



OCTOBER 2016 REQUEST FOR PROPOSALS Housing Services

Tri-Counties Regional Center is soliciting proposals for the following Purchase of Service (POS) contracted service:

- Date:** October 2016
- Service Type:** Service Code 101 – Housing Services
- Start-up available:** No start-up funds are available for this RFP
- Reimbursement:** Up to DDS-Determined Median Rates
- Location:** San Luis Obispo County

Service Description:

Housing services in San Luis Obispo County will be developed to provide increased access to affordable housing opportunities for individuals supported by Tri-Counties Regional Center. Housing activities include but will not be limited to:

- Assessment of individual housing needs
- Assistance completing Housing Authority applications
- Assistance with seeking and securing housing
- Assistance evaluating potential housing
- Assistance completing rental unit applications
- Establishing and maintaining a data base of potential living options
- Monitoring of Housing Authority waitlists
- Monitoring of affordable housing opportunities

General Requirements:

- Agency must have experience collaborating with the Housing Authority and demonstrate knowledge of the housing market as well as knowledge of affordable housing options
- Agency must have experience working with individuals eligible for regional center services and be able to demonstrate familiarity with housing needs.
- Staff must speak the language of the people they support.
- Tri-Counties Regional Center (TCRC) reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. TCRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.

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- Applicants responding to this RFP who are currently vendored providers for TCRC or any other regional center must have services in good standing. Providers with Substantial Inadequacies (SI's), or Type A deficiencies with Community Care Licensing in the past twenty-four (24) months shall provide a written description of the SI(s) and/or Type A deficiencies and of all corrections that have been made. Applicants must also disclose any past, present, or pending licensure revocations, probation or denials, including but not limited to: CCL, Public Health Licensing or any agency providing services to people with disabilities, children or the elderly.
- Applicants who are current vendors of TCRC will not be considered for this RFP if any TCRC contracts are unsigned or if any monies are owed by the applicant to TCRC.

Service Summary Content Guidelines:

Please include all information requested below and provide in the same order in your document. For additional guidance in writing your Service Summary, please refer to Title 17 and to the TCRC website (www.tri-counties.org) for information on Universal Service Expectations and the Person-Centered Thinking Initiative.

- a) Provide a brief overview of the services and supports that will be provided. Include:
 - Agency Philosophy
 - Assessment process
 - Description of housing services to be provided
- b) Any other specialized housing related supports that will be provided.
- c) Describe anticipated outcomes of the proposed services and how progress will be measured.
- d) Briefly describe your plan to recruit, train, and retain quality staff. Include:
 - Desired characteristics for all staff positions
 - Health and Criminal background and screening procedures
 - Plan to recruit/develop Spanish-speaking staff