Request for Proposals (RFP)

**San Diego Regional Center**

**Community Placement Plan**

**For Fiscal Year 2013-2014**

**AUTHORITY**

The San Diego Regional Center (SDRC) for the Developmentally Disabled, in collaboration with the Southern California Integrated Health and Living Project (SCIHLP) and ten other regional centers have identified a need for a training series which will compliment the development of a 14 bed Mental Health Transitional Residential Treatment Center. The individuals targeted for the 14 bed facility are exiting State Developmental Centers (DC), Mental Health Rehabilitation Centers (MHRC) and Institutions for Mental Disease (IMD). **SDRC may elect to fund all, part, or none of the projects, depending on funding availability as approved by the Department of Developmental Services (DDS), and the quality of proposals received.** **SDRC reserves the right to withdraw this RFP and/or disqualify any proposal that does not adhere to the RFP guidelines.** **Please Note:** **Proposals submitted after the indicated timelines will not be considered.**

**PROJECT DESCRIPTION**

The desired outcome for this project is to educate community professionals and build interagency collaboration in providing treatment and support to individuals with intellectual disabilities and a co-occurring mental health diagnosis who may have committed crimes. The successful project applicant will develop a series of trainings to enhance the knowledge of our community partners. The trainings will educate community professionals about best practices in evidence-based services designed to support the identified target population while insuring the health and safety of the individuals, staff and the community. A related project objective is to enhance the knowledge, skill and commitment of community criminal justice professionals, mental health providers, regional center staff and substance abuse professionals to provide treatment, support and service to individuals with intellectual disability and mental health needs.

**SERVICE NEEDS**

The training series will provide education to professionals and the community on intellectual disabilities, mental health diagnoses and the best practices to support these individuals and prevent recidivism. The training curriculum will target audiences with diverse needs and interests. Curriculum topics may include **but are not limited to**; evidence based treatments such as trauma focused therapies, cognitive behavioral therapies, applied behavior analysis, as well as risk assessment, community outreach and competency restoration training. A minimum of eight trainings will be conducted throughout Southern California. The series of seminars will be recorded for future use by SDRC and SCIHLP.

**Key Objectives:**

1) Develop curriculum content.

2) Submit training series to SDCR and SCIHLP for review and approval.

3) Identify speakers.

4) Identify and solicit participation from targeted audiences.

4) Arrange for training locations.

5) Set dates of trainings.

6) Complete training series including evaluation of trainings by participants.

The one-time funding for this project: $150,000

**APPLICANT ELIGIBILITY**

Proposals can be submitted by for-profit, non-profit, governmental agencies, educational institutions, or individuals. The applicant must have experience in providing community training and services to persons with intellectual disabilities. Board members of San Diego-Imperial Counties Developmental Services Inc. and employees of San Diego Regional Center or SCIHLP are prohibited from submitting proposals.

**SUBMISSION OF PROPOSALS**

Please direct all proposals to:

San Diego Regional Center - Community Services

Lori Blair, Resource Coordinator

[sdrc.lblair@gmail.com](mailto:sdrc.lblair@gmail.com)

Electronic copies (PDFs) of the proposals must be *received* at the above email address **no later than 4:00 p.m. on Friday March 28, 2014.** Proposals received after this deadline will not be considered. Faxed or hardcopy proposals will not be accepted. You will receive an email reply confirming receipt of your proposal.  **If you do not receive email confirmation, your proposal may not have been received by SDRC.** Please follow up by phone with Ms. Blair if you **do not** receive email confirmation of receipt of your proposal.

**FORMAT AND APPLICATION REQUIREMENTS**

Proposals must comply with the instructions, format, and time lines described in this request. Proposals should be written in 12-point font, Times New Roman or Arial preferred. All pages in the proposal must be numbered consecutively and include an identifying footer with the applicant name and project number. The proposal, *including* the required forms and documents, may not be more than (13) pages long.

**PROPOSAL CONTENT**

Each proposal will contain four parts as follows:

**1.** Applicant/Agency Information Form

The Applicant/Agency Information Form, Appendix A, included with this RFP, *must* be used to provide the pertinent information about the applicant. The number of the project that the proposal is intended to address should be included on this form. The information provided should highlight the applicant’s ability to implement the proposed project. **The form should contain the original signature of an individual with authority to submit the proposal (dated) and enter into a binding contract with the San Diego Regional Center**.

**2.** Project Description

In *no more than six (6) pages,* the applicant should provide information about the proposed project, which should include the following:

a. The applicant’s philosophy and values related to the proposed project and related to how services to persons with intellectual disabilities should be delivered. .

b. The outcome objectives that will be achieved at the completion of the proposed project, and the methods by which those outcomes will be documented. This should include the applicant’s work plan for the proposed project with corresponding timelines identifying how and when each outcome objective will be met.

c. The applicants proposed use of personnel, including the selection, management, and training of staff, as well as minimum qualifications. The types of licensed consultants who will have on-going contracts with the service provider must be clearly identified. **If the applicant’s mailing address is outside of the San Diego/Imperial County area, the name and qualifications of the person who will be physically located in the San Diego/Imperial County area and responsible for managing the proposed project must be included**. The names and qualifications of any additional consulting/professional staff (if known) associated with the project should be included.

d. Identification of the geographic area where services will be provided.

e. A description of where services will be delivered.

f. A description of how each training presentation will be evaluated by participants including samples of the evaluation forms to be used.

g. Timeline for accomplishing this project.

**3.** Budget and Financial Information

The Budget and Financial Information Form Appendix C (two pages) must be used to provide information concerning the applicant’s finances and the proposed start-up budget for this project.

Appendix A (Applicant/Agency Information) and Appendix B (Applicant/Vendor Disclosure Statement-4 pages) must be included with the proposal. Appendix C (Budget and Financial Information Form) two pages must be used to provide information concerning the applicant’s finances and the proposed start-up budget for this project.

For reference, Appendix D (Proposal Review/Selection Criteria) will be used to evaluate the proposal. **This does not need to be submitted with your proposal.**

**REPORTING REQUIREMENTS**

Each selected project contractor will be required to submit monthly summaries describing progress made toward meeting project objectives to the San Diego Regional Center by the third of each month. In addition, summaries of the participant evaluations of the trainings will be provided to SDRC and SCIHLP within 2 weeks following each training provided. These summaries will be attached to any monthly invoices submitted by the contractor. The contractor will submit a final report upon completion of the project. The format for the monthly summaries and invoices will be included in each awardee’s contract.

Contracts between SDRC and the selected service provider will include the following:

1. Holding the vendor accountable for the expenditure of funds consistent with the contract terms and for program outcomes;
2. In the event a project cannot be completed within the approved timeframe, the start-up funds must be returned to the State;
3. Upon completion of the project and the reconciliation of the contract funds, if SDRC determines that the contract amount has not been fully expended, the unexpended contracted funds will be recouped by SDRC and returned to the State; and
4. The Department of Developmental Services may request the RC to provide a copy of the fully executed RC/Vendor Start-up contracts.

**PROPOSAL SELECTION PROCESS**

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. **The San Diego Regional Center reserves the right to reject any or all proposals and to cancel the RFP process at its discretion**. Each proposal will be evaluated by an RFP Selection Committee which is an interdisciplinary team of at least 3 members, who will score each proposal individually before coming together as a team to thoroughly review and discuss each proposal and interview applicants, if applicable, and agreeing on a final score for each proposal. A minimum score of 70% is required for the proposal in order to be considered. Proposals will be evaluated in five areas: Agency Description (including history), Project Description, Work Plan/Timelines, Budget/Finances, and Proposal Responsiveness. The evaluation will be scored on the following elements; responsiveness, innovation, previous experience of applicant, and demonstrated applicant financial responsibility. The proposal review/selection criteria worksheet is included with this RFP. Additional information may be required from selected applicants with regard to the proposal submitted prior to the awarding of a contract. References will be contacted and interviews may be conducted, particularly if two or more proposals are closely scored and/or more information is needed. The interview panel will include at least two individuals from the RFP selection committee, using the same questions, and each interviewer will score the responses using the same scoring scale for each interview.

**RFP TIMELINE:**

**RFP Posted………………………………………………………………………….……March 3**

**RFP Responses Due………………………………………………………...…………..March 28**

**Applicant interviews (if any)………………………………………………………...……April 7**

**Proposal Selection / notification………………………………………………………...April 11**

**Negotiation and Completion of Contract……………………………………….………June 30**

**FUNDS**

**Funding for this project is $150,000. Actual amount awarded will be based upon the budget submitted by the applicant and is contingent on funding by the Department of Developmental Services (DDS).** **Any project contractor who fails to develop the services specified will be required to return to the San Diego Regional Center any compensation received for start-up expenses**. All funds must be expended and invoiced to SDRC by April, 2016.

**ADDITIONAL INFORMATION**

Any questions regarding the requirements of this RFP should be directed to:

San Diego Regional Center-Community Services

Lori Blair, Resource Coordinator

(858) 576-2872

Sdrc.lblair@gmail.com