



**NOTICE OF REQUESTS FOR PROPOSALS (RFP)
COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP)
COMMUNITY PLACEMENT PLAN (CPP)
FISCAL YEAR 2024-25**

Summary of Project

Harbor Regional Center is seeking proposals for the following CRDP contracted service:

Posting Date:	Friday, December 13, 2024
Project ID:	HRC2425-2
Deadline:	February 14, 2025 by 5:00 PM PST
Service Type:	Day Program with Positive Behavior Supports and Employment Support
Start-up Funds Available:	\$200,000.00
Location:	Long Beach, CA (or an immediate surrounding area)
Development Timeline:	The day program should be ready to provide services by 1/1/2027

Project Description

In 2017, the Lanterman Act was amended to allow the Department of Developmental Services (DDS) to provide funding for Regional Centers to develop resources to address unmet needs in their community with certain guidelines (WIC Sections 4418.25 & 4679). This is referred to as Community Resource Development Plan (CRDP) and Community Placement Plan (CPP) funding.

Based on Harbor Regional Center's community and stakeholder input, HRC is seeking proposals for the development of a community based day program with positive behavior supports as well as employment training with a Customized Employment Approach (CE). Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP).

Harbor Regional Center is seeking the development of a community based day program to support individuals with Intellectual and Developmental Disabilities that want to remain active in their community through a variety of daily activities who choose to work less than full-time. Participants will require increased positive behavior supports around their activities of daily living, communication, social engagement, health and independence. The site will be located in Long Beach, or the close surrounding city within the Harbor's Catchment area. The program will be licensed and meet all standards set forth in Title 22 for Community Care Licensing as well as Title 17 for Community Based Day Programs as well as new components listed in the Rate Reform Directives.

The program will utilize Service Code 532, Behavioral Day Service, as outlined in the DDS Rate Reform Directive dated December 9, 2024. In addition to the day service, the program will also provide Employment Services including job development utilizing Service Code 952, Individual Supported Employment, as outlined in the DDS Rate Reform Directive dated November 11/25/2024, revised 11.27.24. Please review both directives using this link:

<https://www.dds.ca.gov/rc/vendor-provider/rate-reform/directives-updates/>

The program will offer two (2) four-hour a day sessions at the location; most programs achieve this by offering the hours of 9 am to 1 PM and 2 PM to 6 PM allowing time for departures of the morning session and arrivals for the afternoon session and a break for the staff. Enrollment for each session will not exceed 30 participants.

This program will support individuals who are interested in employment through the developmental of micro-enterprises and other competitive employment options in their community. Activities will occur both on the site and out in the surrounding community. Activities off site should occur in small groups of not more than three participants.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, residential homes, families served by HRC, and CCLD) for the successful support of the individuals.

Project Requirements

- The applicant must have prior experience in successfully providing effective, evidence-based interventions to support individuals with complex behavior support needs and implementing ABA in a day program setting.
- The program services must include activities related to creative employment opportunities (focusing on micro enterprises and local businesses in the person's community) and engaging, meaningful community and site-based activities. Consultants, who will provide creative and proactive strategies required to implement the proposed program, shall support the individuals. Services and supports are tailored to each individual to promote maximum safety, enjoyment and participation.
- The day activity site must have one (1) full-time program director whose minimum qualifications must include a bachelor's degree and a minimum of 18 months experience in the management of a human services delivery system; or, five years in a management or supervisory position.
- In addition, the program director must have a minimum of 2 years full time experience working with individuals that have developmental disabilities.
- The staffing ratio required is one (1) direct care staff to not more than three (3) participants.
- A Board-Certified Behavior Analyst (BCBA) or a Behavior Management Consultant as defined by Title 17 of the CCR Section 54342(a) is required at least 2 hours per person per month or averaged semi-annually, and can be prorated based on an individual's part-time attendance.
- The Job Developer must be certified in Association of Community Rehabilitation Educators (ACRE) Customized Employment or Basic Employment and have a Certified Employment Support Professional (CESP) certification. Staff must be certified within 12 months of hire.
- The day activity site should have a minimum of 3,500 square feet and include an outdoor area with sun protection.
- The program will utilize public transportation whenever feasible but will also have a minimum of two vans, 1 equipped with a lift system / wheelchair accessible, available during program hours.
- While not required to be Registered Behavior Technicians (RBT), direct service staff are required to complete one-time specified behavior-focused trainings as outlined in the Behavior Analytic Certification Board RBT 40-Hour Training Requirements (see Attachment D of Rate Directive). New staff must be complete the training within 12 months of hire.
- Program will be responsible for developing annual ongoing training programs consistent with the program design to address needs of the individuals being serviced.
- All Direct Support Staff must complete an HRC approved crisis prevention training prior to working with the participants.
- **Please also refer to [HRC Guiding Principles for Site Acquisition for Day Activities](#)**

Applicant Qualifications

The following qualifications are required in a potential provider and will be assessed by evaluating and applicant's proposal, and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below.

Applicants must demonstrate the following:

- Proven history demonstrating the ability to provide direct supervision or services/supports to target population;
- Current and active credentials, licenses, training certificates and/or skills required for the proposed project or service;
- Demonstrate an understanding of Person Centered Practices, the Individual Program Plan (IPP) process and the legal rights of people with developmental disabilities in California;
- Demonstrated history of positive working relationships with the community and applicable government agencies. If applicant is a current service provider, applicant must be in good standing with HRC and/or with any other regional center the applicant is currently working with;
- Applicants must demonstrate experience and knowledge in developing and operating equivalent and/or similar projects;

- Applicants must have a valid California’s driver’s license and no criminal convictions;
- Applicants must understand and meet all applicable Title 17 and Title 22 regulations;
- Applicants will ensure staff are able to communicate in English and speak the language(s) of the people they support;
- Proven history of financial responsibility, stability and soundness;
- Proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope; and
- Demonstrate administrative capacity to complete the project and/or implement the service in a timely fashion.

Applicant Eligibility

Any individual, partnership, corporation, association or private-for-profit or non-for-profit agency may submit a proposal. Employees of regional centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500. Applicants, including members of governing boards, must be in good standing in regards to all services vendored with any regional center. For partnership submissions, all partners should have, full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during start-up as well as ongoing operations.

Home and Community-Based Setting (HCBS) Requirements

When developing resources, regional centers must assure all new development is in compliance with Centers for Medicare and Medicaid Services (CMS) rules and in accordance with Code of Federal Regulations 14 (CFR), Title 42, Section 441.530(a)(2)(v) (Home and Community-Based Setting), unless approved by the Department.

RFP Timeline

December 13, 2024	Release of Request for Proposal
Wednesday, January 15, 2025 1 PM PST	Information Session (registration required)
February 14, 2025 5:00 PM PST	Proposal Submissions Due
February 17 through March 7, 2025	Evaluation of Proposals by HRC Selection Committee
March 10 through March 13, 2025	Applicant Interviews (by invitation only)
Wednesday April 2, 2025	Approval issued and notification emailed to applicants
On or before June 28, 2025	Service Provider contract fully executed

Preliminary Orientation

HRC will host an information session held via Zoom on Wednesday, January 15, 2025 at 1 PM PST.

Please register in advance for this orientation using this link:

https://us06web.zoom.us/meeting/register/tZcrc-6prj8uEtRUHpQ_9fiDjizf6p2GZcKb

You will receive an email confirmation.

Please make every effort to attend this information session, as this will be the ideal time to learn more about the HRC RFP process and ask general questions of the HRC Resource Development Team. HRC staff will not be available to answer individual questions regarding RFPs after this information session. The information session will not be recorded.

Proposal Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

- Include a cover page listing the name of the proposed project, applicant’s name, address, email, and phone number.
- Include a Table of Contents with page numbers and an identifying footer with applicant/agency name.
- All proposals must be complete, typewritten in 12-point Times New Roman or Arial font, and page numbered.
- The written proposal should not exceed twenty-five (25) pages, not including the required attachments, financial documents or as applicable, any include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program

services, etc.

- All required attachments must be included in the proposal.
- Fax copies will NOT be accepted.
- Proposal submissions will NOT be returned.
- No proposals will be accepted after the deadline.
- Rename and send all electronic submissions as: Agency Name_Service/Program Type.
- All proposals must be submitted electronically to rfpsubmissions@harborrc.org. An email acknowledgement of each submission received will be sent to the applicant.

Project Proposal Content and Service Summary Content Guidelines

The proposal must include:

- Cover Page
- Table of Contents with page numbers
- Applicant Information Form (Attachment B)
- Statement of Obligation Form (Attachment C)
- Financial Information Form (Attachment D)
- Proposed Budget for Start-up Costs (Attachment E)
- Sample Monthly Budget for Ongoing Costs (Attachment F)
- DS1891 (Attachment G)
- Conflict of Interest/Vendor Duplication Statement Form (Attachment H)

1) Applicant/Organization Information

Provide introductory information about applicant/organization.

2) Background and Experience

Summarize education, knowledge and experience of key personnel in providing services to the target population.

3) Development Experience

Provide a brief summary of the applicant's expertise for developing new programs/services. Highlight similarities between current or previous programs/services developed, and the plans to address the service needs for this RFP.

4) Goals and Expected Outcomes

List and describe applicant's goals and expected outcomes for proposed project, including how the achievement of outcomes are measured.

5) Person-Centered Thinking and Planning – Including Goals of Employment

- a) Describe applicant's approach to the person-centered thinking and planning process.
- b) Discuss how individual goals and objectives will be determined and how progress is measured.

6) Diversity and Inclusion

- a) Provide a statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- b) Provide examples of the applicant's commitment to addressing the needs of those diverse populations.
- c) Include any additional information that the applicant deems relevant to issues of equity and diversity.

7) Staffing Expectations

- a) **Recruitment and Retention:** Describe the applicant's plan for recruiting, hiring, and retaining quality staff. Include strategies that have worked within your organization.
- b) **Organizational Chart:** Attach an organizational chart that includes the project and shows the project staffing hierarchy.
- c) **Job Descriptions and Qualifications:** Provide job descriptions and qualifications for the primary staff and consultant positions (if applicable) necessary for this project. Include copies of any resumes, licenses, or credentials for existing staff/consultants that are relevant to the development and success of the proposed

project. It is the applicant's responsibility to ensure that the qualifications for each staff person or consultant meet the criteria set forth in both the California Code of Regulations and the corresponding project description.

- d) **Training Plans:** Provide a description of the applicant's proposed initial and ongoing staff training plan, including required certifications (if applicable). Discuss how your organization implements competency-based training for staff and ensures retention of training topics by staff. Provide a proposed training plan example for core training topics. It is the applicant's responsibility to ensure that the baseline trainings listed meet the criteria set forth in both the California Code of Regulations and the corresponding project description.

8) **Quality Assurance**

Describe applicant's plan for ensuring quality assurance by providing example policies and procedures. What techniques and tools will be used to evaluate service quality and satisfaction? How will applicant monitor overall staff performance and customer satisfaction?

9) **Project Timeline**

Provide a proposed timeline for completion of the project. It is understood that many factors are in place for services to begin, but please use your experience and provide the necessary steps to serve participants by January 2027.

10) **Budget and Finance**

- a) The applicant must demonstrate fiscal responsibility by submitting two (2) complete fiscal years and current fiscal year-to-date financial statements that detail all current and fixed assets and current and long-term liabilities.
- b) Using the attached **Financial Statement (Attachment D)**, the applicant must share financial resources they plan to bring to the project (e.g. line of credit, cash or fluid capital reserves, etc.). The applicant must provide the most recent fiscal year independent audit or review for their agency/organization (if applicable).
- c) Start-up Costs are those costs which are necessary for the implementation of the service, but not the on-going operation. Start-up costs are usually incurred before the service provider is ready to begin actual services to clients. These funds may be utilized for site lease payments, site renovations, furnishings, supplies, adaptive equipment, staff training, and related expenses. Using the attached **Proposed Budget for Start-Up Costs Form (Attachment E)**, break down all costs associated with the start-up project. The budget should be concise with all expenses sufficiently defined. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the service provider will identify funds that along with start-up funds, will demonstrate financial capacity to complete the project. As part of start-up costs, the applicant must allot a certain amount of funds for transition expenses.

The selected provider will be required to keep receipts, cancelled checks, and financial data for 5 years from date of contract.

Complete attached **Sample Monthly Budget for Ongoing Costs Form (Attachment F)**, which details ongoing operational costs of the service being proposed by applicant. The budget should be concise with all expenses sufficiently defined. The budget should be realistic in terms of the type of services to be offered in relation to income. The budget must demonstrate the financial viability of the proposal. The administrative overhead must not exceed 15% of the revenues. **The on-going service rate is established by DDS for HRC service providers in the Day Services and Employment Services. Rate Reform Rates are in effect January 1, 2025. Please see published January 1, 2025 Rate for HRC Here:**

<https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/>

Proposal Submission Deadline

**Complete proposals must be received by:
On or before Friday February 14, 2025 BY 5 PM PST**

One (1) electronic copy of the completed proposal must be submitted electronically via email to: rfpsubmissions@harborrc.org.

Please use “HRC RFP24-25 Day Service” in the subject line of your email and include the first and last name, title, email, and telephone number of the primary project contact person in the body of the email.

When proposals are received, a confirmation email reply will be sent to the submitters email address. Please only submit proposals one-time, unless the confirmation email is not received within two (2) business days of submission.

Proposals that are submitted after the deadline, that do not meet the preliminary requirements, or that are incomplete will be disqualified. Submitted proposals will NOT be returned.

This Request for Proposal (RFP) does not commit HRC to procure or contract for services or supports. HRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received. Please refer to the project description and requirements, which describes the service concept and possible resource development funding availability.

Cost for Proposal Submission

Applicants responding to the RFP are responsible for all costs associated with the development and submission of a proposal.

Evaluation Criteria and Selection Procedures

Each proposal will be evaluated based on but not limited to the following criteria:

- Completeness and responsiveness of the proposal;
- Relevant education, experience, and qualifications of the applicant;
- Successful experience developing and operating equivalent and/or similar services;
- Experience working with culturally and linguistically diverse groups;
- Timeline and budget projections are realistic and reasonable; and
- Demonstrated financial responsibility, stability and soundness of the applicant.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

A combination of HRC Case Management staff, Department of Community Services Staff, and Clinical Consultation staff will make up the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of proposals. Final funding for all proposals shall be upon recommendation of the review team and approval by the HRC Executive Director whose decision shall constitute the final decision level.

The final selection of HRC is not subject to appeal. All applicants will receive written notification of HRC’s decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the Center’s website: www.harborrc.org.

In the event that no proposal is selected, HRC may elect to either not develop the service pending further analysis of alternatives to meet the identified need, or to issue a new RFP to attempt to expand the pool of potential applicants.

Reservation of Rights

HRC reserves the right to request or negotiate changes to a proposal, to accept all or part of a proposal, or to reject any or all proposals. HRC may, at our sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. HRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. HRC reserves the right to disqualify any proposal that does not adhere to the RFP instructions.

Contract Terms

The applicant selected for the CRDP/PPP grant award will enter into an agreement (contract) with Harbor Regional Center (HRC). Among other provisions, the contract will comply with the Guidelines for Regional Center Community Placement

Plan and Community Resource Development Plan for FY 2024-25 Requests. The selected CONTRACTOR shall submit invoices to HRC for review. Within thirty (30) days of receipt of the invoice, the HRC Resource Developer shall determine, in collaboration with HRC Management and Administration, whose discretion shall be reasonably exercised, whether or not the services performed by the selected CONTRACTOR are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected CONTRACTOR is otherwise entitled to payment. The selected CONTRACTOR shall be bound by the determination of HRC Resource Developer of approval or disapproval of any invoice in accordance with the terms of the agreement. The final claim will not be reimbursed until the final reconciliation is received.

Vendorization Requirements

Upon approval, selected applicants must:

- Provide proof of or acquire both Commercial General Liability and Professional Liability, Abuse, and Molestation Insurance Policies in the amounts of \$1 million per occurrence/\$3 million aggregate with HRC listed as additionally insured prior to finalization of the vendorization process.
- Acquire a physical business office and a business license for the associated city within the HRC catchment area. *P.O. Boxes are only permitted as a mailing address, and do not qualify to meet the local business office requirement.
- Develop and submit a first draft program design within ninety (90) days of the award of the contract.
- Submission of Vendor Disclosure Statement with no findings.
- Submission of Provider Conflict of Interest Statement with no issues.