



**Announcement of Request for Proposal (RFP)
Emergency Staffing
Fiscal Year 2023-2024**

Summary of Project

Westside Regional Center (WRC) is soliciting proposals for the following Community Placement Plan (CPP) And Community Resource Development Plan (CRDP) contracted service for Emergency staffing for individuals with increased behavioral needs. Staff would have additional training to support providers with staffing shortage. Services such as EBSH, CCH, SLS and Residential would benefit.

Service Type: Emergency Staffing (WRC- 2324-6)

Posting Date: March 4th, 2024

Start-up Funds Available: Up to \$100,000.00. 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, training related to communication styles including ASL, SEE-Signs, general equipment, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

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

Service Description

Westside Regional Center is seeking proposals that would meet the staffing shortage needs for individuals with increased behavioral needs. Staff would have additional training to support providers with staffing shortage. Some service types that would benefit from this service would be Enhanced Behavioral Support Homes, Community Crisis Homes, Supported Living Services and Residential homes.

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 Service Provider. e.g., office furnishings, marketing, personnel recruitment, and development.

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>

Potential providers must have prior demonstrable experience.

Qualified applicants shall:

- Must be a current vendor or willing to be vendored with WRC to provide staffing.
- Comply with WRC vendorization requirements.
- Have a business located within WRC catchment area and or identified zip codes.
- Be able to demonstrate verbal and written proficiency English language.
- Demonstrate multicultural competency and participate in on-going (i.e., at least once a year) training in Cultural Sensitivity.

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.

Start-up funding will be negotiated. Start-up funds have been negotiated with the Department of Development Services. The applicant agency should propose to use start-up funds to bring in consultation for development of the service, and for recruitment of staff and consultants to establish the service. The actual amount of each award will be calculated in relation to a reasonable and appropriate start-up.

The applicant agency:

- Will be required to meet all Title 17 requirements as applicable to this service model as prescribed by DDS.
- Will provide a plan for recruitment, thorough background check, I.E. Live-scan, pre-service and ongoing training, and provision of consultative support to supported living staff that will best assure that the outcomes of the service and life goals of individuals are met.
- 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. Families and individuals supported 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.
- 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 the regional center as an additional insured on all such policies.

COSTS FOR PROPOSAL SUBMISSION

Applicants responding to the 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 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 (6) complete sets of the following components:

Application/Proposal Coversheet – Attachment A

Table of Contents

Professional Resumes and References – Attachment B

Statement of Obligation – Attachment C

Sample Financial Statement – Attachment D

Budget Summary – Attachment E

Mission, Vision, and Value 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.

Administrative/Consultant Roles: Describe roles of direct staff, DSP, RBT, etc. Provide qualifications of any certified or licensed staff and attach resumes.

Staff Recruitment and Retention: Describe your plan to recruit and retain quality staff. Include the following:

- Desired characteristics for all staff positions including bilingual or multilingual backgrounds
- Health and criminal background screening procedures.
- Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to individuals who have potentially dangerous behaviors.
- Discuss what typical staff turnover is for your organization/agency.
- Provide information on salary levels and benefits. Direct care staff must be paid at a set minimum.
- Attach an organization chart that includes this project and maps the supervisory hierarchy.
- Provide job descriptions and qualifications for the primary staff and/or consultant positions.

Staffing Schedule: Provide a sample one-week staffing schedule including the administrative staff, direct support professionals, consultant(s), and program prep time.

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 (e.g. incident reports, medication logs) to identify service problems pursuant to corrective changes such as revised staff training curriculums, staff training procedures (e.g. supervision, medication management, recruiting, etc.). 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) at Westside Regional Center.

All submissions must also include an electronic version sent to:

RFP@WestsideRC.org. Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. 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.

The proposal must include a Table of Contents.

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.

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, 310-258-4134. 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.
Westside Regional Center, Community Services
CRDP/ CPP Housing Manager
Re: Emergency staffing, RFP
5901 Green Valley Circle, Ste. 320
Culver City, CA 90230
(310) 258-4134
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 attached	
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: _____

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.

	Care and Services	Start-up Expense & 3	Ongoing Monthly
1.	Food		
2.	Household Supplies		
3.	Personal Supplies		
4.	Program Equip/Recreation		
5.	Total Board & Supply (add lines 1-4)		
	Physical Plant	Start-up Expense	Ongoing Monthly
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)		
	General Administration	Start-up Expense	Ongoing Monthly
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)		
	Staffing	Start-up Expense	Ongoing Monthly
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)		\$