



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

**May 9, 2023
Social Recreation Program**

**KERN REGIONAL CENTER (KRC)
FOR FISCAL YEAR 2022-2023**

KRC is a private non-profit agency under contract with the State Department of Developmental Services to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disabilities, cerebral palsy, autism, epilepsy, and other neurological conditions.

Consistent with the Lanterman Developmental Disabilities Services Act and the promotion of community-based services for all people with developmental disabilities, Kern Regional Center is currently accepting proposals and invites the community at large to develop resources in Kern, Inyo and Mono Counties in the category specified in the attached *PROJECT I.D. #: KRC- 2223-1 Community Access Services* which briefly describes the service along with the startup funding that is available. KRC encourages all interested and qualified parties to submit a proposal in response to the items included in this RFP. KRC looks forward to a collaborative relationship with vendors who propose creative and innovative services.

For further information on this RFP, you may contact:

Simone Huerta, Community Services Specialist
Kern Regional Center
3200 N. Sillect Ave.
Bakersfield, CA 93308
Simone.Huerta@kernrc.org
661-873-4528

RESERVATION OF RIGHTS

KRC reserves the right to suspend or defer the development of these projects based on funding availability, suitability, or proposals received. KRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. KRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

KRC reserves the right to withdraw this RFP and/or any item within the RFP at any time without notice. KRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP does not commit KRC to award any grant.

TIMELINE:

Issue Request for Proposals	May 9, 2023
Orientation	May 15, 2023
Proposals Due	May 23, 2023
Oral Presentations	May 31, 2023 & June 1, 2023 (Presentation Times TBD)
Award Letters Sent	June 5, 2023
	Startup contract to be signed by June 30, 2023

A. Orientation

A meeting will be held to answer questions from applicants on May 15, 2023, at 11:30am -12pm via zoom meeting. The link for the meeting as follows:

<https://us06web.zoom.us/j/89115478379?pwd=Z1o2Y2Q5a2hQQ0RhMWxTajZwR0t3dz09>

B. Submission of Proposal

The proposal is due no later than 5 p.m. on May 23, 2023. Any proposal submitted after the closing date and time will not be considered. Proposals shall be submitted by email to Simone Huerta at Simone.huerta@kernrc.org or mailed to KRC's main office at 3200 N. Sillect Avenue, Bakersfield CA, 93308.

C. Proposal Selection Criteria

The selection of the applicant(s) will be based on the Scoring Criteria for Written Proposal and Scoring Criteria for Oral Presentation that are attached to this RFP.

D. Evaluation Committee

The Committee will be composed of a minimum of five members.

E. Contract Award Process

The Evaluation Committee will:

- Review all proposals that meet the format and proposal submission requirements;
- Evaluate each proposal that meets the requirements;
- Select the successful applicant(s) based upon the specific criteria stated in this RFP.

F. Award of the Contract

The award of a contract, if made by the Regional Center, will be to the qualified applicant(s) whose proposal best complies with the requirements set forth in this RFP.

G. Vendor Application

The successful applicant will be required to complete a Vendor Application once the RFP has been awarded. The successful applicant will be required to acquire/have an office in KRC's catchment area. KRC requires vendors to carry a minimum of \$1,000,000 coverage in Professional Liability, General Liability, Auto Liability, Sexual Molestation and Workers Compensation. Vendorization does not guarantee utilization.

Facility site must follow Community Care Licensing (CCL) requirements for licensing. All staff that has direct contact with individuals served, will be required to be fingerprinted.

PROJECT I.D. #: KRC-2223-1 Social Recreation Program

Rates and Vendorization:

Service Need:	Social Recreation Program 525 Service Code
Service Area:	Kern, Inyo and Mono Counties
Ages of individuals:	18 and over
Funding:	Temporary rate set by DDS is \$24.79 per client per hour with a staff to client ratio of 1:10.
Start-up funding:	\$30,000 per applicant (for a max of 5 applicants)

Information on Social Recreation Services:

“Social Recreation Program” means a community-based day program, which provides community integration and self-advocacy training related to recreation and leisure pursuits (per Title 17 Section 54302).

The curriculum for Social Recreation Programs has to include a schedule of consumer training activities designed to ensure that the entire direct services time is focused toward the achievement of the individual objectives contained in the IPP; consumer training activities; age-appropriate materials and activities which will be used; and specific consumer outcomes which are anticipated from participation in each training component (per Title 17 Section 56742(d)(1)-(4)).

Social Recreation Programs shall meet the requirements in Title 17, Sections 56710 through 56756 of these regulations. The proposal shall include a program design that meets the requirements set forth in Sections 56710 through 56756.

KRC recognizes that socialization, leisure, and recreation activities, provided in the most inclusive setting, are valuable for the individuals we serve. Consumer choice, inclusion and access to the community are a crucial part of a Social Recreation Program.

KRC also recognizes that transportation can affect Social Recreation activities. The proposal shall address how transportation to, from and during programming/activities will be addressed.

The successful applicant(s) must be able to accommodate individuals that attend other vendored programs.

KRC RFP 2023 PROPOSAL COVERSHEET

Must be submitted by May 23, 2023 by 5pm, with all required attachments

DATE: ___/___/___

APPLICANT / AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

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

NAME: _____

TITLE: _____

I am able to meet licensing, administrator and other qualifications per Title 17 and Title 22 regulations for the proposal I am submitting.

X _____

Signature / Date

CONFLICT OF INTEREST AND EXCLUSION VERIFICATION

CONFLICT OF INTEREST

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vendored:

1. Any officer or employee of the state of California;
2. Any applicant in which an officer or employee of the State of California has a financial interest, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1).

I have read the above information and declare:

No present or potential barriers to becoming a vendor exist.

A current or potential barrier to becoming a vendor exists.

EXCLUSION VERIFICATION

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using one the databases listed below. Please include a screen print of your results with your written proposal.**

The State of California Suspended and Ineligible Provider List can be found at:

[Medi-Cal: Publications](#)

The Federal Office of Inspector General “exclusions database” can be found at:

<http://exclusions.oig.hhs.gov>

Applicant Signature

Date

FINANCIAL STATEMENT

AS OF _____, 20____

NAME AND ADDRESS OF APPLICANT(S)

ASSETS

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

LIABILITIES

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

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

REVISED

START-UP BUDGET
Submitted to KRC for Approval

<u>Allowable Items</u>	Projected Cost
*Purchase of Real Property	_____
*Down Payment for Real Property	_____
*Significant Modifications to Property	_____
*Modifications to Property	_____
*Vehicle Modifications	_____
*Sensitive Equipment	
Computers	_____
Printers	_____
Cell Phones	_____
Fax Machines	_____
Audio Video Equipment	_____
Photocopiers	_____
Camera Equipment	_____
Television Equipment	_____
<u>Equipment/Non-expendable property</u>	
*Furniture	_____
*Kitchen Equipment	_____
<u>Other Allowable Expenses</u>	
Administrative Overhead	_____
Advertising	_____
* Consultant fees	_____
Fingerprints	_____
Food (2 weeks prior to client placement)	_____
Household Supplies	_____
Insurance Liability/Malpractice	_____
Lease Payments	_____
License Application	_____
Linens/Blankets/Bathroom Supplies	_____
Office Supplies	_____
Program Supplies	_____
Lease/Rent (first and last months, plus security deposit)	_____
Staff Salaries (two weeks prior to client placement per Exhibit B-e)	_____
Staff Training (two weeks prior to client placement per Exhibit B-e)	_____
Telephone	_____
*Travel	_____
Utilities	_____
<u>Total Requested Funds</u>	_____
<u>(not to exceed contract award)</u>	

CRITERIA FOR WRITTEN PROPOSAL
SOCIAL RECREATION PROGRAM

Program Description: Does the proposal clearly address the population to be served? Does the proposal clearly identify all items required in the program design per Title 17, Sections 56710 through 56756? Does the proposal demonstrate a clear understanding and utilization of Person-Centered Planning? _____

Education and Experience: Does the proposal clearly provide evidence that the applicant possesses the education and/or experience necessary to complete a project of this scope and to manage programs successfully? Does the proposal clearly provide information on the applicant’s knowledge of Social Recreation practices/objectives and the ability to provide social skills training? _____

Proposed Resources: Does the proposal clearly provide information on where services will be provided, including community resources to be utilized? Does the proposal clearly provide evidence of seeking local resources for programing that are free or local to the community? _____

Program Development: Does the proposal clearly describe proposed timelines for development and completion of the proposed project? _____

Choice and Effectiveness: Does the proposal clearly address consumer choice and encourage independence? Does the proposal clearly document that the program will provide a normalizing, integrated, accessible experience? _____

Transportation: Does the proposal clearly describe how transportation to, from and during activities in the community or at a facility/site, will be addressed? _____

Budget and Finance: Does the proposal clearly display all costs associated with the program? Does the proposal include a Startup Budget and Financial Statement? _____

Written Proposals will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below:

- | | |
|---|--|
| 0 | Criteria not addressed at all. |
| 1 | <u>Minimal Response:</u> Subject area is mentioned; however, applicant has neither included any narrative nor any supporting documentation that demonstrates understanding of this particular proposal requirement. |
| 2 | <u>Some</u> supporting documentation and/or narrative discussion; however, the responses are not clearly articulated. |
| 3 | <u>Good</u> supporting documentation and/or narrative discussion; responses are more clearly articulated. |
| 4 | <u>Maximum Response:</u> 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. |

The Written Proposal can receive a maximum score of 28 points per member.

CRITERIA FOR ORAL PRESENTATION
SOCIAL RECREATION PROGRAM

Program Description: Does applicant clearly communicate a working knowledge of their program plan and the ways in which they will implement the program description? Does the applicant clearly communicate a working knowledge of Social Recreation practices, objectives and outcomes related to the needs of consumers? _____

Consumer Needs: Does the applicant clearly communicate knowledge of the consumers to be served and the importance of consumer choice and integration? _____

Experience: Does applicant clearly articulate pertinent education/experience for developing this program? _____

Overview Summary: Does applicant clearly field questions from the team about the program in a concise and articulate manner including questions regarding proposed costs? _____

Oral Presentations will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below:

- 0 Criteria not addressed at all.
- 1 Minimal Response: Subject area is mentioned; however, applicant has neither included any narrative nor any supporting documentation that demonstrates 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.

The Oral Presentation can receive a maximum score of 16 points per member.

The written proposal and presentation can achieve a maximum score of 44 points per member. (Written proposal = 28 points. Oral presentation = 16 points.)