



**NOTICE OF REQUESTS FOR PROPOSALS (RFP)  
COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)  
COMMUNITY PLACEMENT PLAN (CPP)  
FISCAL YEAR 2024-2025**

**Summary of Project**

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

**Posting Date:** Friday, December 13, 2024  
**Project ID:** HRC-2425-1  
**Deadline:** February, 14, 2025, 5:00 PM PST  
**Service Type:** Specialized Supportive Living Services  
**Start-up Funds Available:** \$150,000.00  
**Location:** Harbor Catchment Area, including Catalina Island  
**Development Timeline:** The provider should be ready to provide services by January 1, 2027.

**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, Harbor is seeking proposals for the development of Supported Living Services with the specialized ability to support individuals who also have significant mental health and/or behavioral support needs. Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP).

Harbor Regional Center is seeking the development of a Supported Living Services Agency with the specialized ability to support at least ten (10) Harbor individuals who also have intensive mental health and/or behavioral support needs. The focus would be to hire qualified staff and set expectations for a specialized training curriculum to be developed/implemented to best support the identified population to reside independently in their communities. The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, residential homes, families served by Harbor, and Community Care Licensing Division) for the successful support of the individual.

Individuals to be served may be coming from various living situations which include, but are not limited to, committed to the secure treatment program, or residing in either a locked psychiatric facilities, residential home, family home or might have a high behavioral support need. The successful applicant will have experience providing effective, evidence-based interventions to support individuals with these histories.

The SLS must meet the new regulations issued by the Centers for Medicare and Medicaid Services (CMS) regarding standards that must be met in order for home and community-based services (HCBS) to continue to receive federal funding beyond March 2022. The prospective provider must ensure that services developed as part of this project are provided in accordance with person-centered individualized program plans that focus on the achievement of goals and individual values. The SLS must provide a high degree of community integration.

## **General Project Requirements**

- Business office and license in Harbor's service area are required prior to vendorization by Harbor; Program must meet all applicable Harbor SLS best practices (refer to [Best Practices: Supported Living Services - Harbor Regional Center](#)) and Title 17 regulations (refer to [CCR Title 17 Regulations](#))
- Director must have a minimum of 2 years full-time experience working with individuals that have developmental disabilities, and preferably have experience working with individuals with mental illness, and/or high behavioral support needs.
- Director must also possess a bachelor's degree and a minimum of 18 months experience in the management of a human services delivery system; or, five years of experience in a human services delivery system, including at least two years in a management or supervisory position;
- All staff must have completed an Harbor approved crisis prevention training such as CPI or Pro-Act;
- Behavior Consultant must be a (BCBA) Board Certified Behavior Analyst providing active plans for individuals with intense behaviors. Provider shall indicate how many hours of consultation will be provided per month;
- Psychological consultant must be licensed in the State of California as a Psychologist, Psychiatrist, or Social Worker. Provider shall indicate how many hours of consultation will be provided per month and how hours will be used;
- Applicants must demonstrate fiscal responsibility by submitting 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. In addition, the applicant must document available credit line and provide necessary information for verification.

## **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:

- 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;
- Demonstrate an understanding of Person Centered Practices, the Individual Program Plan (IPP) process, and the legal rights of people with developmental disabilities in California;
- Demonstrated 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 Harbor and/or with any other regional center the applicant is currently working with;
- Applicants must demonstrate experience and knowledge in developing and operating equivalent and/or similar projects;
- Applicants must have a valid California's driver's license and no criminal convictions;
- Applicants must understand and meet all applicable [Harbor Service Policies](#) and [Title 17 regulations](#);
- Applicants will ensure staff are able to communicate in English and speak the language(s) of the people they support;

- 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
- Demonstrate administrative capacity to complete the project and/or implement the service in a timely fashion.

**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.

**RFP Timeline**

December 13, 2024	Release of Request for Proposal
January 16, 2025 at 10:00 AM PST	Information Session
February 14, 2025, 5:00 PM PST	Proposal Submissions Due
February 17 through March 7, 2025	Evaluation of Proposals by Harbor Selection Committee
March 10th through Thursday March 13th, 2025	Applicant Interviews (by invitation only)
April 1, 2025	Approval issued and notification emailed to applicants
On or before June 30, 2025	Service Provider contract fully executed

Strict adherence to the above deadlines will be followed.

**Preliminary Orientation**

Harbor will host an information session held via Zoom on January 16, 2024.

Please register in advance for this orientation using this link:

<https://us06web.zoom.us/j/85913684360?pwd=bURhQpr1G7FhEBR0j9eJ9VyK3FYxwA.1>

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

Please make every effort to attend this information session, as this will be the ideal time to learn more about the HARBORRFP process and ask general questions of the Harbor Resource Development Team. Harbor 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.
- 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)

#### **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 for 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) Person-Centered Thinking and Planning**

- a) Describe the applicant's approach to the person-centered thinking and planning process.
- b) 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. It is understood that many factors are in place for services to begin, but please use your experience and provide the necessary steps to serve participants by January 2027.

#### 10) Budget and Finance

- a) The applicant must demonstrate fiscal responsibility by submitting 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 established range of rates for Harbor Regional Center (Harbor) effective January 1, 2025 for Supported Living Services can be viewed on the DDS website under the Rate Reform Rate Models here:

<https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/>

The applicant awarded this RFP will be required to work in collaboration with Harbor through the vendorization process including the submission of all required information for rate establishment and approval per Title 17 regulations.

### **Proposal Submission Deadline**

**Complete proposals must be received by:**  
**Friday, February 14, 2025 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 “HRC-2425-1 Supported Living Services” 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 (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 Harbor to procure or contract for services or supports. Harbor 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.

A combination of Harbor Case Management staff, Department of Community Services Staff, and Clinical Consultation staff will make up the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of proposals. Final funding for all proposals shall be upon recommendation of the review team and approval by the Harbor Executive Director, whose decision shall constitute the final decision level.

The final selection of Harbor 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, Harbor 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**

Harbor 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. Harbor 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. Harbor reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Harbor 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 (Harbor). 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 2024-2025 Requests. The selected CONTRACTOR shall submit invoices to Harbor for review. Within thirty (30) days of receipt of the invoice, the Harbor Resource Developer shall determine, in collaboration with Harbor 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 Harbor 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 Harbor 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 Harbor 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.