



REQUEST FOR PROPOSAL FY2024-25

Family Home Agency (FHA)

Deadline: Friday, April 17, 2025 by 12:00 PM

Proposals submitted after the above deadline will not be accepted

Announcement

Harbor Regional Center (Harbor) is seeking proposals for the development of a Family Home Agency (FHA).

Applications that are submitted with incomplete information or proposals that do not meet the basic requirements will be eliminated. 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 describes the service concept and possible resource development funding availability.

Summary of Project

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

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| Posting Date: | March 18, 2025 |
| Project ID: | HRC-2425-4 |
| Deadline: | April 17, 2025, 12:00 PM PST |
| Service Type: | Family Home Agency |
| Start-up Funds Available: | \$125,000.00 |
| Location: | Harbor Catchment Area, including Catalina Island |
| Development Timeline: | The provider should be ready to provide services by January 1, 2027. |

Summary of Project

Harbor Regional Center (HRC) is seeking proposals for the development of a Family Home Agency (FHA). An FHA approves family homes that offer the opportunity for up to two adult individuals, with developmental disabilities, per home with individual bedrooms to reside with a family and share in the interaction and responsibilities of being part of a family. The individual with developmental disabilities receives the necessary services and support from the family, agencies, and the community to enable the individual to participate in the family and the community where the family resides. FHAs are responsible for recruiting, training, approving, and monitoring family homes, as well as providing ongoing support to family homes. Social service staff employed by the FHA make regular visits to the family home to ensure that necessary services and supports are in place and that the match between the family and the new family member is viable, and continues to be viable. The FHA will meet all standards set forth in [Title 17 Family Home Agency \(FHA\) Regulations](#).

Requirements

- Applicant must have a minimum of 2 years full-time experience working with individuals that have developmental disabilities, and preferably have experience working with developmental services;
- Director must 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;
- Demonstrate sufficient experience and knowledge in working with or providing services to adult individuals with intellectual and developmental disabilities;
- Demonstrate experience and knowledge in developing and operating similar projects;
- Must understand and meet all applicable [Harbor Service Policies](#) and [Title 17 regulations](#);
- Have a valid California's driver's license and no criminal convictions;
- Be in good standing with Harbor and with any other regional center the applicant is currently working with;
- Applicant will ensure that staff are able to communicate in English and speak the language of the people they support;
- 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.
- Proof of Liability Insurance: the selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name Harbor Regional Center as an additional insured on all such policies.
- Upon approval, must 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.
- Upon approval, must develop and submit a first draft program design within ninety (90) days of the award of the contract;

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.

Qualifications Sought in a Provider

Applicant must demonstrate the following:

- Proven history of financial responsibility, stability and soundness;
- Proven history demonstrating the ability to provide direct supervision or services/supports to adults with developmental disabilities;
- 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 IPP process and the legal rights of people with developmental disabilities in California;
- Demonstrated history of positive working relationships with the community and applicable government agencies. If applicant is a current service provider, applicant must be in good standing with the regional center;
- 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.

Eligible Applicants

Any individual, partnership, corporation, association or 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 regards 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 on-going operations.

RFP Timeline

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| March 18, 2025 | Notice of Release of Request for Proposal |
| March 28, 2025, 10:00-11:30 AM | Information Session |
| April 17, 2025 by 12:00 PM | Proposal Submissions Due |
| April 18 – April 25, 2025 | Evaluation of Proposals by Selection Committee |
| May 12 – May 15, 2025 | Applicant Interviews (invitation only) |
| May 21, 2025 | Approval issued and notification emailed to applicants |
| By June 30, 2023 | Service Provider contract fully executed |

Strict adherence to the above deadlines will be followed.

Harbor will host an **information session** held via Zoom on March 28, 2025. Please register in advance for this orientation using this link: <https://us06web.zoom.us/meeting/register/tLyIcC5QRheTTvw9zLVAsg>. After registering for the information session, 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 Harbor RFP 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 Submission Deadline

Complete proposals must be received by:
April 17, 2025 by 12:00 PM PST

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

Please use “HRC-2425-4-FHA” in the subject line of your email. 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.

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. 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.

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.

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

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.

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