

Regional Center of the East Bay

Resource Development Policy

Date Approved: 4/26/2021

In order to meet the continuing need for new resources and services in Regional Center of the East Bay's (RCEB) catchment area, the regional center, when authorized by the Department of Developmental Services (DDS) and State of California law, will use Purchase of Service dollars to develop new services. Additionally, RCEB, through its approved Community Placement Plan/Community Resource Development Plan (CPP/CRDP), will develop new programs to provide services for RCEB consumers residing in state developmental centers as well as for consumers who are at risk of placement in institutional settings, and for unmet service needs in the community. RCEB will award start-up funds for CPP/CRDP projects through a Request for Proposal (RFP) process when the startup grant is \$50,000 or more and is not already attached to an existing project that receives additional start-up funding approval from DDS.

*No RFP will be required when start-up funding is available through the CRDP, CA Welfare and Institutions Code Sections 4418.25 and 4679 when; The CRDP funding for multi-family housing results from a request from the community for the service pursuant to CRDP provisions for such community requests, and the multi-family housing developer, provider of the service, and grantee of the start-up funding, has been specifically identified in RCEB's CRDP proposal made to, and approved by, DDS.

Request for Proposal Process

Through its Community Services Division, RCEB annually reviews results from the Community Resource Development Plan survey for consumer unmet needs and seeks to address those unmet needs by identifying the specific projects and services to be developed each fiscal year. RCEB staff then request start-up funding from DDS for the services identified from the survey. Once projects are approved by DDS, RCEB staff prepare a Request for Proposal (RFP) which outlines the specific new projects to be developed, including a section on issues of diversity and equity pursuant to Welfare and Institutions Code, Section 4648.11. The RFP also describes the required elements to be included in each proposal submitted to the regional center together with required timelines for submission of a proposal. Interested applicants may be invited to attend a Question and Answer meeting, which includes more specifics about the projects to be developed and the process for preparing the proposal.

The RFP shall be distributed to local service providers within the RCEB community and will also be posted on RCEB's website. Interested applicants may then submit their written proposals to RCEB for consideration within a reasonable posted timeframe. These will be reviewed by a Community RFP Review Committee which is composed of representatives from Area Board V and the local Developmental Disabilities Councils, Regional Center staff from a range of professional disciplines, RCEB client/s, and may also include staff from DDS. Committee members screen proposals for adherence to RFP guidelines, applicant qualifications, fiscal stability and thoroughness of documentation. Proposals are scored using a multiple point evaluation system. Incomplete or late proposals will not be accepted. If the Review Committee determines that no proposal meets the requirements of the RFP in addressing identified service needs, RCEB reserves the right to not award the startup grant or project.

The applicants whose proposals receive the highest scores are then invited to appear before the Review Committee for a separate face-to-face interview to discuss their proposal in more

detail. Upon completion of the interview process, the committee will select the successful applicant who will be awarded the project and the startup grant.

RCEB will maintain the RFP proposals reviewed by the Committee for three years. Upon selection of the successful applicant, RCEB will then enter into a contract with the service provider for the development of the new project. Contractual language, together with the startup budget for each new project identified through this process, must meet criteria identified in Title 17, Section 50607 *et seq.*

RCEB will provide ongoing technical assistance to providers selected through this process, including regular monitoring of the startup and development process as well as the close scrutiny of all startup expenditures to assure that all contractual obligations are met. Upon completion of the startup phase, the service provider will then be vendored by RCEB in accordance with the regulations in Title 17, Section 54300 through 54390.

1. *W & I § 4648.11 was added to statute by SB208 (Lara) in 2013. The section is presented in its entirety here.*

(a)(1) Except as provided in subdivision (b), a request for proposals that is prepared by a regional center for consumer services and supports shall include a section on issues of equity and diversity.

(2) The section on equity and diversity shall request, but not be limited to, all of the following information:

(A) A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.

(B) Examples of the applicant's commitment to addressing the needs of those diverse populations.

(C) Any additional information that the applicant deems relevant to issues of equity and diversity.

(b) A request for proposals that applies only to specifically identified consumers is required only to request information on how the applicant plans to provide culturally and linguistically competent services and supports to those specific consumers.

(c) This section shall not alter contracts entered into before January 1, 2014. Added (Added by Stats. 2013, Ch.656, Sec. 2 Effective January 2, 2014)

Resource Development Policy RCEB Board Approval 11/22/10 Board [Update02/15](#)
[Board Update 04/26/2021](#)