



REQUEST FOR PROPOSALS

Date: October 11, 2011
To: Interested Individuals and Organizations
From: Regional Center of the East Bay
RE: Request for Proposals- Independent Assessments of Supported Living Services

Regional Center of the East Bay (RCEB) is a private non-profit organization under contract with the California Department of Developmental Services. RCEB is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with developmental disabilities in Alameda and Contra Costa Counties.

RCEB is requesting Letters of Intent for the development of programs that offer Independent Assessments for individuals currently receiving, or initially entering, supported living who have SLS costs, or have an initial recommendation for service costs that exceed 125 percent of the annual statewide average costs of SLS, as published by DDS commencing June 30, 2011. The annual average cost of SLS is \$44,196 and 125 percent of the average annual cost of SLS is \$55,245. Pursuant to the recently enacted Trailer Bill (AB 104) that became effective July 1, 2011, regional centers must identify the individuals mentioned above, and arrange for an independent assessment to be completed prior to the next scheduled IPP for individuals currently in a supported living arrangement and within 30 days of identification of individuals with an initial recommendation for services.

The independent assessment must be completed by an impartial entity or individual other than the SLS agency providing, or planning to provide the service, and shall be used during IPP meetings to assist the team to determine whether the services provided or recommended are necessary and sufficient and that the most cost-effective methods of service is utilized. The Regional Center will identify the entities and individuals it will use to conduct independent assessments, and ensure there are sufficient independent assessors so that assessments are done in a timely manner.

Proposal Instructions and Submission Format: *Deliver Letter of Intent to the Regional Center of the East Bay, Attn: Marc Sugars at 500 Davis St., Suite 100, San Leandro, CA 94577 by 5 PM no later on Monday October 31, 2011 .* Documentation: Five (5) copies of your proposal, fastened with a binder clip. **NO RING BINDERS, FOLDERS, OR STAPLES PLEASE. Proposals must be written in 12-point font, Times New Roman or Arial, double-spaced on white 8 ½ x 11 inch paper, single-sided. All pages should include an identifying footer with agency name, project type, and numbered pages.**

We look forward to receiving your proposals. All additional inquiries regarding the application or requesting technical assistance should be directed to Marc Sugars, Senior Resource Specialist (510) 618-6485 or you may e-mail him at msugars@rceb.org. **Please do not call for application status.**

Important Information about Independent Assessment program:

- SLS providers must conduct comprehensive assessments for the purpose of getting to know the individual they will be supporting and developing a support plan reflecting the choices and needs of the individual and consistent with the Lanterman Act and Title 17.
- The purpose of the independent assessment is to provide an additional look at assessment that the SLS provider develops and whether the SLS being provided or proposed for a person entering supported living, are necessary, sufficient, or cost effective to meet the person's choices and needs.
- The independent assessment may include use of natural and generic resources, sharing housing, support alternatives, learning methods, transferring, grooming, meals, bathroom, communication, transportation, mobility, emergency procedures, medication management, personal needs, household responsibilities, behavioral, medical and overnight supports, adaptive equipment, and adaptive technology.
- The entity or individual conducting independent assessments shall not be an employee of a regional center or the individual's service provider. Current SLS providers may conduct assessments for individuals being supported, or about to be supported, by other providers. **However, a provider that conducts an assessment may not provide direct services to an individual it has assessed for a period of one year.**

Qualifications:

Independent Assessors shall meet all of the following qualifications:

- Have a demonstrated understanding of the foundation of supported living as a service provider that assists an individual to live in his or her own home with supports as needed to be part of their community and of the principles and operational requirements of supported living set forth in the Lanterman Act and Title 17.
- Have a demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California; and,
- Have a minimum of 5 years of experience involved with Supported Living in California.
- Be in good standing with the vendoring regional center and have not been under a Corrective Action Plan and/or Do Not Refer Status within the past 5 years.

An individual shall be reassessed every three years in conjunction with the individual's IPP review to determine whether all the services are necessary and sufficient and to ensure that the most cost-effective methods of service are being utilized.

Individuals who are moving to a supported living arrangement or have moved to a supported living arrangement from a developmental center or state-operated community facility are not required to have an additional assessment during the first 12 months following placement.

Rate:

The rate for an independent assessment can not exceed \$500.00 in total. All vendored rates are subject to a mandatory 4.25% payment reduction. If mandated by law, rates may be subject to change.

Please note that there are no start-up funds for this program.

Please submit five (5) single-sided copies of the following (in the order listed below):

Letters of intent should include the following information (Maximum of 10 pages total):

- 1) Attachment A- Application form and statement of obligation
- 2) Applicant's resume
- 3) Methodology of the assessment
- 4) Proposed tools to be used in the assessment process
- 5) A sample assessment report (4 pages maximum)
- 6) A proposed cost statement.

THE APPLICATION PACKET MUST BE COMPLETE (i.e. ADDRESS ALL SIX POINTS ABOVE) FOR CONSIDERATION AND MUST CONFORM TO PAGE RESTRICTIONS. PROPOSALS THAT EXCEED THE 10 PAGE SINGLE-SIDE LIMIT WILL NOT BE CONSIDERED.

GENERAL LIMITATIONS:

This Request for Proposals does not commit Regional Center of the East Bay to award a contract, to pay any cost incurred in the preparation of the proposal, to contract in response to this request, or to procure or contract for services or supplies. To be considered, proposals must be received at the Regional Center of the East Bay by the closing date and time indicated.

EVALUATION PROCESS:

- A. A Contact Person is identified with this project and will provide limited technical assistance with the RFP process as appropriate.
- B. Applicants must submit five (5) single-sided copies of their proposal.

- C. The Contact Person reviews proposals for level of completion and notifies all applicants in writing if their proposals were complete and accepted or if their proposals were incomplete or failed to meet minimum requirements.
- D. All proposals will be evaluated through an Evaluation Committee review process, which will include RCEB staff and community members.
- E. Contact Person notifies each applicant in writing of the Evaluation Committee's decision. In the event that no proposal is selected, Regional Center of the East Bay may complete the RFP process without assigning an applicant to the project. The final decision made by the Evaluation Committee is not subject to appeal. Materials submitted by applicants will be held on file for a period of one year at the Regional Center of the East Bay.

RCEB Timeline

1. Tuesday, October 11, 2011: RFP is announced and disbursed
2. Monday October 31, 2011, 5 PM, **no later**: Proposals are due at RCEB
3. Tuesday, November 1 – Friday November 11, 2011: Evaluation Committee Process
4. Tuesday, November 15, 2011: Written correspondence is sent to all applicants informing them of the decisions.

ATTACHMENT A
REGIONAL CENTER OF THE EAST BAY
REQUEST FOR PROPOSAL
APPLICATION FORM

Date: _____

APPLICANT INFORMATION

Applicant's or
Agency Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # _____ FAX #: _____

Email _____

Please include 5 copies of proposal (including this form) with your submission

STATEMENT OF OBLIGATION

1. The applicant is presently providing support to persons who have a developmental disability. No Yes

If yes, indicate name, location, and number of people you support.

2. The applicant is currently receiving or planning to apply for grants/funds from any source to develop the same program support program? No Yes If yes, indicate name, location, type and capacity of service(s).

3. The applicant or member of the applicant's organization or staff has received a citation from any agency for abuse (verbal, physical, sexual, fiduciary, neglect)?

No Yes

If yes, indicate agency, type of citation and outcome of investigation.

4. Has the applicant or any member of the applicant's organization received a Corrective Action Plan (CAP), Sanction, a notice of Immediate Danger, or an "A" or "B" citation, or any other citation from a regional center or State Licensing agency? No Yes If yes, explain in detail.

5. Describe all other professional/business obligations held by the organization, including name, location, type, and capacity (time commitment) of each obligation.

Signature: _____ Date: _____