**REQUEST FOR PROPOSALS FY *2022-23***

**Community Placement Plan**

Date: February 17, 2023

To: Interested Housing Development Organizations (HDO)

From: Regional Center of the East Bay

RE: Request for Proposal (RFP)

Regional Center of the East Bay (RCEB) is a private non-profit organization under contract with the California Department of Developmental Services (DDS). 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 intellectual disabilities in Alameda and Contra Costa Counties. RCEB has identified a need for resources to serve individuals who will be moving out of Porterville Developmental Center (PDC), exiting Institutions of Mental Disease (IMD), or individuals who are currently living in the community. This need is outlined below, along with the corresponding start-up funds for the project.

Preference for local service providers with experience in providing services in the East Bay as well as those who have experience serving our culturally and linguistically diverse community.

Per Senate Bill (SB) 74, there is a requirement that any service provider receiving funds through a negotiated rate cannot allocate more than 15% of received revenue towards administrative costs. This requirement is to be funded by the service provider. Please refer to SB 74 for more information. A link to this is on the RCEB website, [www.rceb.org](http://www.rceb.org).

Also, providers receiving more than $500,000 up to $2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or independent financial audit and submit it to RCEB. If the provider receives equal to or more than $2,000,000 in revenue from Regional Centers they are required to conduct an annual independent financial audit and submit it to RCEB.

RCEB has identified a need for a Housing Development Organization (HDO), either for profit or non-profit, to construct or acquire and renovate one Enhanced Behavioral Support Home.

**RCEB-FY- 22-23 Project #6**

One (1) Enhanced Behavioral Support Home: This type of setting was established by Trailer Bill Language on SB 856. An enhanced behavioral support home may use delayed egress devices, in compliance with Section 1531.1 of the Health and Safety Code, may utilize secured perimeters, in compliance with Section 1531.15 of the Health and Safety Code and applicable regulations. Interested applicants shall first familiarize themselves with the applicable regulations prior to applying for this RFP. This facility is for male individuals with co-occurring mental health support needs who also have intensive behavioral support needs and a history of forensic issues. Without these supports, the individuals would be unable to live in a community setting. Some individuals may require nursing support and/or have sensory impairments. The facility will need to offer 4 bedrooms for a maximum of 4 residents. The home must be fully accessible and licensed to serve 4 non ambulatory consumers and will not be intended to have delayed egress or secure perimeter features.

The Housing Developer Organization (HDO) should have experience developing housing for people with intellectual/developmental disabilities, ideally housing for people with intensive behavioral support needs. The HDO will be responsible for acquiring and renovating or constructing a site suitable for the type of facility.

The facility will be leased to a service provider that will be selected through a separate Request for Proposal process. The HDO’s development team will need to work with the selected service provider and regional center staff to address the anticipated physical, medical, behavioral and/or sensory needs of the individuals. The HDO’s development team will also need to work with the selected service provider and RCEB staff to ensure that the requirements of Community Care Licensing (CCL) are met, and that the facility is constructed to accommodate non-ambulatory individuals. The property selected, and the proposed design of the site must be approved by RCEB in advance of purchase. The HDO will provide landlord/property management duties while RCEB will contract for the provision of direct care services. The service provider will have a lease with the HDO specific to the property, wherein tenant/ landlord obligations are specifically outlined.

The HDO must be willing to consider both Alameda and Contra Costa Counties for locations of the proposed home. If selected for the project, RCEB will inform the HDO of preferred locations and will work with applicant to identify a site. RCEB will have final approval of the selection of a site.

The HDO must also provide in their proposal a reasonable dollar amount for acquisition and renovation for this property. RCEB will work with the Department of Developmental Services regarding approval for the proposed amounts for acquisition and renovation

\*\*\*Please note that the selected HDO will have restricted title on the home. The home will be used in perpetuity to serve clients. Therefore, if the HDO and/or selected service provider are unable to continue in their role, a new HDO and/or service provider will be selected.\*\*\*

Proposal Instructions and Submission Format:

1. ***Submit 2 electronic copies of the proposal***
2. One electronic copy should **contain all of the information** that is required by this RFP.
3. One electronic copy of the proposal should contain all of the information that is required by this RFP, but **must be redacted to remove all identifying information about the organization, key staff and consultants**. Please remove the organization’s name and the names of staff and consultants from all pages of the redacted proposal. Be sure to redact information in the footer of each page as well.
4. Proposals must double-spaced and submitted as a Word document. All pages should include an identifying footer with HDO name, project number, and numbered pages.
5. Email two e copies to rfp@rceb.org.
6. **The two electronic copies must be received by 5:00 pm on the RFP deadline: March 24, 2023**. Incomplete applications will not be considered.

We look forward to receiving your proposals.

All additional inquiries regarding the application or requesting technical assistance should be directed to Mary Lynn Rochlitz, Senior Resource Specialist at (510) 618-6499/e-mail at mlrochlitz@rceb.org. Please do not call for application status.

RCEB will host a RFP Question and Answer Session on February 28, 2023, from 10:00 AM to 11:30 AM. The RFP Q &A Session will be held on Zoom.Please see below for Zoom Log in Information.

Zoom Log In Information for RFP Q&A Session. February 28, 2023, 10:00 AM to 11:30 AM.

<https://us06web.zoom.us/j/81339628176?pwd=cktTV3pwRzUyNjVUUXJIeGFXR0NCQT09>

Meeting ID: 813 3962 8176

Passcode: 007947

One tap mobile

+16694449171,,81339628176# US

+16699006833,,81339628176# US (San Jose)

Dial by your location

        +1 669 444 9171 US

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        +1 253 205 0468 US

        +1 253 215 8782 US (Tacoma)

        +1 346 248 7799 US (Houston)

        +1 719 359 4580 US

        +1 564 217 2000 US

        +1 646 876 9923 US (New York)

        +1 646 931 3860 US

        +1 689 278 1000 US

        +1 301 715 8592 US (Washington DC)

        +1 305 224 1968 US

        +1 309 205 3325 US

        +1 312 626 6799 US (Chicago)

        +1 360 209 5623 US

        +1 386 347 5053 US

        +1 507 473 4847 US

Meeting ID: 813 3962 8176

Find your local number: <https://us06web.zoom.us/u/kBgAabWoL>

**Proposal Requirements**

1. RFP Application Form (Attachment A).

2. A statement indicating the author of the proposal.

3. Proposal Narrative Part 1: Describe your experience with developing homes for people with developmental disabilities. Do you have any experience developing any or all of the types of facilities indicated in this Request for Proposals? What are some key features that you would want to consider in the development of this type of home.

4. Proposal Narrative Part 2: Describe your experience acting as property manager and landlord for homes in which people with intellectual disabilities live.

5. Proposal Narrative Part 3: Provide a statement outlining your plan to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.

6. Timeline Schedule. Please identify all important milestones in development of the home and your proposal as to when these will be completed.

7. Provide current **Financial Statement** (Attachment C) to include current quarterly Statement of Financial Position, current quarterly Statement of Activities, current quarterly Statement of Cash Flows, and most current audited CPA independent audit report. (You may be required to provide proof of financial responsibility prior to signing a contract for start-up funds).

8. The names, addresses and phone numbers of three **Professional References** and at least one professional letter of reference describing your abilities and qualifications in regards to this proposal (Attachment D).

9. A proposed **Start-Up Budget** defining how the funds will be used. Please disperse funds into proposed line item categories. (Attachment F)

10. **Resume** demonstrating evidence of applicant’s qualifications such as: education, experience, and other related skills

**GENERAL LIMITATIONS:**

This Request for Proposal does not commit RCEB 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, complete proposals must be received by the closing date and time indicated above.

**EVALUATION PROCESS:**

A. A Contact Person is identified for project and will provide limited technical assistance with the RFP process as appropriate.

B. All complete proposals will be evaluated through an Evaluation Committee review process.

C. Contact Person notifies each applicant in writing of the Evaluation Committee’s decision.

In the event that no proposal is selected, RCEB may complete the RFP process without awarding 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 three years at the RCEB.

Once candidates are awarded projects, written correspondence will be sent to all applicants informing them of the start-up award decisions. Please do not call or email to inquire about the status of the project.

**RCEB Timeline**

1. February 17, 2023: RFP is announced and disbursed
2. February 28, 2023: 10:00 AM to 11:30AM, RFP Q & A via Zoom (See above for Zoom Link).

2. March 24, 2023: 5:00 PM: Complete proposals are due to rfp@rceb.org

3. March 31, 2023: Evaluation Committee process begins

**ATTACHMENT A**

REGIONAL CENTER OF THE EAST BAY

REQUEST FOR PROPOSAL

APPLICATION FORM

***FY 2022-23***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT INFORMATION

Applicant’s or

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT INFORMATION

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have included two (2) Word Document copies of the RFP application, including the following: *(one e Copy has been redacted to remove identifying information such as Organization Name, Names of Key Staff, Names of Consultants, etc.)*

 🞎 Completed RFP Application Form (Attachment A)

 🞎 Statement Indicating Author of Proposal

 🞎 Proposal Narrative Part 1, Part 2, and Part 3; Timeline Schedule

 🞎 Financial Statement (Attachment C)

 🞎 References; 3 professional and one letter (Attachment D)

 🞎 Proposed Start-Up Budget (Attachment F)

 🞎 Demonstration of experience and qualifications and the resumes of identified staff

Signature: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised Feb 2023