



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

July 1, 2025

KERN REGIONAL CENTER (KRC)

Physical Therapy Services

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 Physical Therapy Services for ages 0-36 months in Kern County, specifically for Ridgecrest and surrounding areas. KRC encourages all interested and qualified parties to submit a proposal in response to the items included in this RFP. All applications, including those that propose innovative approaches to the resource needed will be considered. Proposals submitted after the indicated timelines and/or are not complete per this RFP will not be considered. There are no start up funds associated with this RFP.

Visit www.kernrc.org to view and download complete RFP. Hard copies of the RFP can be available for in-person pick up at KRC's main office in Bakersfield upon request. **For further information on obtaining an RFP, you may contact Sharown McGee, Community Service Specialist at, 661-840-5381 or Sharown.McGee@kernrc.org.**

There will be an **RFP Orientation on Wednesday, July 11, 2025, at 10:00AM via ZOOM** to provide applicants with an opportunity to ask questions specifically in reference to the RFP and RFP process. **This orientation is voluntary and not required in order to submit a proposal.** To register, please submit a request to participate to Sharown.McGee@kernrc.org.

RECEIPT OF PROPOSAL DEADLINE

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, August 1, 2025 no later than 5pm** at:

**Kern Regional Center
Attn: Sharown McGee, CSS
3200 N. Sillect Ave.
Bakersfield, California 93308**

***In addition, send an electronic copy of the proposal to Sharown.McGee@kernrc.org.**

***Proposals received after the above stated date and time will not be considered.**

SUBMITTING AND REVIEWING OF THE PROPOSAL

All proposals must be completed and organized in accordance with Attachment A, Attachment B, Attachment C, Attachment D, and Attachment E. Proposals that do not follow any of the above-referenced attachments are considered by the panel to be incomplete and will not be considered. **Late or incomplete applications will not be accepted for review or consideration.**

All proposals will be scored for the written and oral presentations in accordance with attachments D and E. **If after review of the written proposal, it is noted by the panel that the applicant cannot meet requirements or other minimum professional criteria specific to the project applied for, the proposal will be disqualified at that time.** KRC will appoint a three to five-member committee to score each proposal and conduct interviews with each applicant. The final decision of the committee is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal. In person interviews for selected applicant(s) are anticipated to take place on Wednesday, August 13 & Thursday, August 14, 2025 (if an additional date is needed) **beginning at 9:00am.**

There are no start up funds associated with this project.

RESERVATION OF RIGHTS

Kern Regional Center 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.

TIMELINE:

Issue Request for Proposals	Tuesday, July 1, 2025
Orientation	Friday, July 11, 2025 *Orientation will be held by Kern Regional Center via Zoom at 10:00AM. *To register please submit a request to participate to Sharown.Mcgee@kernrc.org. *If you require an interpreter, please submit a request to Sharown.Mcgee@kernrc.org no later than Monday, July 7, 2025 by 5:00pm
Proposals Due	Friday, August 1, 2025 Proposals received after said date and time will not be considered.
Oral Presentations	If your proposal is chosen, you will be contacted and provided the Zoom link for your interview Wednesday, August 13 or Thursday, August 14, 2025, beginning at 9am
Award Letters Sent By	Friday, August 29, 2025

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A. Orientation

A meeting will be held to answer questions from applicants on July 11, 2025, from 10:00am – 11:00 am via zoom meeting. Contact Sharown McGee at sharown.mcgee@kernrc.org or 661-840-5381 for the zoom link.

B. Submission of Proposal

The proposal is due no later than 5 p.m. on August 1, 2025. Any proposal submitted after the closing date and time will not be considered. Proposals shall be submitted by email to Sharown Summers at Sharown.Summers@kernrc.org

C. Proposal Selection Criteria

The selection of the applicant 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 three to 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 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 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 (Kern, Inyo or Mono Counties). 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.

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.

DESCRIPTION OF SERVICE
Physical Therapy Services

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Service Need:	Physical Therapy Services
Service Area:	Eastern Kern County (Ridgecrest, Trona, Inyokern, California City, Boron, Lake Isabella, North Edwards, Edwards Air Force Base, Mojave, Tehachapi, Keene, Rosamond)
Ages of individuals:	0-36 months
Ongoing Funding Options:	Usual and Customary (U&C) as defined (in part), to mean the rate which is regularly charged by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families. (See Title 17, Section 57210(19) for full definition) Benchmark rate set by DDS if U&C requirement is not met.
Start-up funding:	No start up funding

Service Description/Scope of Work:

KRC is in need of pediatric physical therapy services for consumers ages 0-36 months in the rural areas of Eastern Kern County. These areas have little to no services available to our consumers, and families have to travel far distances to the nearest urban center.

Services may be clinic or site based but ideally, services will be provided in the consumer's home or natural environment. Natural environments are settings that are natural and typical for a same-aged infant or toddler without a disability.

A proposal may be submitted by a new or an established physical therapy provider.

A physical therapist must be validly licensed by the Physical Therapy Examining Committee of the Medical Board of California and who, under medical supervision, treats individuals to relieve pain, develop and restore motor function, and maintain performance by using a variety of physical means (per Title 17 Section 54342).

Infants and toddlers, from birth to 36 months of age, may qualify for early intervention services through the California Early Intervention Services Act if assessment and evaluation show they have a significant developmental delay in either cognitive, communication, social or emotional, adaptive or physical and motor development, or have an established risk condition of known etiology, with a high probability of resulting in delayed development (California Government Code, Section 95014(a)). As part of its services, KRC may purchase early intervention services. Based on an Individualized Family Service Plan (IFSP), early intervention services may include physical therapy.

The proposal for Physical Therapy services shall include the following:

1. A description of the program curriculum including techniques/methods used to provide services and how parent involvement is incorporated
2. Location of the service
3. Days and hours of service
4. A statement of the geographic area served including options for serving consumers in surrounding areas

5. The purpose and goals of the service
6. Anticipated consumer outcomes from participation in the service
7. A description of the consumers served (including if the general public is also served or if services will be just for KRC individuals)
8. A description of the education, experience and license for the applicant (include a resume)
9. A description of the assessment process including the tools to be used
10. A description for staff providing services including education, experience, and license
11. A description of the organizational structure of the business (agency or individual)
12. A proposed start date for services
13. A sample progress report

Award of the Contract:

KRC reserves the right to accept or reject any or all proposals, or to waive any irregularities or informalities in any bid or in the bid process. The award of a contract, if made by KRC, shall be to the qualified applicant(s) whose proposal best complies with the requirements set forth in the RFP and whose proposal, in the opinion of KRC, is in the best interest of KRC and its consumers.

Attachment A



PROPOSAL AFFIRMATION

- ☐ Attachment A: Proposal Affirmation
- ☐ Attachment B: KRC Application and Coversheet
- ☐ Attachment C: Conflict of Interest and Exclusion Verification
- ☐ Attachment D: Criteria for Written Presentation Scoring
- ☐ Attachment E: Criteria for Oral Presentation Scoring

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), 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

Attachment B

**KERN REGIONAL CENTER
APPLICATION AND COVERSHEET**

Must be submitted by August 1, 2025, with all required attachments/ appendices

DATE: ____/ ____/ ____

APPLICANT: _____

AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

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

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

Attachment D

CRITERIA FOR WRITTEN PROPOSAL
Physical Therapy Services

Program Description: Does the proposal clearly provide a description of the proposed service? Does the proposal clearly address the population to be served? Does the proposal clearly identify anticipated outcomes including how parent involvement will be incorporated? _____

Education and Experience: Does the proposal clearly provide evidence that the applicant possesses the education, experience, and license 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 physical therapy practices/objectives and the ability to provide physical therapy? _____

Organizational Structure/Staffing: Does the proposal clearly describe how the business will be organized? Does the proposal clearly describe the proposed staffing as well as staff education, experience, and license? _____

Assessment Process: Does the proposal clearly describe the assessment process and the tools used? Does the proposal clearly describe the process for submitting progress reports? _____

Location of Services: Does the proposal clearly indicate where the service will be provided? Are services provided in the home or natural environment? Does the proposal clearly indicate what geographic locations in eastern Kern County can be served? _____

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 20 points per member.

Attachment E

CRITERIA FOR ORAL PRESENTATION
Physical Therapy Services

Program Description: Does applicant clearly communicate a working knowledge of their program plan and the ways in which they will implement services to meet the geographical needs of Kern Regional Center? _____

Consumer Needs: Does the applicant clearly communicate knowledge of the consumers to be served and the physical therapy needs of infants and toddlers who are 0-36 months? _____

Experience: Does applicant clearly articulate pertinent education and experience for developing this program? ____

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

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 36 points per member. (Written proposal = 20 points. Oral presentation = 16 points.)