**REQUEST FOR PROPOSALS FY 2022-2023**

**Community Placement Plan**

Date: February 17, 2023

To: Interested Individuals and Organizations

From: Regional Center of the East Bay

RE: Request for Proposals (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/ developmental disabilities in Alameda and Contra Costa Counties. RCEB has identified a need for employment services for adults with intellectual/ developmental disabilities currently residing in these counties.

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.

NOTE: Start-up funds are meant to supplement the costs involved with developing the project. It is expected that the applicant will have sufficient funds to contribute to the development.

Please note that 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. Please refer to SB 74 for more information. A link to this is on the RCEB website, [www.rceb.or](http://www.rceb.org)g.

Service providers receiving $500,000 to $2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or an independent financial audit and submit it to RCEB. If the service 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. This requirement is to be funded by the service provider.

**RCEB-FY-22-23 Project # 8 $50,000 for Start-up Costs**

**Ongoing rate: to be negotiated pursuant to State Law and Regulations**

**One (1) Self Employment/Microenterprise employment support program for adults with intellectual/developmental disabilities currently residing in the community.** RCEB has an identified need for an employment support program for self-employment/microenterprise for adults. The program will serve up to 20 individuals. The program should also include a job coaching component for clients who require support.

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: Friday, March 24, 2023**. Incomplete applications will not be considered.

We look forward to receiving your proposals.

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**

Topic: RFP Q&A

Time: Feb 28, 2023 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 813 3962 8176

Passcode: 007947

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. **P****lease do not call for application status**.

**Proposal Requirements**

1. RFP Application Form (Attachment A).

2. A statement indicating the author of the proposal.

3. An Idea Statement. This is an opportunity to present a program proposal unique to your particular interests and experience. The Idea Statement must include: **(Use appropriate section headers)**

 Five to seven (5-7) page Idea Statement addressing the following:

a. A brief description of your philosophy, values, exceptional, and innovative service approaches toward micro-enterprise or self-employment

b. Please describe the assessment process and tools you will use to determine the care needs of the referred client.

c. A description of the training program for clients, depending focus of the project.

d. 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.

e. 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

4. A line item **On-going Monthly Budget** that indicates the anticipated operating costs of your new program (Attachment B). Please be aware that trailer bill SB 74 states that administrative costs cannot exceed 15% of revenue received. Please see trailer bill for more information. Please note that, if selected for this project, a more comprehensive, detailed budget tool will be used.

5. 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).

6. 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).

7. A list of proposed **Program Consultants**, salary paid and estimated hours per month for start-up and on-going consultation (Attachment E).

8. A proposed **Start-Up Budget** defining how the funds will be used (Attachment F). Please note that there is an expectation that applicant will contribute in-kind funds during the start- up phase.

9. **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).

**Links to templates for Attachments A, B, C, D, E, and F are available on** [**www.rceb.org;**](http://www.rceb.org/)

**Click on the “For Providers” Section and then click on the “Request for Proposal Section”.**

**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, proposals must be received at the RCEB by the

closing date and time indicated.

**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: RFP Q & A is held on Zoom from 10:30 to 11:00 am (see above Zoom links)

2. March 24, 2023, 5:00 PM: Proposals are due at RCEB

3. March 31,2023: Evaluation Committee process begins