

Regional Center of the East Bay

Resource Development Policy

Date Approved: 11/2010

In order to meet the continuing need for new resources and services in Regional Center of the East Bay's catchment area, the regional center, when authorized by the Department of Developmental Services and State of California law, will use Purchase of Service dollars to develop new services. Additionally, RCEB, through its approved Community Placement Plan (CPP), will develop new programs to provide services for RCEB consumers residing in state developmental centers as well as for consumers who are at risk of placement in large institutional settings. RCEB will award start up funds for CPP projects through a Request for Proposal (RFP) process when the startup grant exceeds \$25,000. In addition, if a need is identified for a specialized service, an RFP will be issued to procure the most qualified and least costly vendor for the service. An RFP will also be issued if a needed service will generate projected annual revenue of \$250,000 or more from the identified service.

Request for Proposal Process

Through its Community Services Division, RCEB annually reviews consumer unmet needs and seeks to address those unmet needs by identifying the specific projects and services to be developed each fiscal year. RCEB staff then prepare a Request for Proposal (RFP) which outlines the specific new projects to be developed. The RFP also describes the required elements to be included in each proposal submitted to the regional center together with required timelines for submission of a proposal. Interested applicants are invited to attend a Question and Answer meeting, which includes more specifics about the projects to be developed and the process for preparing the proposal.

The RFP shall be distributed twice per year in the months of February and September to local service providers within the RCEB community and also to those on RCEB's open mailing list composed of individuals and organizations that have expressed an interest in applying for new service development in the RCEB area. In addition, the RFP shall be circulated to other regional centers for distribution in their area and also posted on the RCEB website.

Interested applicants may then submit their written proposals to RCEB for consideration within a reasonable posted timeframe. These will be reviewed by a Community RFP Review Committee which is composed of representatives from Area Board V and the local Developmental Disabilities Councils, regional center

staff from a range of professional disciplines, consumers, and may also include staff from state developmental centers and family members. Committee members screen proposals for adherence to RFP guidelines, applicant qualifications, fiscal stability and thoroughness of documentation. Proposals are scored using a multiple point evaluation system. Incomplete or late proposals will not be accepted. If the Review Committee determines that no proposal meets the requirements of the RFP in addressing identified service needs, RCEB reserves the right to not award the startup grant or project.

The three applicants whose proposals receive the highest scores are then invited to appear before the Review Committee for a separate face-to-face interview to discuss their proposal in more detail. Upon completion of the interview process, the committee will select the successful applicant who will be awarded the project and the startup grant.

RCEB will maintain the RFP proposals reviewed by the Committee for three years. Upon selection of the successful applicant, RCEB will then enter into a contract with the service provider for the development of the new project. Contractual language, together with the startup budget for each new project identified through this process, must meet criteria identified in Title 17, Section 50607 *et seq.*

RCEB will provide ongoing technical assistance to providers selected through this process, including regular monitoring of the startup and development process as well as the close scrutiny of all startup expenditures to assure that all contractual obligations are met. Upon completion of the startup phase, the service provider will then be vendored by RCEB in accordance with the regulations in Title 17, Section 54300 through 54390.