

## **INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

### **Tri-Counties Regional Center – FALL 2014 Request for Proposals (RFP)**

### **Adolescent Dual Diagnosed Specialized Residential Facility**

To apply for services included in this Request for Proposals (RFP), please submit a complete proposal consisting of the following three sections: 1) **Cover Page - Attachment A**, 2) **Statement of Experience and Qualifications - Attachment B** and 3) **Service Summary**. **Proposals must be formatted and submitted exactly as described below in order to be considered.**

#### **Instructions for Submitting the Cover Page and Statement of Experience and Qualifications Forms**

- The Cover Page and Statement of Experience and Qualifications are provided for your convenience following these Instructions. They are provided in PDF format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.
- Applicants must be able to demonstrate appropriate qualifications and experience for the proposed service. After review of all proposals, selected applicants will be invited to submit a detailed Program Design that meets Title 17 requirements and TCRC guidelines.

#### **Instructions for Submitting the Service Summary**

- Include **all** information requested in the Service Summary Content Guidelines portion of the RFP announcement for the service being proposed.
- Failure to comply with all instructions will disqualify your proposal.
- Submit in Microsoft Word (.doc or .docx) format, using the Arial font, 11 or 12 point font size.
- Limit use of logos and other graphics to the first page of the Service Summary only as files may become too large. Maximum file size is 10 MB.
- Limit the length of the Service Summary to a maximum of fifteen (15) double-spaced pages, excluding the title page, table of contents and the documents we request as additional attachments. Number pages and include a Table of Contents. Single-spaced Service Summaries will be disqualified.
- **Do not submit any attachments other than those specifically requested in the Cover Page, Statement of Experience and Qualifications and Service Summary Content Guidelines.**



## **INSTRUCTIONS FOR SUBMITTING THE PROPOSAL**

**PROPOSALS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON  
SUNDAY, JANUARY 26, 2015  
LATE PROPOSALS AND PROPOSALS SUBMITTED BY MAIL OR HAND DELIVERED  
TO A TCRC OFFICE WILL NOT BE CONSIDERED**

- Submit the Cover Page, Statement of Experience and Qualifications and Service Summary electronically via e-mail to [adolescentSRF2014@tri-counties.org](mailto:adolescentSRF2014@tri-counties.org). You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records. Please do not submit any questions to this e-mail address. It is reserved for proposals only. An e-mail address for questions is provided in the next section.
- If you do not receive an auto response immediately upon submission of your proposal(s), contact TCRC Resource Development at 805-884-7220 no later than 4:00 PM on Tuesday, January 27, 2015.
- Notification of the status of submitted proposals is anticipated by approximately February 27, 2015, however, the actual date will depend on the availability of the interdisciplinary review teams.

### **PRE-SUBMITTAL QUESTIONS & INFORMATION CONFERENCE**

A pre-submission Information Conference is scheduled on **Tuesday, December 2, 2014, from 1:30 - 3:00 PM** at the Tri-Counties Regional Center, 520 E. Montecito Street, Santa Barbara, CA 93103, in the Services & Supports Conference Room. All inquiries regarding this Request for Proposals must be made at the Information Conference or submitted by e-mail to [adolescentSRF2014@tri-counties.org](mailto:adolescentSRF2014@tri-counties.org) no later than 12:00 noon on Monday, December 1, 2014, the business day before the information conference. Please put "Information Conference" in the subject line of your e-mail. **Please do not submit any RFP proposals to this address. This e-mail address is reserved for questions only.**

TCRC staff will not be available to answer questions regarding the RFP after the Information Conference. To assist those of you who are unable to attend the meeting, questions and answers from the conference and those submitted by e-mail will be posted on the TCRC Website ([www.tri-counties.org](http://www.tri-counties.org)) by close of business on Friday, December 12, 2014.

**Please make sure to regularly monitor the TCRC website for any changes in the timelines for the Information Conference, deadline for submission of proposals, or status notification.**