



**REQUEST FOR PROPOSALS**  
**FY 2022-23**  
**Home and Community-Based**  
**Services Funding**

Date: May 9, 2023  
To: Interested Organizations  
From: Regional Center of the East Bay  
RE: Request for Proposal (RFP)

In January 2014, the federal Centers for Medicare and Medicaid Services issued final regulations, or rules, for Home and Community-Based Services (HCBS). The rules require that HCBS programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. In accordance with the 2021 enacted budget, \$15 million will be allocated to regional centers to fund necessary changes to assist providers in taking steps towards modifying their services to come into compliance with the HCBS rules.

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 a contract application/platform/tool developer with substantial experience in creating applications/platforms/tools that will help in automating, expediting and coordinating the Quality Assurance process and paperwork. The funding awardee will collaborate with the Quality Assurance team to create this application/platform/tool to ensure that it meets Title 17 requirements as well as the current QA process. Ideally, RCEB would like to move such process towards being more automated in order to simplify and operationalize (standardize) and reduce redundancies within the paperwork component. The application must also demonstrate HIPAA compliance.

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.

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 be double-spaced and submitted as a PDF document. All pages should include an identifying footer with the organization's name and numbered pages.
5. Email two copies to [hcbs@rceb.org](mailto:hcbs@rceb.org) with the Subject Line: HCBS RFP – AppDevelopment
6. **The two electronic copies must be received by 5:00 pm on the RFP deadline: Friday, June 9, 2023.** Incomplete applications will not be considered.

We look forward to receiving your proposals.

RCEB will host an RFP Question and Answer Session on May 26, 2023 from 10AM to 11AM. The RFP Q & A Session will be held on Zoom. See below for Zoom Meeting information. All additional inquiries regarding the application or requesting technical assistance should be directed to Fruc Menchavez, HCBS Specialist at (510) 618-6146/e-mail at [fmenchavez@rceb.org](mailto:fmenchavez@rceb.org). Please do not call for application status.

Zoom Log In Information for RFP Q&A Session. May 26, 2023, 10:00am.

<https://us02web.zoom.us/j/86743531626?pwd=ZVBZbWJQcnN3eEo2bHdiK1BKsZkvQT09>

Meeting ID: 867 4353 1626

Passcode: 008480

## **Proposal Requirements**

1. RFP Application Form (Attachment A).
2. A statement indicating the author of the proposal.
3. Provide current **Financial Statement** (Attachment B) 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).
4. Proposal Narrative Part 1: Describe your experience with working on developing applications/software/tools to streamline work processes.
5. Proposal Narrative Part 2: Given the scope of work, what is your proposed plan of activities to accomplish the established expectations (Refer to page 1, a-e).
6. Timeline Schedule. Please identify all important milestones in development of the home and your proposal as to when these will be completed.
7. 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 C).
8. A proposed **Budget** defining how the funds will be used. Please disperse funds into proposed line item categories.
9. **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. Selected applicants will be interviewed.
- D. 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 HCBS Funding award decisions. Please do not call or email to inquire about the status of the project.

**RCEB Timeline**

- 1. May 12, 2023: RFP is announced and disbursed
- 2. May 26, 2023 at 10:00 AM, RFP Q & A is held on Zoom (See above for Zoom Link).
- 2. June 9, 2023 at 5:00 PM: Complete proposals are due to [hcbs@rceb.org](mailto:hcbs@rceb.org)
- 3. June 12, 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 B)
- Proposed Start-Up Budget
- References; 3 professional and one letter (Attachment C)
- Demonstration of experience and qualifications and the resumes of identified staff

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

Revised April 2022

**Attachment B**  
**Financial Statement**

**Attachment C**

**1. List three *professional* references who will be able to attest to your experience working with individuals with developmental disabilities in a professional capacity:**

Reference #1:

Reference #2:

Reference #3:

**I hereby give permission to the Regional Center of the East Bay to contact the above named references.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**2. Attach to this form at least one professional letter of reference describing your abilities and qualifications in regards to this proposal.**

**3. List any and all services or programs you are currently operating, are associated with, or are developing.**

Name of Service	Type of Service	In development or operational?	Number of years in operation (if applicable)	Funding source