

**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/CPP contracted service:

Posting Date:	Friday, December 13, 2024
Project ID:	HRC 2425-3
Deadline:	Friday, February 14, 2025 5:00 PM PST
Service Type:	Early Start – Infant Development Program (Service Code 805)
Start-up Funds Available:	up to 200,000
Location:	The HRC Catchment Area
Development Timeline:	The Early Start - Infant Development Program should be ready to provide services by January 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 an Infant Development Program, utilizing service code 805. Harbor Regional Center is seeking the development of a community-based Infant Development Program capable of providing services for up to 50 children. The program will offer services that are primarily offered in the child/family home, or other locations in the child’s natural environment (preschool, parks, toddler play centers, etc.) The provider will also maintain an office / clinic located in HRC’s catchment area (Attachment A) and for which HRC will provide final approval. This will be a multi-disciplinary program serving infants and toddlers from the age of approximately 18 months up to 36 months who have been found eligible for early start services.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration.

Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP).

Specific Project Requirements

The Infant Development Program shall align with the Rate Reform model for 805 as set forth in the DDS Directive Dated November 19, 2024.

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

The Infant Development Program shall:

- Provide intervention activities which promote development in all of the following areas according to the basic principles of child growth and development:
 - ♦ Physical development;
 - ♦ Cognitive Development;
 - ♦ Language and speech development;
 - ♦ Psychosocial development; and
 - ♦ Self-help and feeding.
- Utilize developmentally appropriate practices ensuring interactions are based on children’s individualized needs;

- Implement and practice the foundational principles, competencies and evidence-based practices needed to support effective service delivery;
- Practice a dynamic and individualized approach to reflect the child's and family members' preferences, learning styles, and cultural beliefs;
- Develop and integrate the expected level of participation and attendance by parents, care givers or authorized individual representatives in the Infant Development Program;
- Develop a training plan which teaches child development intervention curricula and techniques, the early intervention service system for at-risk and/or developmentally disabled children, and the philosophy and models of early intervention;
- Encourage, create and implement a healthy, nurturing, and predictable environment for all children, families, and staff;
- Utilize valid and reliable screening and assessment tools, collect data, and provide timely and detailed progress reports as required per regulation and HRC requirements;
- Develop specific individual expected outcome(s) identified through the IFSP process and from observation and participation in each training component;
- Services may be provided by an Early Intervention Specialist, Early Intervention Assistant, Early Intervention technician, and licensed professionals and/or supervised assistants. HRC would require, at minimum, the provider to employ a Board Certified Occupational Therapist (OT/R or L), and/or Physical Therapist (PT); Speech and Language Pathologist; and a CA certified BCBA.
- Please refer to the DDS Directive (November 11, 2024) for definitions of the above added staffing positions and the updated billing components.
- Have an office/clinic that is approved by HRC and meet applicable Americans with Disabilities (ADA) standards.

Applicant Qualifications

The following qualifications will be required in a potential provider and will be assessed by evaluating an 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:

- The Director of the Infant Development Program must have a bachelor's degree and a minimum of 18 months of experience in the management of a human services delivery system OR five years of experience in a human services delivery system, including at least two years in a management or supervisory position.
- The Supervisor of an infant development program three years of experience in a human services delivery system including at least one year in a comparable program OR a bachelor's degree in child development, early childhood education, developmental disability education, or a closely related child-focused specialty AND the demonstrated ability to provide staff training, supervision, and planning.
- Proven history demonstrating the ability to provide direct supervision or services/supports to the 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 a history of positive working relationships with the community and applicable government agencies. If the applicant is a current service provider, the 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 of the CCR, Article 2 for Standards for All Community – Based Day Programs, Article 4 for Additional Standards for Infant Development Programs.**

- 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, 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 regard 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

Friday, December 13, 2024	Release of Request for Proposals on HRC website
Wednesday , January 15, 2025 10:00 AM PST	Information Session (must register below)
Friday, February 14, 2025 5:00 PM PST	Proposal Submission Due
February 17, 2025 through March 7, 2025	Evaluations of Proposals by HRC Selection Committee
March 10, 2025 through March 13 th , 2025	Applicant Interviews (by invitation only)
Wednesday, April 2, 2025	Approval issued and notification emailed to applicants
On or before June 30, 2025	Service Provider Contract must be fully executed

Strict adherence to the above deadlines will be followed.

Preliminary Orientation

HRC will host an information session for the Early Start – Infant Development Program RFP to be held via Zoom on Wednesday, January 15, 2025 at 10:00 AM Pacific Time.

Please register in advance for this information session using the link below:

[Harbor Regional Center Early Start - Infant Development Program RFP Information Session Registration Link](#)

After registering, a confirmation email will be sent to the email provided.

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, the applicant’s name, address, email, and phone number.
- Include a Table of Contents with page numbers and an identifying footer with the 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 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.
- Proposals will NOT be accepted after the deadline.
- Rename and send all electronic submissions as: Agency Name_Service/Program Type
- Title emails as **HRC RFP FY 2024-25 Infant Development** in the subject line and include the first and last name, title, email address, and telephone number of the primary project contact person in the body of the email.
- All proposals must be submitted electronically to rfpsubmissions@harborrc.org. An email acknowledgment 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)
- DS1891 (Attachment G)
- Conflict of Interest/Vendor Duplication Statement Form (Attachment H)

Please provide a written response to the following:

1) Applicant/Organization Information

Provide introductory information about the applicant/organization.

2) Background and Experience

Summarize education, knowledge and experience of key personnel in providing services to the target population. Include your process for interagency consultation and cross training with other involved professionals.

3) Development Experience

Provide a brief summary of the applicant's expertise in 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 the applicant's goals and expected outcomes for the proposed project, including how the achievement of outcomes are measured and reported.

5) Person-Centered Thinking and Planning

a) Describe the applicant's approach to the person-centered thinking/planning, family engagement and coaching as part of the service provided.

b) Discuss how individual goals and objectives will be determined and how progress will be 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.

- 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 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, including the new staffing positions that are included as core providers of IFSP services.
- 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 the applicant's plan for ensuring quality assurance by providing example policies and procedures. Include the techniques and tools used to evaluate service quality and satisfaction. Explain the how your agency will monitor overall staff performance and customer satisfaction.

9) Project Timeline

Provide a proposed timeline for completion of the project.

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 that are necessary for the implementation of the service but not the ongoing operation. Start-up costs are usually incurred before the service provider is ready to begin actual services to individuals. 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, canceled checks, and financial data for 5 years from the date of the contract.

The rates for an Infant Development Program are established by the Department of Developmental Services (DDS), through the Rate Reform, **effective January 1, 2025**. The established range of rates for Harbor Regional Center (HRC) effective January 1, 2025 for an Infant Development Program can be viewed on the DDS website under the Rate Reform Rate Models here:

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

The applicant awarded this RFP will be required to work in collaboration with HRC through the vendorization process including the submission of all required information for rate establishment and approval per Title 17 regulations.

Proposal Submission Deadline

Complete proposals must be received by:

Friday, February 14, 2025 by 5:00 PM PST

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

Please use **HRC RFP FY 2024-25 Infant Development** 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 submitter's 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 by the deadline that do not meet the preliminary requirements, or that are incomplete will be disqualified. Any 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 describe 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 proposals 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.

The RFP Selection Committee will consist of HRC representatives from the Client Services Department(s), Department of Community Services, and may include clinical consultants. The review process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of these proposals. The final determination on awarding the selected proposal shall be based upon the recommendation of the selection committee members and approval by the HRC Executive Director.

The final selection made by 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 which does not adhere to the RFP instructions.

Contract Terms

The applicant selected for the CRDP/CPP grant award will enter into an agreement (contract) with Harbor Regional Center (HRC). Among other provisions, the contract will be in compliance with the Guidelines for Regional Center Community Placement Plan and Community Resource Development Plan for Fiscal Year 2024-2025 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.