

SDRC/ CPP Project # 6

Request for Proposals (RFP)  
Level 4i Group Home  
**San Diego Regional Center  
Community Placement Plan  
For Fiscal Year 2022-2023**

#### **AUTHORITY**

San Diego Regional Center (SDRC) supporting individuals with Intellectual Disabilities has identified a need for a variety of resources throughout San Diego and Imperial counties for individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting. This project will be in collaboration with a Non-Profit Ownership (NPO). **SDRC may elect to fund all, part or none of the projects, depending on funding availability as approved by the Department of Developmental Services (DDS), and the quality of proposals received. SDRC reserves the right to withdraw this RFP and/or disqualify any proposal that does not adhere to the RFP guidelines.** Please refer to the attached project list, which briefly describes the service concept and start-up funding availability. The brief descriptions are not intended to limit the types of proposals that will be considered to serve the identified populations. In fact, applications that propose innovative, person-centered service delivery models, as alternatives to the traditional resources described will be favorably considered. **Please note: Proposals submitted after the indicated timelines will not be considered.**

#### **APPLICANT ELIGIBILITY**

Proposals can be submitted by service provider entities that are authorized to conduct business within the state of California. Board members of San Diego-Imperial Counties Developmental Services Inc. and employees of San Diego Regional Center are prohibited from submitting proposals.

#### **SUBMISSION OF PROPOSALS**

Please send all proposals **by e-mail only** to:

**Erik Peterson, Resource Development Manager**  
[rfp@sdrc.org](mailto:rfp@sdrc.org)

Copies of the proposals must be *received* at the above e-mail address **no later than 4:00 p.m. on Wednesday, May 10, 2023**. Proposals received after this deadline will not be considered. You will receive an email reply confirming receipt of your proposal. **If you do not receive email confirmation, your proposal was not received by SDRC.** Please follow up by phone with Erik Peterson (858) 576-2872 if you **do not** receive confirmation.

## PROJECT DESCRIPTION

San Diego Regional Center has identified the need to create Level 4i group home facility for adolescents ages 12-17 years old. Home to serve 4 adolescent males or females who may either be ambulatory or non-ambulatory and are currently residing in IMDs, psychiatric hospitals, or in the community and in need of higher level of care. with a combination of severe behavioral, medical, and/or severe self-care deficits. The service provider's development team will work with Regional Center staff to develop renovation designs for the physical plant structure to support the anticipated behavioral, physical, security and supervision needs of the individuals who will reside at the home. The home will have delayed egress.

The facility will be licensed through the Department of Social Services Community Care Licensing Division and qualify as a Staff Operated Residential Facility Serving Adults as defined by California Code of Regulations (CCR) Title 17 Section 54342(a) (68) and CCF Title 22, Division 6, Chapter 6. The home will exceed the minimum requirements of Level 4i facilities. The home will provide 24-hour nonmedical care to individuals with intellectual disabilities who will require behavioral supports, enhance staffing, and supervision. The individuals targeted for this home will need intensive services and supports due to the challenging behaviors that cannot be managed in other types of community settings.

**Start-up Funding Available up to: \$150,000.**

## FORMAT AND APPLICATION REQUIREMENTS

Proposals must comply with the instructions, format, and timelines described in this request. Proposals should be written in 12-point font, Times New Roman or Arial preferred. All pages in the proposal must be numbered consecutively and include an identifying footer with the applicant name and project number. The proposal, *including* the required forms and documents, may not be more than (22) pages long. **Each applicant must submit an original proposal in PDF format via email. Hardcopies will not be accepted.**

## PROPOSAL CONTENT

Each proposal will contain the following information:

1. **Service Description Summary (12 pages maximum):** Please include all headings and information requested below and provide in the same order in your document.
  - a. **Mission, Vision, and Value Statements:** Provide agency MVV statements related to the proposed project.
  - b. **Agency Outcomes:** Describe anticipated outcomes of proposed service for people residing the homes and how achievement of outcomes will be measured.
  - c. **Assessment and Planning:** Briefly describe the planning process. How will individuals' goals/objectives be determined and progress measured? How will

individuals' supports and services be determined prior to moving into a facility? Please include a description of the entry criteria for individuals who will be served by the project.

- d. **Staff Training:** Describe the topics to be covered in staff training, types of training that will occur (e.g., pre-service, on-the-job training, continuing education), who will provide the training, roles of in-house vs. contract consultants, and the specific types of crisis prevention training (e.g., Crisis Prevention Institute or Professional Crisis Management Association) that will be included. Initial and ongoing training, including required certifications. Include any specialized training for providing mental health treatment, behavior support and crisis intervention to individuals who may have a dual diagnosis (mental health diagnosis and intellectual/developmental disability) and may potentially have danger behaviors.
- e. **Program Plan requirements:** Include the following:
  - i. A Program Design approved my San Diego Regional Center meeting Title 17 and Title 22 guidelines. Describe the components of this plan.
  - ii. Describe the pre-admissions procedures and identify staff responsible for admissions.
  - iii. Describe how the facility will ensure appropriate services and supports at the time of admission to meet the client's immediate needs pending the development of the individual behavioral support plan.
  - iv. Describe the services to be provided for the clients residing in the home.
  - v. Staff requirements: Please list the qualifications and educational requirements for administrator, consultants, direct care lead staff and direct care professionals. Describe staff training.
  - vi. Each resident will have an "individual behavior supports plan" developed by the "individual's behavior supports team". Describe and address the components of the plan and the members of the "individual's behavior supports team".
  - vii. Describe the monitoring process of the home as required by law. Include the roles of Regional Center and DDS.
  - viii. Describe the facilities Continuous Quality Improvement system.
- f. **Staff Recruitment and Retention:** Describe your plan to recruit and retain quality staff.

- g. Staffing Schedule:** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
  - h. Transportation:** Describe how transportation will be provided for day/work services, therapy, medical appointments, recreation, legal appointments and other activities.
  - i. Community Outreach:** Describe how your agency will work with county agencies to engender support for this project. List which groups or agencies (e.g., city council, probation, judicial, law enforcement, mental health, etc.) you will approach, how you will approach them, and how you will address their objections or ambivalence to ensure successful collaboration for this project.
  - j. Equity and Diversity:** Each proposal will include a section on issues of equity and diversity. The plan will address diverse population, including, but not limited to, culturally and linguistically diverse populations. You must also include examples of your commitment in addressing the needs of those diverse populations, and include any relevant issues you deem relevant to equity and diversity. Projects developed specifically for identified clients will only require plans to provide culturally and linguistically competent services and supports to those specific clients.
- 2. Development Team:** List the members of the proposed Project Development Team including the name, qualifications and title of the team members. At a minimum, this team should include the lead staff that will develop the response to the RFP, the service design, and the individuals with the expertise to hire skilled consultants and staff to assist the provider in developing the project. **If the applicant's mailing address is outside of San Diego/Imperial County area, the name and qualifications of the person who will be physically located in San Diego/Imperial County area and responsible for managing the proposed project must be included.** (1 page)
  - 3. Applicant/Agency Information Form:** Provide a completed and signed Applicant/Agency Information form (**Appendix A**). The information provided should highlight the applicant's ability to implement the proposed project. **The form should contain the original signature of an individual with authority to submit the proposal (dated) and enter into a binding contract with San Diego Regional Center.** (1 page)
  - 4. Applicant Disclosure Statement:** A completed and signed Applicant/Vendor Disclosure Statement (**Appendix B**). (4 pages)

- 5. Financial Information:** Include: (**Appendix C, D**). (2 pages) **Appendix C:** proposed Start-up Project Budget. Start-up funds are intended to assist in the development of new community resources. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the applicant will identify funds that their agency will provide, along with CPP funds, in order to demonstrate financial capacity to complete the project. DDS may request an estimated and/or final “Sources and Uses” budget, outlining the project cost and funding sources of Regional Center approved project. **Appendix D:** Budget and Financial Information.
- 6. Community Placement Plan** For reference, **Appendix E** (Proposal Review/Selection Criteria) will be used to evaluate the proposal. **This does not need to be submitted with your proposal.**

## REPORTING REQUIREMENTS

Each selected project contractor will be required to submit monthly summaries describing progress made toward meeting project objectives to San Diego Regional Center by the third of each month. These summaries will be attached to any monthly invoices submitted by the contractor. The contractor will submit a final report upon completion of the project. The format for the monthly summaries and invoices will be included in each awardee’s contract.

Contracts between SDRC and the selected service provider will include the following:

- a) Holding the vendor accountable for the expenditure of funds consistent with the contract terms and for program outcomes;
- b) In the event a project cannot be completed within the approved timeframe, the start-up funds must be returned to the State;
- c) Upon completion of the project and the reconciliation of the contract funds, if SDRC determines that the contract amount has not been fully expended, the unexpended contracted funds will be recouped by SDRC and returned to the State; and
- d) The Department of Developmental Services may request the Regional Center to provide a copy of the fully executed Regional Center/Vendor Start-up contracts.

## PROPOSAL SELECTION PROCESS

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. **San Diego Regional Center reserves the right to reject any or all proposals and to cancel the RFP process at its discretion.** Each proposal will be evaluated by an RFP Selection Committee which is an interdisciplinary team of at least 3 members, who will score each proposal individually before coming together as a team to thoroughly review and discuss each proposal and interview applicants, if applicable, and agreeing on a final score for each proposal. A minimum score of 70% is required for the proposal in order to be considered. Proposals will be evaluated in five areas: Agency Description (including history), Project Description, Work Plan/Timelines, Budget/Finances, and Proposal responsiveness. The specific criteria and weighting are detailed in Appendix D, Rating Criteria. Additional information may be required from selected applicants with regard to the proposal submitted prior to the awarding of a contract. References will be contacted and interviews may be conducted, particularly if two or

more proposals are closely scored and/or more information is needed. The interview panel will include at least two individuals from the RFP selection committee, using the same questions, and each interviewer will score the responses using the same scoring scale for each interview.

## **FUNDS**

Project descriptions indicate the total amount of funds available for each project. **Actual amount awarded will be contingent upon the budget submitted by the Department of Developmental Services (DDS). Any project contractor who fails to develop the services specified will be required to return to the San Diego Regional Center any compensation received for start-up expenses.** All funds must be expended by March 31, 2025.

### **Key Objectives of this project:**

1. Submit licensing application to Community Care Licensing.
2. Submit a full program design for the facility to SDRC.
3. Assess clients who are being referred to project.
4. Hire and train staff.
5. Obtain the services of appropriate licensed consultants.
6. Obtain appropriate licensure for the facility.
7. Admit four (4) residents identified by San Diego Regional Center by 6/30/24.

## **ADDITIONAL INFORMATION**

Any questions regarding the requirements of this RFP should be directed to:

San Diego Regional Center-Community Services  
Erik Peterson, Resource Development Manager  
4355 Ruffin Rd., Suite 104  
San Diego, CA 92123  
(858)576-2872