



NOTICE OF REQUEST FOR PROPOSAL (RFP)

KRC/STATE OPERATED CENTRAL VALLEY STAR 3 (KRC 2425-8 CCH 902)

COMMUNITY PLACEMENT PLAN (CPP) FOR FISCAL YEAR 2024/2025

Date: Monday June 16, 2025
To: Interested Housing Development Organization (HDO)
From: Kern Regional Center (KRC)
RE: Request for Proposal (RFP)

Kern Regional Center (KRC) is a private non-profit organization under contract with the California Department of Developmental Services (DDS). KRC is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with developmental disabilities in State of California.

In the 2018-2019 budget, DDS proposed an expansion of safety net services for individuals with developmental disabilities and severe behavioral and psychiatric conditions. The budget included funding for the Central Valley Stabilization Training Assistance Reintegration (C.V. STAR) acute crisis center Springville/Porterville to develop one four-bed Community Crisis Home (CCH) for children ages 7-12 years old. C.V. STAR will provide short term crisis stabilization for up to four children with developmental disabilities at the home. Individuals are admitted pursuant to the California Welfare and Institutions (WIC) Code Article 1 (commencing with 6500) of Chapter 2 of Part 2 of Division 6 due to an acute crisis, pursuant to Section 4418.7. The goal of the Community Crisis Home is to provide person centered treatment that will expedite the person's return either to their prior residence, or transition to a suitable community-based residential setting. The new C.V. STAR home will be state operated with DDS employed staff. KRC has identified a need for a Housing Development Organization (HDO) to acquire and develop one (1) C.V. STAR run Community Crisis Home for children in the Springville/Porterville Area.

Per Senate Bill (SB) 74, there is a requirement that any service provider receiving funds through a negotiated rate cannot allocate more than 15% of received revenue towards administrative costs. This requirement is to be funded by the service provider. Please refer to SB 74 for more information. A link to this is on the KRC website, www.kernrc.org

Also, providers receiving more than \$500,000 up to \$2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or independent financial audit and submit it to KRC. If the provider receives equal to or more than \$2,000,000 in revenue from Regional Centers, they are required to conduct an annual independent financial audit and submit it to KRC.

Please note: ***The HDO acts as a property manager/landlord and is not responsible for the provision of direct care or service to the clients.***

One (1) four (4) bed C.V. STAR run community crisis home for children: This RFP is for a Community Placement Plan (CPP) development for FY 2024/2025. DDS and KRC has identified a need to acquire one single family home in the Springville/Porterville area to be modified into a behavioral support home for children with intellectual and developmental disabilities and complex behavioral and mental health conditions. The HDO will collaborate with KRC and DDS in purchasing one, four-bedroom home using the Buy-It- Once Model. The home will be a minimum 2,000 square feet or larger (with consideration for adding additional square footage) and have a lot size approximately a quarter an acre or larger. The home will include universal design, sprinkler system, consideration for ensuring line of sight, and other customizations to meet the individual's needs, such as possibly hardening of the environment. The HDO will collaborate with KRC and DDS on the possibility of acquiring a lot for a ground-up build depending on availability and including delayed egress devices on a perimeter gate. Regional Center and DDS approval will be required before the site is secured.

The site and structure must be licensed by California's Community Care Licensing (CCL). The C.V. STAR home must provide for the individuals' needs for independence, choice and community integration training in order to meet the eligibility requirements for federal funding including but not limited to the following:

- The provision of individualized services
- Decision making by residents on day-to-day activities in the home or the community, visitors, when and what to eat, etc.
- Common areas that promote interaction
- Individual bedrooms that can accommodate non-ambulatory individuals
- Bathroom that can accommodate non-ambulatory individuals
- Access of clients who are non-ambulatory to all common areas
- Private space to visit with friends and family
- Private space to store personal items
- Auxiliary building for day programing and education
- Sports court with basketball and playground
- Gazebo and patio area

The HDO shall have experience developing housing for people with intellectual and developmental disabilities, ideally experience developing housing for people with severe behavioral and mental health conditions. The HDO will be responsible for acquiring and remodeling or constructing a site suitable for the C.V. STAR home. Safety features in the home may include metal door framing, hardened walls, anti-ligature devices, and delayed egress on an enclosed perimeter gate.

The C.V. STAR home will be leased to and run by C.V. STAR. The HDO's development team will need to work with C.V. STAR and KRC staff to address

the anticipated support needs of the individuals that will reside at the C.V. STAR home. The HDO's development team will also need to work with C.V. STAR and KRC staff to ensure that the requirements of CCL are met, and that the C.V. STAR home is renovated or constructed to accommodate non-ambulatory individuals. The property selected, and the proposed design of the site must be approved by KRC and DDS in advance of purchase. The HDO will provide landlord/property management duties. C.V. STAR will have a lease with the HDO specific to the property, wherein tenant/ landlord obligations are specifically outlined.

Applicant must be willing to consider Springville/Porterville area for locations of the proposed program. If selected for the project, KRC will inform applicant of preferred locations and will work with applicant to identify a site. KRC and DDS will have final approval of the selection of a site.

****Please note that the selected HDO will have restricted titles on the homes. These homes are to be used in perpetuity to serve regional center clients. Therefore, if the HDO is unable to continue in their role, a new HDO will be selected****

Proposal Instructions and Submission Format: *Deliver proposals to the Kern Regional Center, 3200 N. Sillect Ave. Bakersfield, California 93308. Attn: Susan Gottardi, Community Services Specialist (CSS) by 5 PM on Monday June 30, 2025.* Submit an electronic copy and 5 (five) copies of your proposal, fastened with a binder clip. **Please do not staple any of the pages, please do not use folders.** Proposals must be written in 12-point font, Times New Roman or Arial, double-spaced on white 8 ½ x 11-inch paper, single-sided. All pages should include an identifying footer with HDO name, project number, and numbered pages. Email a copy to susan.gottardi@kernrc.org. Both hard copy and e copy must be received by 5:00 pm on the RFP deadline in order for the application to be considered complete.

We look forward to receiving your proposals. All additional inquiries regarding the application or requesting technical assistance should be directed to **Susan Gottardi, Community Services Specialist (CSS)** at (661) 852-3202/e-mail at susan.gottardi@kernrc.org. Please do not call for application status.

Proposal Requirements

1. RFP Application Form (Attachment A).
2. A statement indicating the author of the proposal.
3. Provide current **Financial Statement** (Attachment B) to include current quarterly Statement of Financial Position, current quarterly Statement of Activities, current quarterly Statement of Cash Flows, and most current audited CPA independent audit report. (You may be required to provide proof of financial responsibility prior to signing a contract for start-up funds).
4. Proposal Narrative Part 1: Describe your experience with developing homes for people with developmental disabilities. Do you have any experience developing the type of facility indicated in this Request for Proposal? What are some key features that you would want to consider in the development of this type of home?
5. Proposal Narrative Part 2: Describe your experience acting as property manager and landlord for homes in which people with developmental disabilities live.
6. Proposal Narrative Part 3: Provide a statement outlining your plan to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.
7. Timeline Schedule. Please identify all important milestones in development of the home and your proposal as to when these will be completed.
8. The names, addresses and phone numbers of three **Professional References** and at least one professional letter of reference describing your abilities and qualifications in regard to this proposal (Attachment C).
9. A proposed **Start-Up Budget** defining how the funds will be used. Please disperse funds into proposed line-item categories.
10. **Resume** demonstrating evidence of applicant's qualifications such as: education, experience, and other related skills

Links to templates for Attachments A, B, and C are available on www.kernrc.org Click on the "For Providers" Section and then click on the "Request for Proposal Section".

*****THE APPLICATION PACKET MUST BE COMPLETE FOR CONSIDERATION. KRC reserves the right to withdraw this RFP and/ or disqualify any proposal which does not adhere to the RFP guidelines. Proposals submitted after the indicated timelines will not be considered.*****

GENERAL LIMITATIONS:

This Request for Proposal does not commit KRC to award a contract, to pay any cost incurred in the preparation of the proposal, to contract in response to this request, or to procure or contract for services or supplies. To be considered, proposals must be received at the KRC by the closing date and time indicated.

EVALUATION PROCESS:

- A. A Contact Person is identified with this project and will provide limited technical assistance with the RFP process as appropriate.
- B. Applicants must submit 5 (five) single-sided copies of their proposal *and* email an e copy to susan.gottardi@kernrc.org by 5:00 on RFP due date. Both hard copy and e copy due by deadline for application to be considered complete.
- C. All complete proposals will be evaluated through an Evaluation Committee review process.
- D. Contact Person notifies each applicant in writing of the Evaluation Committee's decision. In the event that no proposal is selected, KRC may complete the RFP process without assigning an applicant to the project. The final decision made by the Evaluation Committee is not subject to appeal. Materials submitted by applicants will be held on file for a period of three years at the KRC.

KRC Timeline

- 1. 6/16/2025: RFP is announced and disbursed
- 2. 6/30/2025 by 5:00 PM: Proposals are due at KRC
- 3. 7/01/2025: Evaluation Committee process begins

Once candidates are awarded projects, written correspondence is sent to all applicants informing them of the start-up award decisions.

KRC RFP APPLICATION FORM

Must be submitted by **June 30, 2025**, by 5pm, with all required attachments

DATE: ___ / ___ / ___

APPLICANT / AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

If the applicant is a corporation, please attach a separate sheet of paper listing all principal members of the corporation.

Please indicate the identification number and description of the project(s) in which you are submitting. Five copies of each proposal you are applying for must be submitted along with an e copy.

I.D.# _____ Project Description: _____

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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(s) I am submitting.

X _____
Signature / Date

FINANCIAL STATEMENT
AS OF _____, 20__

NAME AND ADDRESS OF APPLICANT(S)

ASSETS

Table listing 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). Total Assets A.

LIABILITIES

Table listing 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). Total Liabilities B.

OWNERSHIP (Equity)

C. Total Ownership (difference between A and B)

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

Table with 3 columns: COMPLETED BY, TITLE, DATE

KRC RFP PROFESSIONAL REFERENCES

Must be submitted by **June 30, 2025**, by 5pm, with all required attachments

DATE: ___ / ___ / ___

APPLICANT / AGENCY NAME: _____

REFERENCE ONE

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

REFERENCE TWO

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

REFERENCE THREE

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____