



**Announcement of Request for Proposal (RFP):  
Transportation Services and Supports  
Fiscal Year 2023-2024**

**Project Summary**

The Westside Regional Center (WRC) is soliciting proposals for the following service:

**Service Type:** Transportation Services and Supports (WRC 2324-5)

**Posting Date:** March 4<sup>th</sup>, 2024.

**Start-up Funds Available:** up to \$200,000.00. Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, location furnishings and supplies, personnel recruitment and training expenses, general equipment, office set-up in WRC's catchment area and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

**Location:** Westside Regional Center catchment area.

**Development Timeline:** Services to be made available upon completion of the vendorization process.

**CRDP/PPP Orientation**

**March 15, 2024, 10:00 AM Pacific Time (US and Canada)**

**You are required to register to receive the Zoom link.**

**Please register with the link below:**

**<https://westsiderc-org.zoom.us/meeting/register/tZAlf-yrrj8rGNFjOezhoaD4WizvzhcYwwpD>**

**Service Description**

Westside Regional Center (WRC) has identified a need for a Transportation Services and Supports that can safely transport individuals that need additional support and have increased behavioral needs. Some of the individuals that would benefit would be residing in WRC's Enhanced Behavioral Supports Home's (EBSH) and Community Crisis Home's (CCH).

Transportation Services and Supports shall not replace or duplicate any regional center service coordination, generic service, or other regional center service that the individual and family are receiving.

**Potential providers must have prior demonstrable experience.**

All entities that are vendored or meet the requirements for vendorization for transportation services (service code 875) pursuant to Section 54342 of Title 17 of the California Code of Regulations are eligible to participate in the RFP process.

**Deadline for Submission:** Proposals must be received at Westside Regional Center by **4pm on April 1st, 2024**. This RFP does not commit WRC to procure or contract for services or support. WRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

**Qualified Applicants:**

- Must be a current vendor or willing to be vendored with WRC for Transportation Services and Supports, service code 875.
- Comply with WRC vendorization requirements.
- Have a business office located within the WRC catchment area.
- Must have experience and demonstrate a strong understanding and ability to safely transport individuals with developmental disabilities, especially those with increased behavioral needs.
- Will be required to meet all Title 17 requirements as applicable to this service model as prescribed by DDS.
- Will provide a plan for security and response to emergencies.
- Will develop a plan for evaluation of service success and quality of life outcomes.
- Must adopt toward individual service recipients and a commitment to have a creative and flexible approach to service, and to modify supports to ensure continued stability without requesting additional funding from the regional center.
- Must agree to a minimum of quarterly monitoring by Westside Regional Center. Clients and families will be evaluated by a separate process and on a more frequent schedule.
- Keep financial data for 5 years from date of contract. It is required to keep receipts and cancelled checks for 5 years from the date of contract.
- The contracts for the project will require an agreement that the grantee will provide, at minimum, 120 months (ten years) of continuous services, based upon the date of the first admission. Failure to meet this term of service will require the awardees to re-pay a portion of the original start-up grant. i.e., 12 months re-pay

95% of original start-up grant; 24 months re-pay 85% of original start-up grant, etc.

- Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will NOT be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Eligible applicants may be either a non-profit corporation (501-C3) or proprietary, for-profit entities.

### **Additional Requirements**

- Development of Program/Service Design: The selected applicant will be required to complete a service design within thirty (30) days of award of the contract.

### **Insurance**

- Proof of Liability Insurance:
  - The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name WRC and the Department of Developmental Services (DDS) as an additional insured on all such policies.

The successful applicant will be required to maintain the following insurance coverage and provisions:

- Evidence of Coverage. Prior to commencement of any services, the successful applicant shall provide on an insurance industry approved form a Certificate of Insurance certifying that coverage as required has been obtained and the effective dates cover the period required by the Agreement. Each policy shall meet the following requirements:
- Additional Insured Endorsement. Except for Worker's Compensation insurance, each policy shall include an endorsement evidencing that the policy also applies to WRC, its officers, directors, agents, employees and volunteers, as additional insureds.
- Primary Insurance Endorsement. Each policy shall include an endorsement evidencing that the policy afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by WRC, its officers, directors, agents, and employees shall be excess only and not contributing with insurance provided under this policy.
- Notice of Cancellation or Change of Coverage. The successful shall notify WRC immediately upon receiving notice of any cancellation or change to any policy of insurance required.

- Qualifying Insurers. All coverages shall be issued by insurance companies that must be:
  - Rated A-: VII or better according to the current Best's Key Rating Guide/Property-Casualty/United States; or
  - A company of equal financial stability that is approved by PROJECT MANAGER or his/her Risk Management designee; and Admitted in the State of California.
  - Admitted in the State of California.
  
- Deductible Amounts in Standard Policy. Any policy deductible or self-insured retention on any insurance policy (except auto) which exceeds \$25,000 requires prior written approval of WRC. Any policy deductible or self-insured retention on automobile liability over \$5,000 requires prior written approval of WRC. No approved deductible shall in any way limit liabilities assumed by the successful applicant.
  
- Subcontractor Insurance Requirements. Should any of the services be provided by a subcontractor following written approval from WRC, the successful applicant shall require each subcontractor (of any tier) to provide the same insurance coverages required of the successful applicant.
  
- Occurrence vs. Claims Based Insurance. All policies are required to be written on an occurrence basis.
  
- Types of Insurance Policies/Coverage Required. The successful applicant shall provide insurance through a policy or policies with the following types and coverage, subject to the requirements above.
  
- Commercial General Liability Insurance. Commercial General Liability Insurance for bodily injury (including death) and property damage which provides not less than One Million Dollars (\$1,000,000) combined single limit (CSL) per occurrence and not less than Two Million Dollars (\$2,000,000) annual aggregate.
  
- Automobile Liability Insurance. Automobile Liability Insurance for bodily injury (including death) and property damage which provides total limits as follows:
  - 19 or more passenger vehicles – Three Million Dollars (\$3,000,000)
  - 9-18 passenger vehicles – Two Million Dollars (\$2,000,000)
  - 1-8 passenger vehicles – One Million Dollars (\$1,000,000)
  
- Workers' Compensation Insurance. Workers' Compensation Insurance shall be maintained as required under California law. Statutory California Workers' Compensation coverage shall include a waiver of subrogation endorsement.
  
- Employers' Liability Coverage. Employers' Liability Coverage of not less than One Million Dollars (\$1,000,000) per occurrence for all employees engaged in Services or operations under this Agreement.

- Duration of Insurance. The successful applicant shall maintain all coverage and insurance for the entire term and for any extended period agreed upon within this Agreement.
- Maintain Records re Insurance Coverage. The successful applicant shall maintain records regarding all coverage and insurance for the term of the transportation services agreement and for any extended period agreed upon within the transportation services agreement.
- Withhold Payment for Lack of Required Coverage. WRC reserves the right to withhold payments to the successful applicant in the event of material noncompliance with the applicable insurance requirements outlined above.

### **SUBCONTRACTING**

Subcontracting is strictly prohibited absent the prior written consent of WRC.

### **SUBMISSION INSTRUCTIONS**

Proposal Content and Service Summary Content Guidelines

Please include all information requested below and submit in the same order in your documentation. For additional guidance in writing your service summary, please refer to Title 17 regulations. Each proposal must be comprised of complete sets of the following components:

**Application/Proposal Coversheet – Attachment A**

**Table of Contents-** The proposal must include a Table of Contents.

**Professional Resumes and References – Attachment B**

As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

**Statement of Obligation – Attachment C**

**Sample Financial Statement – Attachment D**

**Budget Summary – Attachment E**

**Mission, Vision, and Value (MVV) Statements:** Provide any agency MVV statements and how these were developed for your agency.

**Background and Experience:** Summarize education, experience, and knowledge of key personnel in providing services to the target populations. Describe how the

documented education, knowledge, and experience will be a good fit for developing this program.

**Development Experience:** Briefly summarize your current and previous development of services and programs. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.

**Agency Outcomes:** Describe anticipated outcomes of proposed service for people receiving supported living services in their homes and how achievement of outcomes will be measured.

**Assessment and Planning:** Briefly describe the planning process. Discuss how individual goals and objectives will be determined and progress measured.

**Financial Resources:** Discuss what financial resources you bring to the project (e.g. line of credit, cash or fluid capital reserves, etc.).

**Continuous Quality Improvement (CQI):** Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data. Providers shall describe the feedback loop by which problem procedures will be identified, corrective through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.

**DS 1891 Applicant/Vendor Disclosure Statement: Complete and include this document:**

<http://www.dds.ca.gov/Forms/docs/DS1891.pdf>

### **Formatting Requirements**

Applicants must adhere to the following formatting requirements when submitting proposals:

All submissions must be emailed to Monica Jauregui ([monicaJ@westsiderc.org](mailto:monicaJ@westsiderc.org)) at Westside Regional Center.

All submissions must also include an electronic version sent to:

[RFP@WestsideRC.org](mailto:RFP@WestsideRC.org). Electronic submissions cannot exceed 15 megabytes per email. An email acknowledgement of each submission received will be sent to the applicant.

Attachments/Forms must be type written. Include additional pages as needed, please note that **proposals should be no longer than 10 pages total**. All proposals must be complete, typewritten, collated, and page numbered.

### **Proposal:**

**Proposals should be no longer than 10 pages total.**

The “Application/Proposal Coversheet” (see Attachment – A) must be the first page of the proposal.

Fax copies will NOT be accepted.

Submissions will NOT be returned.

No proposals will be accepted after the deadline.

## **INQUIRIES/REQUEST FOR ASSISTANCE**

Questions related to the application guidelines may be directed to Monica Jauregui. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program.

Inquiries Contact: Westside Regional Center  
Attn: Monica Jauregui, M.Ed.  
CPP/CRDP Housing Manager  
Re: Transportation Supports and Services, RFP  
5901 Green Valley Circle, Ste. 320  
Culver City, CA 90230  
(310) 258-4134  
[monicaJ@WestsideRC.org](mailto:monicaJ@WestsideRC.org)

### **Timeline requirements:**

- March 4, 2024---Request for proposals release
- April 1st, 2024---Deadline for receipt of proposals
- April 3- April 19, 2024---Evaluation of proposals by selection committee
- April 24-30, 2024---Interviews with highest-ranking applicants, if applicable
- May 3, 2024---Notice of selection mailed or emailed to applicants.
- May 3, 2024---Notification of Project Award posted on WRC website.
- May 24, 2024---Start-up contract signed.

**APPLICATION/PROPOSAL COVERSHEET**

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number		Contact fax number	Contact e-mail address
Author of proposal or consultant assisting with proposal		Author/consultant phone number	
<u>List all Regional Centers with which you have vendored programs or services</u>			
Reg. Center	Name of Program/Service	Type of Program/Service	Vendor Number
<u>List all Regional Centers with which you have programs/services in development</u>			
Reg. Center	Type of Program/Service in Development		Service Start Date

Application submitted by:

\_\_\_\_\_  
Signature (person must be authorized to bind organization)

\_\_\_\_\_  
Date



### PROFESSIONAL RESUMES AND REFERENCES

Name of Applicant/Organization: \_\_\_\_\_

Submit a professional resume for all staff and consultants identified or referenced in application, including individuals who will be administrator, if known.

List all staff and/or consultants for whom a resume is <b>attached</b>	
Name	Job Title/Type of Consultant

List three references, including job title and agency affiliation, who can be contacted in regard to applicant's qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant's governing board and/or applicant's family members are excluded from consideration.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

**STATEMENT OF OBLIGATION**

1. The applicant is presently providing social services to regional center consumers or other members of the community.

No                       Yes

*If yes, indicate name, location, type and capacity of service(s).*

2. The applicant is currently receiving or planning to apply for grants/funds from any source to develop social service programs?

No                       Yes

*If yes, indicate name, location, type and capacity of service(s).*

3. The applicant is planning to expand existing services (with or without grant funds) from a source other than Westside Regional Center during Fiscal Year 2022-2023 and/or fiscal year 2022/2023.

No                       Yes

*If yes, indicate funding source and scope of grant project.*

4. The applicant or member of the applicant’s organization or staff has received a citation from any agency for abuse (verbal, physical, sexual fiduciary, neglect)?

No                       Yes

*If yes, explain in detail.*

5. Has the applicant or any member of the applicant’s organization received a Corrective Action Plan (CAP), sanction, notice of immediate danger, or an “A” or “B” citation, or any other citation from a regional center or state licensing agency?

No                       Yes

*If yes, explain in detail.*

6. Describe other professional/business obligations held by the Licensee and Administrator, including name, location, type, and capacity (time commitment) of each obligation. Do not include services you propose to provide through this proposal.

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Signature of Applicant or Authorized Representative

Date

## **SAMPLE FINANCIAL STATEMENT**

1. **CURRENT ASSETS:**
  - Cash in banks
  - Accounts receivable
  - Notes receivable
  - Equipment/vehicles
  - Inventories
  - Deposits/prepaid expenses
  - Life insurance (cash value)
  - Investment securities (stocks and bonds)
  
2. **FIXED ASSETS:**
  - Buildings and/or structures
  - Real estate holdings
  - Long-term investments
  - Potential judgments and liens
  
3. **CURRENT LIABILITIES:**
  - Accounts payable
  - Notes payable (current portion)
  - Taxes payable
  
4. **LONG-TERM LIABILITIES:**
  - Notes/contracts
  - Real estate mortgages
  
5. **OTHER INCOME**
  - Wages/revenues or other sources
  
6. **LINE OF CREDIT**
  - Amount available (specify)

**BUDGET SUMMARY**

Name of Applicant/Organization: \_\_\_\_\_

Submit budget projections using estimates that are both reasonable and realistic uses of funds.

	<b>Care and Services</b>	<b>Start-up Expense &amp; 3</b>	<b>Ongoing Monthly</b>
1.	Food		
2.	Household Supplies		
3.	Personal Supplies		
4.	Program Equip/Recreation		
5.	Total Board & Supply (add lines 1-4)		
	<b>Physical Plant</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
6.	Lease/Insurance (3 months lease)		
7.	Utilities (gas, electric, water, phone/media)		
8.	Vehicle Lease		
9.	Vehicle Maintenance/Gas/Insurance		
10.	Furnishings/Maintenance		
11.	Total Physical Plant (add Lines 6-10)		
	<b>General Administration</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
12.	Admin Overhead		
13.	Office Supplies/Equipment/phone		
14.	Insurance(s)		
15.	Other-CCL fees		
16.	Staff recruitment		
17.	Training & Staff Development		
18.	Total Gen. Administration (add lines 12-17)		
	<b>Staffing</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
19.	Salary – Administrator		
20.	Direct Staffing		
21.	Program Consultants		
22.	Employee Benefits		
23.	Payroll Taxes		
24.	Worker's Compensation		
25.	Total Staffing Expenses (add lines 19-24)		
26.	Total Start-up Expenses (add lines 5, 11, 18 & 25)	\$	
27.	Total Mo. Rate Per Person (divide Line 26 by 4)		\$