



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

**Community Resource Development Plan
KRC 2223-3**

DATE: **March 1, 2023**
SUBJECT: **Family Home Agency (FHA)**

Kern Regional Center (KRC) is a private non-profit agency that is funded by the state of California and contracted with Department of Developmental Services to provide services to children and adults with developmental disabilities as required by the Lanterman Developmental Disabilities. KRC is one of 21 Regional Centers throughout California serving individuals with Developmental Disabilities which include Intellectual Disability, Cerebral Palsy, Epilepsy, and other neurological conditions.

As a part of its services, KRC provides a family home living option to individuals with disabilities through Family Home Agencies (FHA), where an individual can join a family in their private home as a fully participating family member. The goal of this RFP is to develop one FHA for adults 18 years and older to serve our individuals in Kern, Inyo, and Mono counties.

KRC is seeking a qualified applicant to develop and operate an FHA for persons with developmental disabilities with Start-up funds in the amount of \$100,000. The amount allocated in Start-up funds to this project are intended to assist in the development of the Family Home Agency but are not intended to cover 100 percent of the development costs. It is expected that the applicant will identify funds that, along with Start-up funds, would demonstrate financial capacity to complete the project.

Project number- KRC 2223-3

Proposal Deadline – ~~March 31, 2023.~~

Due to KRC observing a holiday on this date, the office will be closed and the Deadline has been changed to April 3, 2023.

Contact Person:
Alejandra Chavez, Community Services Specialist
Kern Regional Center
3200 N. Sillect Ave.
Bakersfield CA, 93308
Ph: (661) 873-4514
Fax: (661) 873-4540
Email: Agchavez@kernrc.org

INTRODUCTION

A FHA approves family homes which offer the opportunity for adult individuals with developmental disabilities to enter into living arrangements with families to promote self-determination and interdependence. KRC is requesting

the development of a Family home Agency to certify family homes in Kern, Inyo, and Mono Counties. We request that you review California Code of Regulations, Title 17 Public Health- Division 2 Chapter 3: Community Services Subchapter 4: Family home Agency (FHA) Regulations Articles 1-14 prior to submitting your RFP and address your understanding of the requirements for this development in your cover letter.

SCOPE OF SERVICES

The FHA is a private, nonprofit organization under contract to, and vendored by a regional center. FHAs are responsible for recruiting, training, approving, and monitoring family homes. The FHA staff make regular visits to the family homes contracted with the FHA to monitor the health and safety, goals, and services as well as supports being provided to the regional center individuals in the home. The program to be vendored must qualify as a Family Home Agency as defined by California Code of Regulations (CCR) Title 17 Section 56076(e) (6).

SELECTION OF CRITERIA

KRC will review applications for those who meet all of the requirements (Refer to CCR, Title 17 Section 54314 for applicants who are not eligible). Preference will be given to those who possess at least 12 months direct care experience in caring for persons with Intellectual Disabilities, Autism, Cerebral Palsy and Epilepsy.

Applicants must:

- Demonstrate experience in working with individuals with intellectual disabilities and mental health diagnosis.
- Have a valid California driver's license and no criminal convictions.
- Meet the criteria defined in Title 17, Section 56086 (b)(1)-(5) and (d)-(e).
- Demonstrate the ability to cost-effective quality services and supports as referenced in program design requirements outlined in Title 17, section 56084.
- Demonstrate a knowledge of individual choice for consumer sand the ability to provide the services and supports needed to honor consumer's choice.
- Demonstrate knowledge of the process to recruit, hire, train, and match prospective Family home providers (FHP) with consumers.
- Demonstrate financial readiness to begin an FHA (including staff wages, FHP rates, overhead and other expenses related to business.)

Selection of the applicant shall further be determined by:

- Compliance with all elements of this RFP.
- Quality of the proposal and likelihood that it will be successful in meeting the needs of the consumers identified. Established, written criteria will be used to evaluate background, experience skills, and presentation of material and information.
- Quality of performance in previous or existing services, if applicable.
- Ability to meet timelines.
- Budget costs are based on reasonable assumptions.
- Review of financial documentation and service history of the applicant. This includes the likelihood that the applicant has sufficient resources to complete the project and provide ongoing services.
- Results of an interview by a panel including KRC management staff, Community Services Staff, Client Services Staff and/or Accounting Staff. Results of the interview are scored using established, written criteria to evaluate background, experience, skills, and presentation of information.

APPLICATION PROCESS

Visit www.kernrc.org to view and download this RFP. Hard copies can be available upon request for pick up in our front lobby. The RFP selection committee, which is an interdisciplinary team, will evaluate each proposal individually before coming together as a team before deciding. You will also be asked to make an oral presentation

as part of the evaluation process. General considerations during the evaluation process will be based on but not limited to, responsiveness to the RFP specifications, innovation, previous experience of applicant, and demonstrated applicant financial responsibility. RFP applications (proposals) are to be submitted to KRC, ATTN: Alejandra Chavez, 3200 N. Sillect Ave., Bakersfield CA, 93308 no later than 5:00 PM on due date of **April 3, 2023**.

APPLICATION PACKET CHECKLIST

The following must be submitted in order to be considered a complete application packet:

- Application Cover sheet
- Letter of intent
- Current resume
- Two letters of recommendation
- Program design
- Completion of all attachments to this RFP

SUBMISSION OF PROPOSAL

- Submit one hard copy of the proposal, hand delivered, or mailed, and submit one electronic copy to Agchavez@kernrc.org.
- Faxed copies of the application package will not be accepted.
- Proposals may be rejected if it is not complete or deviates from the specifications in this RFP.
- Proposals will not be returned to the submitter. KRC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFP.
- Late submissions will not be considered.

ADDITIONAL PROVISIONS

- Applicants chosen for further review will complete a Vendor Questionnaire/ Conflict of Interest and a DS1891, including exclusion verification.
- Applicant must have the ability to conduct electronic billing.
- A credit check may be required for all applicants who advance to the interview.

NOTICE TO APPLICANTS

- KRC reserves the right to accept or reject any or all proposals. In the event that no proposals are selected for the services being solicited, KRC may elect not to develop the service or may issue a new RFP.
- KRC reserves the right to withdraw this RFP and/or any item at any time without notice.
- **Applicants will be disqualified for any of the following:**

- a. Failure to disclose any history of deficiencies i.e. reports of consumer abuse or neglect etc.**
- b. Nonadherence to RFP guidelines (i.e. incomplete applications, incomplete budget information, missing signatures, etc.)**
- c. Previous failure to perform or noncompliance with Title 17 or other appropriate codes and regulations**

RFP Timeline

<p>Technical briefing meeting on RFP Process, Q&A, and timeline.</p>	<p>March 10, 2023</p> <p>*Orientation will be held by Kern Regional Center Via Zoom.</p>
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	To register please submit a request to participate to agchavez@kernrc.org
Proposals Due	April 3, 2023 by 5:00 PM
Interviews and oral presentations	If your proposal is selected, you will be contacted and invited to an in-person interview at the Kern Regional Center on April 11, 2023.
Selection Notification	April 17, 2023

Questions:

For questions, please contact:

Alejandra Chavez, Community Services Specialist, 661-873-4514, Agchavez@kernrc.org

Suzanne Toothman, Program Manager, Community Services Department, 661-852-3254, Stoothman@kernrc.org



Attachment A

PROPOSAL AFFIRMATION

- Attachment A: Completed RFP Proposal Affirmation
- Attachment B: Completed RFP Application and Coversheet
- Attachment C: Financial Statement
- Attachment D: Proposal Scoring Criteria
- Attachment E: Oral Presentation Scoring Criteria

I affirm that the information presented in this proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal submissions, any missing information (e.g., sections), and any proposals in excess of the maximum page allowance will also be cause for disqualification. I also understand that in the event that my proposal is selected for development, further discussion for final agreement may be required.

Signature

Date

Signature

Date

**KERN REGIONAL CENTER
APPLICATION AND COVERSHEET**

Must be submitted by **April 3, 2023**, with all required attachments/ appendices

DATE: ___/ ___/ ___

APPLICANT: _____

AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADRESS: _____

WEBSITE ADDRESS: _____

Please submit one hard copy and one electronic copy of the proposal you are applying for.

I Am Applying for Description: _____

Name of the person authorized to sign a binding contract with Kern Regional Center:

NAME: _____

TITLE: _____

Signature

Date

FINANCIAL STATEMENT

AS OF _____, 20__

NAME AND ADDRESS OF APPLICANT(S)

ASSETS

Cash on hand.	\$ _____
Cash in commercial accounts.	_____
Savings accounts.	_____
Time deposits.	_____
Notes and receivables	_____
Inventory.	_____
Life Insurance (cash value)	_____
Stocks and Bonds (at market value)	_____
Land.	_____
Buildings and Improvements.	_____
Equipment, furniture and furnishings.	_____
Other Investments or Assets (describe):	_____
_____	_____
_____	_____
A. Total Assets	\$ _____

LIABILITIES

Accounts Payable (include installment contracts) (balance due)	\$ _____
Salaries and Wages Payable.	_____
Payroll Taxes Payable.	_____
Real Estate Taxes Payable.	_____
Notes Payable (include personal notes) (balance due):	_____
_____	_____
_____	_____
Real Estate Loans or Mortgages (balance due):	_____
_____	_____
Other debts (describe):	_____
_____	_____
_____	_____
B. Total Liabilities	\$ _____

OWNERSHIP (Equity)

C. Total Ownership (difference between A and B) \$ _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS ON THIS FORM AND ANY ACCOMPANYING ATTACHMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

COMPLETED BY	TITLE	DATE

Attachment D

**PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR WRITTEN
PROPOSAL**

PROGRAM: _____

APPLICANT: _____

RATER: _____

A. Submitted proposals will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 24 points per member

B. Content of Proposal

_____ 1 Education and Experience: The proposal should clearly provide evidence that the applicant(s) possesses the education and/or experience necessary to complete a project of this scope. The applicant should clearly demonstrate an ability to manage grants and/or programs successfully. Applicant should include letters of reference and resumes.

_____ 2 Proposed Resources: The proposal should describe the location of the proposed services (include all facility/program resources as well as all community resources). Such description should clearly document that the program will provide a normalizing, integrated, accessible experience (meets Section 504 standards) and that the size and design of any proposed facility or program is adequate to accommodate program and consumer needs, outcomes and choices.

_____ 3 Program Description: The proposal should clearly demonstrate that the program description is appropriate for the population to be served. Such description should clearly identify consumer capabilities and needs or challenges, which are the basis for admitting or exiting consumers from the facility/program. The proposal must specify which consumer characteristics you are unwilling to work with in the facility/program. The proposal should describe the anticipated consumer service outcomes, the training techniques used to meet the service outcomes and the methodology used to collect the data to measure consumer service outcomes. The proposal should demonstrate a clear understanding and utilization of Person Centered Planning.

_____ 4 Staffing: The proposal should clearly document the type and number of staff with job descriptions (include qualifications and job duties) for all positions. The proposal should clearly document the type and level of initial and ongoing training for all staff. The proposal should clearly demonstrate that staffing patterns and staff qualifications are consistent with the regulations and guidelines noted in the RFP, and are realistic when compared to similar program/services for all positions.

_____ 5 Program Development: The proposal should clearly describe proposed timelines for development and completion of the proposed project. The applicant(s) should clearly document an understanding of program requirements.

_____ 6 Budget and Finance: The program budget should clearly display all costs associated with the proposal. The applicant(s) must demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Ongoing and start-up budgets should be included. Please refer to and complete Appendices A, B and D.

_____ TOTAL SCORE

Attachment E

PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR ORAL
PRESENTAION

PROGRAM: _____

APPLICANT: _____

RATER: _____

- A. Oral presentations will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below.

The intended owner/applicant must be the primary presenter during the oral presentation as they are ultimately responsible for all services provided.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 32 points per member

0 Content of Presentation

___ 1 Service Quality: Applicant clearly demonstrates an understanding and working knowledge of the principles of integration and normalization and overall, demonstrates, through their presentation an understanding of consumer needs and choices as related to services provided and service quality

___ 2 Program Description: Applicant clearly demonstrates a working knowledge of their program plan and the ways in which they will implement the program description as related to the needs of the consumers.

___ 3 Consumer Needs: Applicant demonstrates knowledge of consumer's needs as related to current Request For Proposal and Individual Life Quality Outcomes. This includes experience that relates to current need.

___ 4 Budget and Finance: Applicant demonstrates an understanding of operating the service requested in the most cost effective manner and demonstrates clear knowledge of facility/program requirements to operate the facility/program in accordance with Title 17 and Title 22 regulations.

___ 5 Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants.

___ 6 Training Issues: Applicant demonstrates an understanding of the need for training staff per the requirements noted in the RFP and regulations as well as to ensure consumer safety and success. Demonstrates an understanding of staffing levels that meet the consumer's needs as outlined in the RFP.

___ 7 Proposed Resources: Applicant successfully identifies community contacts that will ensure implementation of program plan.

___ 8 Overview Summary: Applicant is able to field questions from the team about the program in a concise and articulate manner.

_____ TOTAL SCORE

The written proposal and oral presentation can achieve a maximum score of 56 points per member. (Written proposal= 24 points; Oral presentation= 32 points)