



## REQUEST FOR PROPOSAL

- DATE:** December 16, 2024
- TO:** All Interested Parties
- RE:** Development of a person centered, evidence based, community-based tertiary care crisis intervention and stabilization system for individuals with Intellectual and Developmental Disabilities and co-occurring behavioral health issues.
- SUMMARY:** Primary goal is to identify a provider who ideally participates in some type of nationwide network of experts in this specialized area. The provider will be able to fully support current evidence based practices designed to address the needs of people with Intellectual Developmental Disability experiencing a crisis. The provider will support the development of a nationwide recognized program to support individuals in the community at risk for being placed in a locked facility or hospitalized.

Access California Code of Regulations (CCR), Title 17 via [www.dds.ca.gov](http://www.dds.ca.gov)

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP) # **START2425FY**. The specific information that is required in the submission of this request is detailed below. Please read all of the materials and follow the guideline accordingly. RCOC reserves the right to eliminate proposals which do not meet the minimum standards described in the proposal or those which deviate from the requested format. Start-up funding is available and will be negotiated between RCOC and successful applicant.

**RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**

**RCOC may elect to fund all, part, or none of the project, dependent upon funding availability as approved by the Department of Developmental Services (DDS), and the quality of the proposals received.**

We thank you in advance for your willingness to serve persons with disabilities.

### **PROGRAM DESCRIPTION:**

RCOC is seeking a provider to support the development of the Systemic, Therapeutic, Assessment, Resources, and Treatment (START) program by establishing the framework and model in order for the regional center to be certified to initiate and implement the program. The model should include trauma informed care, which is research based and includes effective data collection and measurement of outcomes. Provider will offer education in such a model, technical assistance, and mentoring to identified

programs where individuals with complex needs struggle to maintain community tenure. Provider will create a strong foundation for crisis support for individuals across the lifespan. Provider's model will provide support to individuals living in the community including those persons living with their families as well as those supported by service providers. In order to effectively educate, train and mentor support in our community, this provider must be well versed in existing evidence based practices, trauma informed care, creating community linkages to other necessary support, and providing direct in home support to families or other providers when such expertise is required to assist an individual with complex needs to be successful in day to day needs. This model will require expertise in co-occurring psychiatric disorders, co-occurring substance use disorders, expertise with sophisticated behavioral interventions as well as expertise in emotion regulation, co-occurring criminogenic needs, skills acquisition and community outreach and education. As such, a model is complex and clearly broad in scope requiring multiple areas of expertise in evidence based practices, where the vetted model has national recognition and national networking capability.

### **EXPECTATIONS:**

1. Collaborate with RCOC to ensure that the requirement of the service provider RFP are met.
2. Develop a comprehensive service design that specifies evaluation and assessment procedures, education, training, mentoring, and community outreach strategies to ensure effective outcomes.
3. Assist RCOC in the implementation of the model locally, recruiting staff and hiring staff.

### **APPLICANT QUALIFICATIONS**

- Program must meet all applicable Title 17 regulations.
- The model must consist of licensed and or certified professionals with demonstrated skills and competence in the fields of developmental disabilities and mental health.
- The program will utilize evidence-based practices with quantifiable outcomes in supporting individuals experiencing challenges, so that they can maintain their community living situation and enhance their quality of life.
- Applicants responding to this RFP who are currently vendored providers for RCOC or any other regional center must have services in good standing.

### **APPLICANT INELIGIBILITY**

Refer to California Code of Regulations (CCR), Title 17 Section 54314 for individuals who are not eligible for regional center vendorization.

### **START-UP FUNDING**

RCOC is able to offer start-up funds through the Community Resource Development Plan (CRDP) approved for fiscal year 2024-25. A contractual agreement will be entered into between the selected applicant and RCOC, which will indicate specific milestones to be achieved and the funds to be released based upon the completion of each milestone. The amount of start-up funding will be negotiated, but shall not exceed Nine Hundred Sixty One Thousand Nine Hundred Fifty Four Dollars (\$961,954.00).

## **APPLICATION PROCESS**

- Step 1: RFP application must be submitted to Regional Center of Orange County (RCOC) no later than **4:00 p.m. on Friday, January 31, 2025.**
- Step 2: Applications will first be screened for eligibility based on RFP requirements. It is anticipated that this process will take place immediately following the application due date.
- Step 3: Applications meeting the eligibility criteria will be reviewed by a RFP Review Committee.
- Step 4: Following evaluation of applications, all eligible applicants will be asked to attend an interview with the RFP Review Committee. The RFP Review Committee will have the opportunity to modify their scoring sheets following the interviews.
- Step 5: Final scores will be tallied and presented to RCOC's Executive Director for approval within one (1) week of completion of interviews.
- Step 6: The proposed start-up contract with the recommended applicant, if it is over Two Hundred Fifty Thousand Dollars (\$250,000), will be presented to RCOC's Board of Directors for approval at the next regularly scheduled Board meeting.
- Step 7: Following the submittal of the vendor application, a vendor number will be assigned.

## **APPLICATION AND CONTRACT REQUIREMENTS**

Each proposal must include the information and documents identified below, in order.

### **1. Face Sheet (Must serve as the Face Sheet of Proposal)**

Complete the attached Face Sheet with Applicant name and contact information.

### **2. Proposal Section I – Experience and Background**

- a. Mission, Vision, and Value Statement:** A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing the indicated service for the targeted group of clients. Please provide agency mission, vision, and value statements related to proposed project.
- b. Background:** A brief description of your background and experience in providing the training and certification of the program to eligible providers. Include any current or past collaboration with other regional centers.

### 3. Proposal Section II - Implementation Plan

- a. **Outcomes:** Describe anticipated outcomes of posed service for people participating in the program and how achievement of outcomes will be measured.
- b. **Assessment and Planning:** Briefly describe the assessment and planning process for the startup of this model. How will individual goals/objectives be determined and progress measured? How will individual's supports and services be determined?
- c. **Staff Training:** Describe the topics to be covered in staff training, types of training that will occur (i.e. Crisis prevention training, trauma informed practices, in home coaching, provider support, etc.), who will provide the training, roles of project staff, identified provider staff, RCOC staff, community providers etc. as you see the model successfully implemented. Include all specialized training you foresee as it relates to mental health treatment, behavior support and crisis intervention.
- d. **Program Evaluation:** A description of your plan for evaluating program services and your plan for quality improvement.
- e. **Timeline:** Specific time lines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services.
- f. **On-going Monthly Budget:** A budget that indicates the anticipated operating costs of your new program. Please note that, if selected for this project, a more comprehensive, detailed budget tool will be used.
- g. **Start-Up Budget:** A proposed Start-up Project Budget. Start –up funds are intended to assist in the development of new community resources. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the applicant will identify funds that their agency will provide, along with CPP funds, demonstrating financial capacity to complete the project.
- h. **Equity and Diversity:** Each proposal will include a section on issues of equity and diversity. The plan will address diverse populations, including, but not limited to culturally and linguistically diverse populations. You must also include examples of your commitment in addressing the needs of those diverse populations, and include any issues you deem relevant to equity and diversity. Projects developed specifically for identified clients will require plans to provide culturally and linguistically competent services and supports to those specific individuals.

### 4. Attachments

#### Attachment #1: References

The proposal must include a list of at least two (2) references with addresses, email, and telephone numbers. Applicants should be aware that the selection committee will contact references. References should be able to discuss the applicant's strength within the context of the proposed

project. References shall not include current or former employees of RCOC, and should not include individuals associated with the business applying for this project.

**Attachment #2: Organizational Structure**

An organizational chart for the project must be included (full names), identification of the governing or advisory board, administrative and supervisory hierarchy. A list of proposed Program Consultants, salary paid and estimated hours per month for start-up and on-going consultation. Resume demonstrating evidence of applicant’s qualifications such as: education, experience, and skills demonstrated in working with people with developmental disabilities (at least one year of providing direct supervision and special services to people with developmental disabilities) and those with mental health, behavioral, and health issues.

**Attachment #3: Financial Statement**

Applicant must demonstrate fiscal responsibility by submitting current audited financial statements that include current and fixed assets, current and long-term liabilities.

**FORMATTING REQUIREMENTS**

Proposal must meet the following formatting requirements:

- Standard size (8 ½ x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment
- Do NOT place in ring binders or folder; but, rather use binder clips or compressor clips

**A completed RFP response must contain the following:**

- Face Sheet
- Proposal
  - Section I through II identified above
- Attachments:
  - #1 References
  - #2 Organizational Structure
  - #3 Financial Statements

**Applicants MUST submit an ORIGINAL proposal and four (4) copies to RCOC.**

**EVALUATION CRITERIA**

Applicants will be evaluated based on the following criteria:

- Applicant demonstrates an understanding of the needs of individuals to be served and the issues involved in providing quality services.

- Proposal outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for individuals receiving services.
- The applicant's philosophy and values are consistent with RCOC's mission, vision, and guiding principles.
- Applicant demonstrates the financial resources necessary for completion of the project.

In addition to the proposal and interview, RCOC will consider prior dealings with the applicant. Input from stakeholders, including RCOC and other regional centers, for the past two (2) years may be reviewed and considered.

## ADDITIONAL PROVISIONS

- Applicants intending to submit a proposal **must register with RCOC no later than January 17, 2025** by sending an email to [tta@rcocdd.com](mailto:tta@rcocdd.com), which includes name, email address and telephone number. This will allow RCOC to provide any updated information to all applicants.
- An Information Conference will be held at 9:00 a.m. on January 22, 2025, via Zoom conferencing. All interested applicants are encouraged to attend. A link will be provided upon registering with RCOC with the intent to submit a proposal.
- Questions regarding this RFP may also be submitted via email to [tta@rcocdd.com](mailto:tta@rcocdd.com). Questions must be submitted no later than January 23, 2025. Answers to questions will be distributed to all registered applicants via email.
- **RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**
- **Completed proposal for this RFP must be submitted to RCOC no later than 4:00 p.m. on Friday, January 31, 2025. Proposal received after 4:00 p.m. on the due date will be returned unopened.**

Proposal may be sent via U.S. Mail to the following address:

Arturo Cazares, Director of Community Services  
 Regional Center of Orange County  
 P.O. Box 22010  
 Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Arturo Cazares, Director of Community Services  
 Regional Center of Orange County  
 1525 North Tustin Ave.  
 Santa Ana, CA 92705

**FACE SHEET**

**(Must be used as the cover page for the proposal)**

<b>RFP#: START2425FY</b>	<b>RFP Due Date: 4:00 p.m. on Friday, January 31, 2025</b>
Applicant (Agency) Name (If the applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address	
List name of consultant and/or individuals involved in writing the program design: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
List any and all vendor number(s) and the vendoring regional center. Use additional sheets if needed.	
Vendor number: Regional Center	Vendor Number: Regional Center:
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