsubmissions@harborrc.org](mailto:rfpsubmissions@harborrc.org). An email acknowledgment of each submission received will be sent to the applicant.

### **Project Proposal Content and Service Summary Content Guidelines**

The proposal must include:

- Cover Page
- Table of Contents with page numbers
- Applicant Information Form (Attachment B)
- Statement of Obligation Form (Attachment C)
- Financial Information Form (Attachment D)
- Proposed Budget for Start-up Costs (Attachment E)
- Sample Monthly Budget for Ongoing Costs (Attachment F)
- DS1891 (Attachment G)
- Conflict of Interest/Vendor Duplication Statement Form (Attachment H)

Please provide a written response to the following:

**1) Applicant/Organization Information**

Provide introductory information about the applicant/organization.

**2) Background and Experience**

Summarize education, knowledge and experience of key personnel in providing services to the target population.

**3) Development Experience**

Provide a brief summary of the applicant's expertise in developing new programs/services. Highlight similarities between current or previous programs/services developed, and the plans to address the service needs of this RFP.

**4) Goals and Expected Outcomes**

List and describe the applicant's goals and expected outcomes for the proposed project. How will the achievement of outcomes be measured?

**5) CMS HCBS Final Rule and Person-Centered Thinking and Planning**

a) Describe the applicant's understanding of the HCBS Final Rule, explain how it applies to the identified service, and provide examples of how it would apply to the individuals who would receive services in the licensed residential home.

b) Describe the applicant's approach to the person-centered thinking and planning process.

c) Discuss how individual goals and objectives will be determined and how progress will be measured.

**6) Diversity and Inclusion**

a) Provide a statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.

b) Provide examples of the applicant's commitment to addressing the needs of those diverse populations.

c) Include any additional information that the applicant deems relevant to issues of equity and diversity.

**7) Staffing Expectations**

a) **Recruitment and Retention:** Describe the applicant's plan for recruiting, hiring, and retaining quality staff.

What are strategies to maintain staff retention?

- b) **Organizational Chart:** Attach an organizational chart that includes the project and shows the project staffing hierarchy.
- c) **Job Descriptions and Qualifications:** Provide job descriptions and qualifications for the primary staff and consultant positions (if applicable) necessary for this project. Include copies of any resumes, licenses, or credentials for existing staff/consultants that are relevant to the development and success of the proposed project. It is the applicant's responsibility to ensure that the qualifications for each staff person or consultant meet the criteria set forth in both the California Code of Regulations and the corresponding project description.
- d) **Training Plans:** Provide a description of the applicant's proposed initial and ongoing staff training plan, including required certifications (if applicable). Discuss how your organization implements competency-based training for staff and ensures retention of training topics by staff. Provide a proposed training plan example for core training topics. It is the applicant's responsibility to ensure that the baseline trainings listed meet the criteria set forth in both the California Code of Regulations and the corresponding project description.

#### 8) Quality Assurance

Describe the applicant's plan for ensuring quality assurance by providing example policies and procedures. What techniques and tools will be used to evaluate service quality and satisfaction? How will the applicant monitor overall staff performance and customer satisfaction?

#### 9) Project Timeline

Provide a proposed timeline for completion of the project.

#### 10) Budget and Finance

- a) The applicant must demonstrate fiscal responsibility by submitting two (2) complete fiscal years and current fiscal year-to-date financial statements that detail all current and fixed assets and current and long-term liabilities.
- b) Using the attached **Financial Statement (Attachment D)**, the applicant must share financial resources they plan to bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.). The applicant must provide the most recent fiscal year independent audit or review for their agency/organization (if applicable).
- c) Start-up Costs are those costs that are necessary for the implementation of the service but not the ongoing operation. Start-up costs are usually incurred before the service provider is ready to begin actual services to clients. These funds may be utilized for site lease payments, site renovations, furnishings, supplies, adaptive equipment, staff training, and related expenses. Using the attached **Proposed Budget for Start-Up Costs Form (Attachment E)**, break down all costs associated with the start-up project. The budget should be concise, with all expenses sufficiently defined. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the service provider will identify funds that, along with start-up funds, will demonstrate financial capacity to complete the project. As part of start-up costs, the applicant must allot a certain amount of funds for transition expenses.

The selected provider will be required to keep receipts, canceled checks, and financial data for 5 years from the date of the contract.

- d) Complete the attached **Sample Monthly Budget for Ongoing Costs Form (Attachment F)**, which details the ongoing operational costs of the service being proposed by the applicant. The budget should be concise, with all expenses sufficiently defined. The budget should be realistic in terms of the type of services to be offered in relation to income. The budget must demonstrate the financial viability of the proposal. The administrative overhead must not exceed 15% of the revenues. The new provider and ongoing allowable range of rates for an Infant Development Program are established by the Department of Developmental Services (DDS).

The Harbor Regional Center established rate of reimbursement effective January 1, 2024 for a Service Level 4I Adult Community Care Facility (Residential) can be viewed on the DDS website under the "Department Set Rates" section located [HERE](#).

### **Proposal Submission Deadline**

**Complete proposals must be received by:**

**Wednesday, April 24 2024 by 5:00 PM PST**

One (1) electronic copy of the completed proposal must be submitted electronically via email to: [rfpsubmissions@harborrc.org](mailto:rfpsubmissions@harborrc.org).

Please use **HRCRFPFY2324-5 (4IARF)** in the subject line of your email and include the first and last name, title, email, and telephone number of the primary project contact person in the body of the email.

When proposals are received, a confirmation email reply will be sent to the submitter's email address. Please only submit proposals one time unless the confirmation email is not received within two (2) business days of submission.

Proposals that are submitted after the deadline, that do not meet the preliminary requirements, or that are incomplete will be disqualified. No proposals will be returned.

This Request for Proposal (RFP) does not commit HRC to procure or contract for services or supports. HRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received. Please refer to the project description and requirements, which describe the service concept and possible resource development funding availability.

### **Cost for Proposal Submission**

Applicants responding to the RFP are responsible for all costs associated with the development and submission of a proposal.

### **Evaluation Criteria and Selection Procedures**

- Each proposal will be evaluated based on, but not limited to, the following criteria:
- Completeness and responsiveness of the proposal;
- Relevant education, experience, and qualifications of the applicant;
- Successful experience developing and operating equivalent and/or similar services;
- Experience working with culturally and linguistically diverse groups;
- Timeline and budget projections are realistic and reasonable, and
- Demonstrated financial responsibility, stability, and soundness of the applicant.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

The RFP Selection Committee will consist of HRC representatives from the Client Services Department(s), Department of Community Services, and may include clinical consultants. The review process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of these proposals. The final determination on awarding the selected proposal shall be based upon the recommendation of the selection committee members and approval by the HRC Executive Director.

The final selection of HRC is not subject to appeal. All applicants will receive written notification of HRC's decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the Center's website: [www.harborrc.org](http://www.harborrc.org).

In the event that no proposal is selected, HRC may elect to either not develop the service pending further analysis of alternatives to meet the identified need, or to issue a new RFP to attempt to expand the pool of potential applicants.

### **Reservation of Rights**

HRC reserves the right to request or negotiate changes to a proposal, to accept all or part of a proposal, or to reject any or all proposals. HRC may, at our sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. HRC reserves the right to withdraw this Request for Proposal (RFP) and/or

any item within the RFP at any time without notice. HRC reserves the right to disqualify any proposal which does not adhere to the RFP instructions.

### **Contract Terms**

The applicant selected for the CRDP/CPP grant award will enter into an agreement (contract) with Harbor Regional Center (HRC). Among other provisions, the contract will be in compliance with the Guidelines for Regional Center Community Placement Plan and Community Resource Development Plan for FY 2023-2024 Requests. The selected CONTRACTOR shall submit invoices to HRC for review. Within thirty (30) days of receipt of the invoice, the HRC Resource Developer shall determine, in collaboration with HRC Management and Administration, whose discretion shall be reasonably exercised, whether or not the services performed by the selected CONTRACTOR are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected CONTRACTOR is otherwise entitled to payment. The selected CONTRACTOR shall be bound by the determination of HRC Resource Developer of approval or disapproval of any invoice in accordance with the terms of the agreement. The final claim will not be reimbursed until the final reconciliation is received.

### **Vendorization Requirements**

Upon approval, selected applicants must:

- Provide proof of or acquire both Commercial General Liability and Professional Liability, Abuse, and Molestation Insurance Policies in the amounts of \$1 million per occurrence/\$3 million aggregate with HRC listed as additionally insured prior to finalization of the vendorization process.
- Acquire a physical business office and a business license for the associated city within the HRC catchment area. \*P.O. Boxes are only permitted as a mailing address, and do not qualify to meet the local business office requirement.
- Develop and submit a first draft program design within ninety (90) days of the award of the contract.
- Submission of Vendor Disclosure Statement with no findings.
- Submission of Provider Conflict of Interest Statement with no issues.