



## **Request for Proposals (RFP) For Community Access Service-Technology & Housing Access Services**

Alta California Regional Center  
Community Placement Plan &  
Community Resource Development Plan  
For Fiscal Year 2020-2021

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need to develop a Community Access Service through the use of technology and set-up a Housing Access Service.

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience, including providing care and supervision, as applicable, for persons with developmental disabilities. The applicant should have and demonstrate the knowledge and understanding to effectively deliver the service for which you are applying for. Any person(s) who are employees of another Regional Center or the State of California may apply, but would have to cease their employment upon being selected for the project.

### **SUBMISSION OF PROPOSALS**

Email proposal to: [rfp@altaregional.org](mailto:rfp@altaregional.org)

Your proposal must include all required sections outlined in Part III (“Proposal Guidelines”) below and **must be received no later than 3:00 pm on Friday, May 21, 2021**. Proposals received after this deadline will not be considered. ACRC will send an email confirming proposal has been received.

**ACRC will not accept any hard-copy proposals.  
Please direct any questions to [rfp@altaregional.org](mailto:rfp@altaregional.org).**

# **Part I**

## **Project Description**

**Alta California Regional Center  
Request for Proposal  
CPP Fiscal Year 20-21**

|                            |  |
|----------------------------|--|
| Project #:                 | ACRC-2021-3                            |
| Project Type:              | Community Access Services – Technology |
| Service area:              | ACRC catchment area                    |
| Number served:             | TBA                                    |
| Provider Start-up funding: | \$150,000                              |
| Reimbursement rate:        | Negotiated                             |

**Description of project**

ACRC has a need to increase clients’ access to programs and other community supports via remote and virtual services (i.e. “telehealth”) by supplying/loaning eligible clients with tablets and/or laptops, data service, and technical support.

**Target Population**

ACRC will identify the participants who are most in need of access to virtual services in order to receive remote and/or alternate day activities/services delivery.

**Scope of service for Service Provider**

This will be achieved by contracting with a provider who will purchase the hardware, software, and data service as well as be the provider of on-going technical support, including adapting equipment to meet the needs of clients with limited physical ability.

**Eligibility of applicant**

Must have or be able to acquire the proper equipment and software allowing regional center clients to connect to services/resource virtually. Must have the ability to maintain the equipment and software, and provide on-going technical support to clients.

**Expectation of the Service Provider**

The contracted provider will be responsible for purchasing and maintaining all necessary equipment and software to be loaned to clients. Provider will develop a protocol and agreement to loan of the equipment to participants. The provider will coordinate with regional center non-residential and transportation agencies for the delivery to each participant, as well as pick-up of returned or damaged devices.

|                            |                         |
|----------------------------|-------------------------|
| Project #:                 | ACRC-2021-6             |
| Project Type:              | Housing Access Services |
| Service area:              | ACRC catchment area     |
| Number served:             | TBA                     |
| Provider Start-up funding: | \$20,000                |
| Reimbursement rate:        | Negotiated              |

**Description of project**

ACRC has identified a need to secure affordable housing and to provide other housing related services to adult clients seeking to live and/or remain independent.

**Target Population**

ACRC clients who have challenges with obtaining, securing, and/or maintaining housing.

**Scope of service for Service Provider**

Start-up funding is available to a service provider offering these Housing Access Services, for training and office set-up in ACRC’s catchment area. Ongoing funding will be provided using service code 089.

**A) Individual Housing Transition Services** - These services provide direct support and assistance with activities and processes associated with an individual's preparation for, and transition to, housing. These services include:

1. Conducting a tenant screening and housing assessment that identifies the participant’s preferences and barriers related to successful tenancy. The assessment includes collecting information on potential housing transition barriers, and identification of housing retention barriers.
2. Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short and long-term measurable goals for each issue, establishes the participant’s approach to meeting the goal, and identifies when other providers or services, both reimbursed and not reimbursed by Medicaid, may be required to meet the goal.
3. Assisting the individual with the housing application process and the housing search process.
4. Assisting the individual with identifying resources to cover set-up fees for utilities or service access, including telephone, electricity, heating and water, and services necessary for the individual’s health and safety, consisting of pest eradication and one-time cleaning prior to occupancy.
5. Assisting the individual with coordinating resources to identify and address conditions in the living environment prior to move-in that may compromise the safety of the consumer.
6. Assisting the individual with details of the move including communicating with the landlord to negotiate a move-in date, reading and understanding the terms of the lease, scheduling set-up of utilities and services, and arranging the move of consumers’ belongings.
7. Developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.

**B) Individual Housing & Tenancy Sustaining Services** - This service is made available to support individuals to maintain tenancy once housing is secured. The availability of ongoing housing-related services in addition to other long-term services and supports promotes housing success, fosters community integration and inclusion, and develops natural support networks. These tenancy support services include:

1. Providing the individual with early identification and intervention for behaviors that may

- jeopardize housing, such as late rental payment and other lease violations.
2. Providing the individual with education and training on the roles, rights and responsibilities of the tenant and landlord.
  3. Coaching the individual on developing and maintaining key relationships with landlords/property managers with a goal of fostering successful tenancy.
  4. Assisting the individual in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
  5. Providing the individual with advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
  6. Assisting the individual with the housing recertification process.
  7. Coordinating with the tenant to review, update and modify their housing support and crisis plan on a regular basis to reflect current needs and address existing or recurring housing retention barriers.
  8. Providing the individual with continuous training in being a good tenant and lease compliance, including ongoing support with activities related to household management.

### **Eligibility of applicant**

Must demonstrate a strong understanding and demonstrate the ability with securing housing for individuals with developmental disabilities especially those with limited incomes. Applicant must have experience assisting individuals with maintaining placement and avoid eviction.

### **Expectation of the Service Provider**

Setup a local office, as well as employ a knowledgeable team to provide Housing Access Services for ACRC clients under Service Code 089.

Housing Access Services do not include payment for room and board. Persons receiving Health Homes or California Community Transitions services will not receive this service unless additional Housing Access through the waiver is necessary to maintain the consumers' health, safety and wellbeing in the home and/or community.

# Part II

## Applicant Criterion and RFP Process

### **A. PURPOSE**

The Community Placement Plan (CPP) and the Community Resource Development Plan (CRDP) are designed to assist in the development of the necessary resources for clients who are ready to transition from a State Developmental Center (SDC), Institute of Mental Disease (IMD), or other highly restrictive settings, into the community, or to assist those who are at risk of moving into one of those placements. ACRC solicits the community through a Request for Proposal (RFP) to seek out qualified providers who are able and willing to meet the specialized needs of this population.

### **B. EXPECTATIONS OF THE SELECTED APPLICANT**

It is expected that the selected applicant; (1) work collaboratively and closely with the regional center, (2) provide careful and thorough planning in all aspects of the project, (3) work diligently to complete the project in a timely manner, (4) commit to providing quality services, (5) submit monthly updates and summaries detailing progress made towards meeting the project objectives, and (6) report any major delays with the project immediately to ACRC. ACRC will communicate regularly with ~~the selected applicant, Community Care Licensing (CCL), Department of Developmental Services (DDS), Housing Development Organization (HDO), and other-all~~ stakeholders who have an interest in the development of these projects. Through this RFP process, an applicant must demonstrate strength in the areas of clinical, administrative, and financial responsibility.

### **C. REFERRALS**

All client referrals are initiated and generated through the ACRC's Specialized Services & Supports Unit (SSSU) ~~and requires DDS approval prior to any transition activities. ACRC, the IMD, the ITS provider, the PDC Regional Resource Development Project (RRDP), if involved, and/or others work collaboratively to transition a client into the home.~~

### **D. WRITTEN PROPOSAL**

Proposals submitted in response to this RFP are intended to be an overview of the applicant's expected delivery of service for the targeted client population. A more detailed description of the prospected service plan will be developed during the vendorization process. Proposal must be written in a professional manner and clearly reflect the applicant's intended delivery of service.

### **E. SELECTION PROCESS**

The selection committee will review and score all proposals using a 100-point scale. Top points are given to the various sections of your proposal that reflect the appropriate supports and services offered to the individuals you are planning to serve. The top three applicants with an

average proposal score of 70% or above will be interviewed. ACRC reserves the right to interview other applicants who may not be in the top three or have a score below 70% .

## F. RFP TIME LINE

- Proposals due May 21, 2021 by 3pm
- Applicant interviews May 28- June 2, 2021
- ACRC final selection June 3, 2021
- Contract Signed by June 30, 2021

**\*ACRC reserves the right to modify the above timeline**

## G. START-UP FUNDING

Start-up funding is available for these projects. Funds are meant to aid in the development of the project, but may not cover the entire cost. The selected applicant is responsible for costs that exceed the available start-up funds. The selected applicant will complete a start-up funds allocation detailing how the fund will be used. Prior to any disbursement of funds, the start-up funds allocation must be approved by ACRC.

## H. LICENSURE/VENDORIZATION

~~The Enhance Behavior Support Home will be certified by DDS, licensed by CCL, and vendored by ACRC. The selected applicant must adhere to all the requirements outlined in Title 17, Title 22, and the Welfare and Institutions Code.~~

The selected applicant will complete ACRC's vendorization process which may include attending the following: Vendor Orientation, ~~Behavior Management Skill Training~~, program design workshop, ~~medication training, P&I training, record keeping training~~, SIR training, and accounting training. Prior to vendorization, the selected applicant must have an approved program design and cost data worksheet, and have signed Service Program Agreement with ACRC.

## ~~I. HOME ADMINISTRATOR FOR EBSH~~

~~Selected applicant must qualify, or hire an individual who qualifies, to be an administrator of an EBSH. Pursuant to Title 17 section 59004 and Title 22 sections 80064 and 89964, this individual must meet the following requirements:~~

- ~~• Minimum of two years' experience providing direct care or supervision to individuals with developmental disabilities and be one of the following: (1) A Registered Behavior Technician, (2) A licensed psychiatric technician, and (3) A Qualified Behavior Modification Professional.~~
- ~~• Complete the ACRC residential services orientation~~
- ~~• Knowledge of the requirements for providing the type of care and supervision needed by clients, including ability to communicate with such clients.~~
- ~~• All other requirements in Title 22 80064~~

## ~~II. NON-DISCRIMINATION~~

~~ACRC shall not discriminate in the selection of an applicant on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.~~

## **K. ACRC CONTACTS**

Dan Kilmer, [dkilmer@altaregional.org](mailto:dkilmer@altaregional.org)

DeDe Peters, [dpeters@altaregional.org](mailto:dpeters@altaregional.org)

Kelsey Reyne, [kreyne@altaregional.org](mailto:kreyne@altaregional.org)

Heather Hollingworth, [hhollingworth@altaregional.org](mailto:hhollingworth@altaregional.org)

Or

[rfp@altaregional.org](mailto:rfp@altaregional.org)

# Part III

## Proposal Guidelines

When drafting your proposal, consider how you will effectively meet the unique needs of the targeted client population. Draw on your experience, education, and creativity when deciding what services and supports are necessary. Thoughtfully consider how services will be delivered, and consider how your proposal will stand out from the others. Simple, generic responses or descriptions will hinder your chance of being considered for an interview.

This program summary is NOT meant to highlight every aspect of the program; a full description of the program will be developed in the program plan by the selected applicant.

**Format.** Double space, 12pt font, Times New Roman, and one-inch margins.

### **Community Access Services-Technology**

1. Describe the services you will provide for community access services:
  - a. Include the following areas:
    - i. What experience do you have evaluating individuals with physical limitations and what modifications/adaptive equipment do you have experience with? (14 pts)
    - ii. What staff positions will you need to employ to offer this service and briefly discuss their duties, qualifications and/or certifications. (14 pts)
    - iii. What will your process be for loaning the equipment/technology to clients? (14 pts)
    - iv. How you will provide the initial and on-going technical support for clients, including those with communication limitations? (14 pts)
    - v. How you will adapt equipment to meet the needs of clients? Or if you plan to enlist an outside agency, please provide information on that relationship. (15 pts)
    - vi. How will you utilize transportation agencies for distribution of supplies? (16 pts)
    - vii. Other areas of service that will complete your program. (8 pts)
    - viii. What is your plan in serving diverse populations, included, but not limited to, culturally and linguistically? Provide an example. (5pts)

## **Housing Access Services**

1. Describe your proposed housing access services.
  - a. Include the following areas:
    - i. Describe how will be able to secure affordable housing for our clients. (20 pts)
    - ii. What experience do you have with county/city programs/agencies that connect individuals to affordable housing? (20 pts)
    - iii. How will you support clients in avoiding eviction or who have received an eviction notice? (20 pts)
    - iv. Describe other housing related services you will provide and the number of consumers you are able to serve. (15 pts)
    - v. Which counties are you able to provide these housing access services in? What challenges may you encounter with securing housing in these counties. (20 pts)
    - vi. What is your plan in serving diverse populations, included, but not limited to, culturally and linguistically? Provide an example. (5pts)

# Attachments

**All attachments must be completed and received with your proposal**

Proposal Title Page (Attachment A)

Projected ongoing costs (Attachment B)

References (Attachment C)

Statement of Disclosure (Attachment D)

Resume(s)

**Attachment A**

**Proposal Title Page**

**CPP/CRDP fiscal year 2020/2021  
April 2021 RFP**

To: Community Service & Supports Unit  
Attention: CPP/CRDP Resource Developers  
  
Alta California Regional Center  
Community Service & Supports Unit

**Proposal must be  
emailed to:  
rfp@altaregional.org**

\_\_\_\_\_  
Project Number and Description (*please print*)

\_\_\_\_\_  
Name of Applicant or Organization Submitting Proposal (*please print*)

\_\_\_\_\_  
Signature of Person Authorized to Bind Organization Date

\_\_\_\_\_  
Contact Person for Project (*please print*)

(\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Telephone Number/ Fax Number/ E-mail Address

\_\_\_\_\_  
Name of Parent Corporation (*if applicable*)

\_\_\_\_\_  
Mailing Address (*please print*)

\_\_\_\_\_  
Author of Proposal, Date Submitted  
*If different from person submitting proposal*

## **Attachment B**

### **Complete & Submit Cost Data Sheet (Enclosed) (Electronic version will be emailed to each applicant)**

Complete the Cost Data Sheet to show the total estimated costs for operating the facility at full capacity. Provide detail for each operating and administrative cost. When completing the Cost Data Sheet, consider the costs of the enhancements and specializations for the home (i.e. staff wage and training, consultation, programming, etc.).

NOTE. The cost data sheet submitted with the proposal is reviewed and analyzed during the selection process only. Selection of an application shall not constitute as ACRC's approval of any or all aspects of the cost data sheet.

## Attachment C

### References

References for: (Applicant's Name) \_\_\_\_\_

List three references who we may contact and who will be able to attest to your experience, as well as if they can attest to your experience working with underserved communities in a professional capacity.

| Reference No. 1    |        |         |           |
|--------------------|--------|---------|-----------|
| Name of Reference: | Title: | Agency: |           |
| Address:           | City:  | State:  | Zip Code: |
| Phone:             | Email: |         |           |

| Reference No. 2    |        |         |           |
|--------------------|--------|---------|-----------|
| Name of Reference: | Title: | Agency: |           |
| Address:           | City:  | State:  | Zip Code: |
| Phone:             | Email: |         |           |

| Reference No. 3    |        |         |           |
|--------------------|--------|---------|-----------|
| Name of Reference: | Title: | Agency: |           |
| Address:           | City:  | State:  | Zip Code: |
| Phone:             | Email: |         |           |

