



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

November 14, 2025

KERN REGIONAL CENTER (KRC) FOR FISCAL YEAR 2025-2026 SERVICE PROVIDER FOR COMMUNITY CRISIS HOME-ADULTS

PROJECT ID # KRC-2526-1

KRC is a private non-profit agency under contract to the State Department of Developmental Services (DDS) to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disability, 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 for provider start-up for one (1) single family home situated in Bakersfield, to serve as a 4-bed Community Crisis Home (CCH) with delayed egress, for adults (18-59 years) with developmental disabilities, who need a supportive environment to stabilize. 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.

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, Susan Gottardi, Community Services Specialist at, (661) 852-3202 or susan.gottardi@kernrc.org.**

There will be an **RFP Orientation on Friday, January 9, 2026, at 10:00 am 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 susan.gottardi@kernrc.org.

RECEIPT OF PROPOSAL DEADLINE

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, February 13, 2026 no later than 5pm** at:

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

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

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

SUBMITTING AND REVIEWING THE PROPOSAL

All proposals must be completed and organized in accordance with Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F and Exhibit H. Proposals that do not follow any of these above-referenced attachments are considered by the committee 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 Exhibit C and D. **If after review of the written proposal, it is noted by the committee that the applicant cannot meet licensing 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 applicants are anticipated to take place on **Thursday, March 5, 2026, beginning at 9:00am.**

Proposals must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to verify that it has been addressed. Applicants responding to the RFP shall bear costs associated with development and submission of a proposal.

Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide necessary information for verification.

The following agencies or individuals are not eligible for this development award:

- The State of California, its officers or its employees.
- A regional center, its employees, and their immediate family members.
- Area board members, their employees or their immediate family members.
- Any individual or entity with a conflict of interest as established in DDS Regulations, Title 17, Sections 54314 and 54500, unless a waiver is permitted and obtained.

Potential providers must have prior demonstrable experience including:

- Supporting adults with developmental disabilities in crisis and require 24-hour crisis intervention services.
- Owning or operating an existing Community Crisis Home or Specialized Residential Facility (SRF).
- Working with social service community-based agencies and resources.
- Working with agencies in development and coordination of services and supports for adults.
- Working with adults in crisis, requiring hospitalization, or at risk of frequent hospitalization.
- Working with and arranging services for adults including with families, mental health systems and providers, behavioral supports, and potentially the criminal justice system.
- Successfully providing 24/7 care, support and supervision.

A service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, mental health systems, day programs, etc.) for the successful support of the individual.

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.

Kern Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Kern Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of KRC. It does not commit KRC to award any grant.

TIMELINES:

Request for Proposal: Announcement Release & Posting	Friday, November 14, 2025
General briefing meeting on RFP Process, timeline, and Q&A session.	Friday, January 9, 2026 *Orientation will be held by Kern Regional Center via Zoom at 10:00 am. *To register please submit a request to participate to susan.gottardi@kernrc.org . *If you require an interpreter, please submit a request to susan.gottardi@kernrc.org no later than Monday, December 29, 2025, by 12:00pm.
Deadline for receipt of Proposals (5 copies of each proposal)	Friday, February 13, 2026, no later than 5pm. Proposals received after said date and time <u>will not</u> be considered.
Interviews and oral presentations	If your proposal is selected, you will be contacted and invited to an in-person interview at Kern Regional Center (Malibu room) on Thursday, March 5, 2026, beginning at 9am.
Notice of Selection sent	Friday, March 13, 2026.

COMMUNITY CRISIS HOME FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

Service Need: One Community Crisis Home for adults with developmental disabilities, who require 24-hour crisis intervention services and supervision, in a supportive environment to stabilize.

Service Area: Kern County

Number of Consumers: Four Adults (18-59 years)

Placement Profile: Individuals with developmental disabilities, in need of crisis intervention services.

Funding: Negotiated Rate

Start-up Funding: \$300,000 in Provider Startup funds

Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, licensing, household furnishings and supplies, personnel recruitment and training expenses, general equipment, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

Proposal Deadline: Friday, February 13, 2026, by 5:00 pm

SERVICE DESCRIPTION

Kern Regional Center is seeking a service provider to develop a Community Crisis Home. Per the California Code of Regulations, section 59000(a) (10) definition of a “Community Crisis Home” (CCH) means an adult residential facility certified by the Department and licensed by the Department of Social Services that provides 24-hour nonmedical care to persons with developmental disabilities receiving regional center services and in need of crisis intervention services, who would otherwise be at risk of admission to a more restrictive setting.

The CCH is intended to serve a maximum of four (4) adults, 18 to 59 years, with developmental disabilities, who require non-medical, 24-hour crisis intervention and stabilization care, and supervision, in a homelike facility. These individuals would otherwise be at risk of admission into an acute crisis center, out of state placement, general acute hospital, or mental health institution. The facility’s goal will be to provide the necessary supports to stabilize an individual in crisis, back into the community or a less restrictive setting.

The home will provide services to adults with significant behavioral challenges that possibly includes severe self-care needs, risk of elopement, dual-diagnosis, substance abuse, and offending behaviors. Each individual of the home will have an Individual Behavior Support Plan (IBSP) documenting the individual's behavioral needs and the supports and services to be provided to address those needs. The provider is required by law to have a Board Certified Behavior Analyst (BCBA) or Qualified Behavior Modification

Professional on-staff or contract for monthly observation and treatment recommendations of the individuals.

The facility must meet all requirements for a Community Crisis Home as stipulated in the California Code of Regulations, that includes Title 17, Subchapter 23, (sections 59000-59022) Community Crisis Homes. [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IE24C57705A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IE24C57705A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)) and ensure that all the following requirements are met.

GENERAL REQUIREMENTS

- Facility will require certification by the DDS and be licensed as a CCH by Community Care Licensing (CCL) per Title 22 California Code of Regulations prior to vendorization by KRC.
- Facility will support four adults (18-59 years) with developmental disabilities.
- Adults that require 24-hour crisis intervention services/non-medical care.
- Adults in need of crisis intervention services, who would otherwise be at risk of admission to an acute crisis center, out of state placement, general acute hospital, or mental health institution.
- Adults may be ambulatory or non-ambulatory (At least 50% of the bedrooms must be approved for consumers who are non-ambulatory, as defined in Section 13131 of the Health and Safety Code).
- Adults may have visual and/or hearing impairments.
- Program must meet all applicable Title 17 and Title 22 regulations.
- Facility must meet applicable Americans with Disabilities Acts (ADA) standards.
- Shall exceed minimum requirements for a CCH facility.
- Each individual will have their own bedroom/private room.
- Individual rates shall include staffing, consultants, food costs and incidentals incurred on a per individual basis.
- Facility rates shall include the lease and constant operation.
- Individual Behavior Support Plan (IBSP) must be developed within one week of admission.
- Monitoring required by regional center Qualified Behavior Modification Professional (QBMP) at least monthly, four of which are unannounced.
- The vendoring regional center and each individual's regional center shall have joint responsibility for monitoring and evaluating the services provided.
- Monthly case management and quarterly quality assurance visits, at minimum, is required.
- Administrator must have a minimum of 2 years of full-time experience in a licensed residential facility (preferably CCH) for persons with developmental disabilities, mental health, and forensic backgrounds and be one of the following: A Registered Behavior Technician (RBT), a licensed psychiatric technician or a Qualified Behavior Modification Professional. Administrator and Licensee must both possess a current CRF Administrator Certificate.
- Administrator must have completed Direct Support Professional (DSP) I and DSP II certification as well as Residential Services Orientation (RSO) certification.
- Direct Support Professionals (DSP) must speak the language of the individuals they support.

- Perspective provider must hire (in accordance with Title 17 regulations, section 59061) and retain direct care staff trained in non-violent crisis prevention/intervention.
- Applicants must identify all types of consultants they propose to utilize.
- Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities; The applicant must document available credit line and provide necessary information for verification.
- Adherence to DSS regulations, at minimum, staffing structure, staff qualification, and training.

Provider Start-up Available: Up to \$300,000 provider start-up funds can only be used for non-reoccurring costs associated with initially establishing a service, which may include administrative components, licensing, household furnishings and supplies, personnel recruitment and training expenses, general equipment, pre-placement visits, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

Development Timeline: The home should be ready to provide services no later than June of 2027.

The home will be located in Bakersfield. KRC will contract with the Service Provider to provide residential care in a home owned by a Housing Non-Profit Organization (Brilliant Corners, NPO.) The home will be owned and renovated by Brilliant Corners, a Non-Profit Housing Organization (NPO), that will develop the property, under a separate grant process, to the specifications of this regional center and the service provider selected to operate the home. The successful applicant for this CRDP/CPP grant will lease the property from Brilliant Corners, NPO. The start-up funds identified in this RFP are solely for the use of the service provider for activities integral to the establishment of the licensed home, e.g. licensing, household furnishings and supplies, and personnel recruitment and development.

The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous residential care services, based upon the date of the first admission. Failure to meet this term of service will require the awardee to repay a portion of the original start-up grant, i.e., 12 months repay 90% of original start-up grant; 24 months repay 80% of original start-up grant; 36 months repay at 70% of original start-up grant; 48 months repay at 60% of original start-up grant; 60 months repay at 50% of original start-up grant; 72 months repay at 40% of original start-up grant; 84 months repay at 30% of original start-up grant; 96 months repay at 20% of original start-up grant; and 108 months repay at 10% of original start up grant.

The provider is required to keep receipts, cancelled checks, and financial data for 3 years from date of contract. Applicants must adopt a "no-reject"/no failure policy toward adults being supported and a commitment to modifying supports to ensure continued stability without requesting additional funding from the regional center. Responses to this RFP must communicate a vision dedicated to providing long-term supports that adapt to the needs of the individual. The regional center will provide, at a minimum, quarterly monitoring of Community Resource Development Plan homes.

***All service proposals must be in compliance with the Centers for Medicare and Medicaid Services' (CMS) Home and Community Based Services (HCBS) regulations. All services to be provided must**

be delivered with the intent of maximizing use of consumer choices and preferences. Service provisions will be based upon person centered planning and individual client outcomes.

APPLICANT QUALIFICATIONS

The following qualifications will be required in a potential provider and will be assessed by evaluating an applicant's proposal and responses to interview questions, if applicable. For qualified applicants, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:

<u>Qualifications Sought in a Provider</u>	<u>Evaluation Procedures</u>
Applicant has a proven history of financial responsibility, stability and soundness.	All finalists will be required to submit a Financial Statement Form and attach business and financial records to substantiate the finalist's adequate working capital. For finalists without business records, two years of tax returns will be requested and reviewed. Confer with Accounting Department and Fiscal Monitor at KRC and the Community Services and Accounting Departments at other regional centers as applicable.
Applicant has proven history demonstrating the ability to provide direct supervision or services/supports to individuals with developmental disabilities.	Confer with Client Services and Community Services staff at KRC, and other regional centers as applicable. Complete unannounced visit(s) to existing programs, homes or services owned/operated by the applicant.
Applicant has proven credentials, licenses, training, and/or skills required and/or preferred for the proposed project or service.	Complete reference check to substantiate submitted resume(s) including applicable degrees, credentials, licenses or certificates, and descriptions of staff qualifications including specialized training and skills.
Applicant has a proven history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing with the regional center and licensing agencies.	Confer with Client Services and Community Services staff at KRC, and other regional centers as applicable. Confer with licensing agencies (e.g., Dept. of Public Health or Community Care Licensing), as applicable.
Applicant has proven history in the area of project development, including the ability to complete	Confer with Community Services staff at KRC and other regional centers as applicable, regarding

projects, meet project timelines and manage a project of this size and scope.	applicant's track record on managing and completing projects and meeting timelines.
Applicant has the administrative capacity to complete the project and/or implement the service in a timely fashion.	Confirm the number of programs/projects applicant currently operates and/or has in development and ensure that the applicant's administrative capacity is not overstretched or that the applicant does not have competing or conflicting responsibilities with services vendored or in development with other regional centers.

Both not-for-profit and proprietary organizations are eligible to apply. Employees of regional centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500. Applicants, including members of governing boards, must be in good standing in regards to all services vendored with any regional center.

The successful applicant will work with KRC to develop a rate which will include all or some of the items listed below.

- 1) A preset salary range for Direct Support Professional (DSPs), Lead DSP, and Registered Behavior Technician (RBTs);
 - (2) Direct Support Professionals who have completed DSP I and DSP II, with time frames for becoming an RBT.
 - (3) Services include 24-hour-a-day onsite support one (1) Lead DSP and one (1) direct care staff on duty at all times when a consumer is under the supervision of the facility staff (see section 59062);
 - (4) 1, 2, or more awake night staff; determined by each person's IPP and rate sheet, but at minimum one (1) lead and one (1) direct care at all times.
 - (5) Administrator or designee on-call 24/7.
 - (6) Administrator working a minimum of 20 hours per week.
- Preference will be given to applicants who have or identify an administrator who has:
- a) Bachelor's degree or higher in a related field.
 - b) At least two years of work history as an administrator in a home that provided mental health treatment and/or support, substance abuse prevention and/or treatment, behavioral support, and court or forensic support to children and adolescents with developmental disabilities who have resided in a state developmental center, or are at risk of such placement and already meets the requirements listed in section 59060 of the Title 17 regulations for EBSH.
 - c) Demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California.
 - d) Demonstrated the ability to work with the Department of Social Services, Community Care Licensing Division and knowledge of all Title 22 and 17 regulations.
 - e) Has a current Administrator Certification.
 - f) Has successfully completed DSP I and DSP II certification.
 - g) Is, or will be, a CPI Certified instructor.
 - h) Has completed or completes a KRC (or other RC, upon KRC approval) residential orientation.

Successful applicants to this RFP project must adhere to the RFP writing guidelines outlined in this RFP and complete each attachment enclosed in this RFP.

Additional Requirements

- Development of Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.
- Proof of Liability Insurance: The selected applicant will be required to maintain general, sexual abuse/molestation, and professional liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

Reservation of Rights and Proposal Content

KRC reserves the right to request or negotiate changes to any proposal, to accept all or part of a proposal, or to reject any or all proposals. KRC may, at its sole discretion, select no provider if it determines that no applicant sufficiently meets the identified need. KRC also reserves the right to withdraw this Request for Proposal (RFP), or any part of it, at any time without notice. Proposals that do not comply with RFP guidelines or basic requirements may be disqualified. This RFP does not obligate KRC to award a grant, procure, or contract for any services or supports. Funding decisions are subject to availability as approved by the Department of Developmental Services and based on the quality of proposals received.

All proposals must be typed on standard white paper using 12-point font and must include a table of contents and page numbers. Where applicable, conditional questions must be addressed with a clear statement of applicability. Late, incomplete, or noncompliant proposals will not be considered. No proposals will be returned.

It is anticipated that a negotiated rate exceeding the typical CCH ARM rate will be required to cover the actual costs of providing individual bedrooms, specialized consultants and staff, salaries, staffing ratios, and consultant hours necessary to deliver quality support services for individuals with complex mental health and behavioral challenges. The Home Facility Rate (Service Code 902) shall be developed by the provider using Form DS6023 and submitted with the program plan to the regional center. Upon agreement, it will then be submitted to the Department of Developmental Services for final approval.

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to this RFP shall bear all costs associated with the development and submission of a proposal.

SUBMISSION INSTRUCTIONS

Proposal Content and Service Summary Content Guidelines

Please include all requested information below and submit it in the same order in your documentation. For additional guidance in preparing your service summary, refer to Title 17 and Title 22 regulations. Each proposal

and development being applied for must include **FIVE (5) hard copies** and **one electronic file** containing the following components:

- ***Request for Proposal Exhibits A-H***
- ***Professional Resumes and References***
- ***Mission, Vision, and Value Statements:*** Provide your agency's mission, vision, and values statements, and describe how these were developed.
- ***Background and Experience:*** Summarize the education, experience, and knowledge of key personnel in providing services to the target population. Explain how these qualifications are well-suited to the development of the proposed program.
- ***Equity & Diversity Statement:*** Applicants must describe how they will:
 - Provide a statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse groups. This should align with NPO program design and comply with Welfare & Institutions Code 4648.11.
 - Provide examples demonstrating the applicant's commitment to addressing the needs of these populations.
 - Include any additional relevant information related to equity and diversity.
- ***Development Experience:*** Briefly summarize your current and previous experience in developing services and programs. Highlight similarities between existing or previous programs and the proposed program.
- ***Agency Outcomes:*** Describe the anticipated outcomes of the proposed service for residents and explain how success will be measured.
- ***Assessment and Person-Centered Planning:*** Describe your agency's approach to the person-centered planning process. Explain how individual goals and objectives will be determined and how progress will be measured.
- ***Administrative/Consultant Roles:*** Describe the roles of the Licensee, Administrator, staff, and proposed consultants. Include qualifications for any certified or licensed staff or consultants, including a BCBA and a mental health professional. Attach resumes.
- ***Methods and Procedures:*** Applicants must describe how they will:
 - Plan and implement transition activities for adolescents from the community who may be difficult to place.
 - Address psychiatric and mental health treatment needs using therapeutic approaches. Include how adolescents will be supported in learning emotional self-regulation skills, how staff will be trained to identify and document psychiatric symptoms and medication effectiveness, and describe the evidence-based psychotherapeutic methods to be used.

- o Develop positive behavioral support plans for residents.
- o Meet close supervision needs of residents with an emphasis on mitigating risk to the individual, staff, and community.
- o Teach social skills to support young adults in adopting pro-social behaviors as alternatives to self-injurious behavior, sexual or physical aggression, and assaultive behavior.
- o Systematically address resident motivation through the use of incentive systems to promote engagement in treatment and education.
- **Staff Recruitment and Retention:** Describe your plan to recruit and retain qualified staff. Include the following:
 - o Desired characteristics for each staff position.
 - o Health and criminal background screening procedures.
 - o Initial and ongoing training requirements, including required certifications. Include any specialized training related to behavior support and crisis intervention for adolescents with high-risk behaviors.
 - o Typical staff turnover rates within your agency.
 - o Salary levels and benefits. Note: Direct care staff must be paid a set minimum wage.
 - o An organizational chart showing this project and the supervisory structure.
 - o Job descriptions and qualifications for all primary staff (including lead direct care staff) and consultant roles.
- **Staffing Schedule:** Provide a sample one-week staffing schedule, including administrative staff, direct support professionals, consultants, and time allocated for program preparation.
- **Transportation:** Describe how transportation will be provided for day/work services, therapy, medical appointments, court obligations, recreation, and other activities.
- **Financial Resources:** Identify the financial resources available to support the project (e.g., line of credit, cash reserves, other liquid capital).
- **Continuous Quality Improvement (CQI):** Explain how your agency will use data (e.g., agency outcomes, stakeholder satisfaction, incident reports, medication logs) to identify service problems and implement corrective actions. Describe how revised training curricula, supervision protocols, and other procedures will be used to address these issues. Include how changes will be monitored to evaluate their effectiveness.
- **Development Team:** Provide a list of all Project Development Team members, including their names, addresses, phone numbers, email addresses, and resumes. At a minimum, this team should include the lead staff responsible for preparing the RFP response, the program plan, and individuals with expertise in hiring consultants to assist in project development.

- ***Implementation Plan:*** Submit an implementation plan and development timeline that outlines the sequence of activities necessary for project completion. Timeframes should be realistic and clearly specified. The plan must also include a process for ensuring compliance with all applicable state and local licensing requirements.



EXHIBIT A

PROPOSAL AFFIRMATION

- ☐ Exhibit A: Completed RFP Proposal Affirmation
- ☐ Exhibit B: Completed RFP Application and Coversheet
- ☐ Exhibit C: Proposal Scoring Criteria- Written Proposal
- ☐ Exhibit D: Proposal Scoring Criteria- Oral Presentation
- ☐ Exhibit E: Conflict of Interest and Exclusion Verification
- ☐ Exhibit F: Financial Statement
- ☐ Exhibit G: Start Up Budget
- ☐ Exhibit H: Direct Care Staff Schedule

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

KRC RFP 2526-1 PROPOSAL COVERSHEET

Must be submitted by **Friday, February 13, 2026 by 5pm**, with all required exhibits

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.

I.D.#_____ Project Description: _____

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

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

PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR ORAL PRESENTATION

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)

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:

[LEIE Downloadable Databases | Office of Inspector General | U.S. Department of Health and Human Services](#)

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.	\$ _____
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)	\$ _____
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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)	_____
Staff Training (two weeks prior to client placement)	_____
Telephone	_____
*Travel	_____
Utilities	_____
<u>Total Requested Funds</u>	_____
<u>(not to exceed contract award)</u>	

*Additional responsibilities are associated with these items. Please review Contracts and Exhibits carefully.

DIRECT CARE STAFF SCHEDULE**EXHIBIT H****FACILITY:****SIZE:****LEVEL:**

HOURS	MON	TUES	WED	THUR	FRI	SAT	SUN
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
TOTAL # OF HRS							