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**SEPTEMBER 1, 2023**

**NOTICE OF REQUEST FOR PROPOSAL (RFP) - Unfunded**

**TWO (2) ADULT RESIDENTIAL FACILITIES**

**Date:** September 1, 2023

**Service type:** Adult Residential Facility (ARF) – Staff operated serving adults. Level 4A-4I. Two ARFs--

* One ARF with Capacity up to four (4) occupants with at least one (1) bedroom licensed to serve individuals that are non-ambulatory. Service to be behaviorally focused and to serve adult females 18 years and over.
* One ARF with capacity of up to four (4) occupants with at least three (3) non-ambulatory rooms. Service to be medically focused and possibly serve adults with Restricted Health Conditions.

Start-up funding: Not applicable

Reimbursement: Current four (4) bed [ARM rates](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.dds.ca.gov/wp-content/uploads/2023/03/SGPRC_CCFAdult_rate_schedule_effective_01012023.pdf) (inclusive of SSI passthrough) range from Level 4A - $7,141.45/mo. -Level 4I- $11,736.45/mo. per person.

Locations: Los Angeles County – [Service Planning Area 3](https://dmh.lacounty.gov/about/service-areas/service-area-3/)- El Monte, Foothill, and Pomona Health Districts except for the City of Pomona.

San Gabriel/Pomona Regional Center (SG/PRC) is soliciting proposals for the following Purchase of Service (POS) contracted service:

**SERVICE DESCRIPTION:**

An adult residential facility (ARF) is a single-family home that is licensed by Department of Social Services -Community Care Licensing (DSS-CCLD) and serves individuals with Intellectual/Developmental Disabilities (I/DD). Residents in these homes will range in age from eighteen (18) to fifty-nine (59).

One home will serve adult females and the second will focus on adults who are **non-ambulatory.**.

Approved facilities with all beds licensed for non-ambulatory individuals are preferred, but for the ARF for females a minimum of one **(1) non-ambulatory bed is required**. For the ARF whose focus is for adults who are non-ambulatory, there is a requirement for three (3) bedrooms to be cleared for non-ambulatory status.

Cognitive functioning of individuals referred may range from moderate to severe intellectual disability. Some individuals may be dually diagnosed with an I/DD and/or mental health challenges; some may have aggressive/assaultive or self-injurious behaviors. Development and implementation of behavioral plans and consultation with a qualified behaviorist or mental health professional or a Registered Nurse is required (see Title 17 for description of service codes 612 and 620 for behavioral consultant qualifications).

Prospective providers must:

* Have a property identified and secured within sixty (60) days of the RFP award.
* Complete the CCL licensing and SG/PRC vendorization including regional center approval of the program design process within six (6) months from the time the RFP is awarded. The facility must be licensed by Community Care Licensing prior to vendorization by SG/PRC. (Note: With written documentation, an extension will be granted that the cause of the delay is out of the control of the applicant).
* Service level 4 administrators shall:
  + Have one (1) year prior experience supporting adults with  
    developmental disabilities such as a diagnosis of Autism and moderate to severe Intellectual Disabilities.
  + For Behavioral Home, Hire and retain qualified direct care staff who are trained in non-violent crisis prevention / intervention and in accordance with Title 17, if the facility accepts anyone with moderate to significant behavioral challenges.

**General Requirements**

* Each facility must meet all applicable Title 17 and Title 22 regulations.
* Each facility must have capacity and be licensed to support up to four (4) individuals, with a strong preference given for private bedrooms. Each facility must have a minimum of one (1) bathroom for the exclusive use of regional center individuals and another bathroom available.
* Dependent on the which facility is applied for one (1) must be licensed to support at least two (2) women who may be non-ambulatory and the other must be licensed to support three (3) individuals who may be non-ambulatory. Having all beds licensed for non-ambulatory individuals is preferred.
* Each facility must meet applicable Americans with Disabilities Act (ADA) standards.
* The administrator and direct support professionals (DSP) must meet at least minimum certification, training and experience requirements of Title 17 for this level of service.
* Sole Proprietor—any individual listed as the Licensee; Partnerships, at least two members, or ; Corporations, at least two members of the Board must have a minimum of twelve (12) months full-time experience providing direct supervision and service in a licensed residential facility (preferably a Level 4 ARF or equivalent). It is recommended that all direct care staff also have (6) months prior experience providing direct service with this population.
* The administrator must complete a minimum of twelve (12) hours of continuing education within each twelve-month period following the assumptions of the duties of an Administrator.
* The administrator must possess a valid California driver’s license and vehicle in good working order unless the facility will have its own vehicle.
* The administrator shall be present for a minimum of twenty (20) hours per week at the residential facility.
* The administrator must have completed DSP I & II training or pass the Challenge test. For Partnerships, at least two partners must meet this requirement. For Corporations, at least two members of the Board must meet this requirement.
* The administrator and Licensee must both possess current Administrator Certification prior to vendorization.
* Staff must speak the language of the people they support.
* The DSPs must satisfactorily complete the DSP I and II competency-based training course or pass the applicable challenge test as described in Title 17 Section 56033 (a)(2)(A) and (B).
* The DSPs must complete a minimum of twelve (12) hours of continuing education within each twelve-month period following the assumptions of the duties of a DSP.
* Applicants responding to this RFP who are currently vendored providers for SG/PRC or any other regional center must have services in good standing. Providers with Substantial Inadequacies (SI), Corrective Action Plans (CAP) ,or Type A deficiencies with Community Care Licensing in the past 24-months shall provide a written description of the SIs, CAPs, and/or Type A deficiencies and of all corrections that have been made.
* Applicants must also disclose any past, present, or pending licensure revocations, probation or denials, including but not limited to: CCL, Public Health Licensing or any agency providing services to people with disabilities, children or the elderly.
* Service design will include specification of consultant hours as outlined in [Title 17 section 56004](https://casetext.com/regulation/california-code-of-regulations/title-17-public-health/division-2-health-and-welfare-agency-department-of-developmental-services-regulations/chapter-3-community-services/subchapter-4-residential-services-and-quality-assurance-regulations/article-2-general-requirements/section-56004-facility-service-levels)
* The following applicants are are not eligible for this RFP:
  + The State of California, its officers or its employees;
  + A regional center, its employees, and their immediate family members;
  + Area Board members, their employees or their immediate family members;
  + Any applicant with a conflict of interest in either board members or employees.
* Applicants who are current vendors of SG/PRC will not be considered for this RFP if any SG/PRC contracts are unsigned or if any monies are owed by the applicant to SG/PRC.

**Application Process**

To apply for services included in this Request for Proposals (RFP), please submit a complete proposal consisting of at least the following sections:

1) Applicant Cover page:

a. Name, address, email address and telephone number) of the proposed HDO applicant and whether applying as a non-profit corporation, a limited partnership, or a limited liability corporation.

b. State the name of the author of the proposal. List any parties who participated

in writing all or part of the proposal. Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.

c. List of all projects with other regional centers and the current status of each project. List needs to identify the project name, address, and service type. *Applicant may submit a separate attachment.*

2) Statement of experience and qualifications including:

a. Resume(s)

b. Organizational Chart

c. [DS 1891](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf)

3) [Conflict of Interest Statement DS 6016](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.dds.ca.gov/wp-content/uploads/2019/05/DS6016.pdf)

4) Service Summary (in WORD format, Ariel Font 12pt ) that includes all the following information:   
  
a. Overview of Services. Provide a brief overview of services and

supports that will be provided.  
b. Program philosophy and goals.

c. Description how activities will be selected to facilitate the achievement of goals.

d. Include a sample one-month schedule of activities.

e. Services to accommodate individuals with mental, emotional, physical, or severe behavioral challenges requiring services at this level.

f. Entrance and Exit Criteria  
▪ Entrance Criteria: Identify the characteristics of the individuals the facility

intends to serve, including age range, gender, ambulatory status, accepted and non-accepted medical conditions, required levels of self-help skills, and accepted and non-accepted behavioral characteristics.

▪ Exit Criteria: Describe circumstances under which residents would leave (or be asked to leave) the home and how much notice must be given by the home or

the individual.

g. Assessment and Planning Process. Provide a brief overview of the Individual Service Planning process. Including bu tnot limited to:  
▪ How supports and services in the home will be determined.  
▪ How individual goals/objectives will be determined.  
▪ The methodology for measurement of progress.

h. Agency Outcomes. Describe anticipated outcomes of proposed service and how achievement of outcomes will be measured.

i. Communication. Describe when, what, and how you will communicate with day programs, other providers, and SG/PRC.

j. Describe Administrative Staff and Consultant Qualifications and Roles.  
▪ Qualifications and roles of Licensee, Administrator (and Assistant

Administrator, if any).  
▪ Qualifications and roles of all consultants.

k. Staff Recruitment and Retention. Describe your plan to recruit and retain quality staff. Include:  
▪ Job descriptions, qualifications, and desired characteristics for all staff positions.  
▪ Retention strategies including any wage, benefit, or other incentives provided to

retain staff.  
▪ Health and criminal background screening procedures.

l. Staffing Schedule. Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, and direct support professionals, consultants and program preparation time.

m. Describe Staff Training Plan  
▪ Initial and ongoing training, especially dispensing of medication,

implementation of behavior plans and data collection.  
▪ Required certifications in addition to any specialized training for providing

behavior support to individuals with potentially dangerous behaviors,

including non-violent crisis prevention/ intervention certification.  
▪ Initial and ongoing training and certification in First Aid and CPR.

n. Location. If known, provide the location of the proposed facility and a description

of parks, shopping, public transportation and other community resources within walking distance. Describe interior and outdoor amenities.

o. Transportation Services.  
▪ Describe how transportation will be provided for day / work services,

therapy and medical appointments, recreation and other activities.  
▪ Describe what arrangements will be made for transportation on evenings

and weekends.  
▪ Identify the numbers and positions of staff who are drivers at the home.

5) Proposed schedule of development/implementation plan that includesdetailed

timeline/schedule of development (implementation plan), including identifying project

milestones. Include a sequence of activities necessary to complete the project and specific to each property. This step-by-step action plan that includes measurable, time limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The project objectives should be realistically achievable.

San Gabriel/Pomona Regional Center (SG/PRC) reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. SG/PRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.

**SUBMISSION OF PROPOSAL**

Response to the Request for Proposals must be received by SG/PRC, no later than 4:00 p.m., Monday October 2, 2023. No exceptions.

All interested Applicants must submit an electronic copy emailed to [resources@sgprc.org](mailto:resources@sgprc.org) and [MMunguia@sgprc.org](mailto:MMunguia@sgprc.org)

All inquiries regarding this Request for Proposal and any technical assistance requests should be directed via email to [resources@sgprc.org](mailto:resources@sgprc.org) and [ttravis@sgprc.org](mailto:ttravis@sgprc.org). Technical assistance is limited to information on the requirements for the preparation of proposals.

**RFP TIMELINE**

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| --- | --- |
| September 1, 2023 | Request for proposal release |
| None (please reference RFP) | Applicants conference |
| October 2, 2023 | Deadline for receipt of proposals |
| October 2, 2023 – October 20, 2023 | Evaluation of proposals by selection committee |
| October 23, 2023 to October 27, 2023 | Interviews with highest-ranking applicants, if applicable |
| November 3, 2023 | Notice of selection mailed to applicants |
| November 17, 2023 | Notification of project award posted on SG/PRC website |

Strict adherence to the deadlines above will be followed

**SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be seated by SG/PRC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of property acquisition and renovation. After preliminary review and scoring, an interview with the finalists will be scheduled.

The final decision of the Proposal Review Committee is not subject to appeal. All applicants will receive notification of SG/PRC’s decision regarding their proposal. This Committee will review, score, rank and prioritize the proposals.

Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. To the right of each section is the maximum score than can be obtained. The review committee will use these criteria to rate your proposal. Acceptable proposals will be scored in the following areas:

Applicant Cover Page 10 points

Statement of Experience

* Resume(s)
* Organizational chart 30 points

Service Summary 50 points

Proposed Schedule for

Development/implementation 10 points

Total: 100 points

In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, ability to complete projects within budgeted amounts, and a track record consistent with established timelines for development).

**RESERVATION OF RIGHTS**

SG/PRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. SG/PRC 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. SG/PRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. SG/PRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of SG/PRC. It does not commit SG/PRC to award any grant.

**COSTS FOR PROPOSAL SUBMISSION**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

**FORMATTING REQUIREMENTS FOR THE PROPOSAL**

Applicants must adhere to the following formatting requirements when submitting the proposal application:

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* Send an electronic version to: [resources@sgprc.org](mailto:resources@sgprc.org) and Mireya Munguia [MMunguia@sgprc.org](mailto:MMunguia@sgprc.org)
* An email acknowledgement of each submission received will be sent to the applicant.
* Attachments/Forms must be type written 12-point Times New Roman or Arial font in WORD format.
* All proposals must be complete, typewritten, collated, and page numbered.
* The “Application Cover Page” (see Application process) must be the first page of the proposal.
* As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.
* Fax copies will NOT be accepted.
* Submissions will NOT be returned.
* No proposals will be accepted after the deadline.

**INQUIRIES/REQUEST FOR ASSISTANCE**

Additional inquiries regarding the application or requesting technical assistance should be directed to:

[ttravis@sgprc.org](mailto:ttravis@sgprc.org)

Technical assistance is limited to information on the requirements for preparation of the application packet.

**MAP of SG/PRC Catchment Area**

Diagram

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