



AUGUST 2012 REQUEST FOR PROPOSALS Purchase of Services (POS)

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

To apply for services included in this Request for Proposals (RFP), please submit a separate proposal consisting of a **Cover Page**, **Statement of Obligation**, and **Service Summary** for each service you wish to provide. Note that the RFPs are county specific and, in some cases, city specific. Please submit proposals only for services that are requested in the area(s) in which you wish to operate your service. **Proposals must be formatted and submitted as described below in order to be considered.**

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.

Service Summary

- Include **all** information requested in the Service Summary Content Guidelines portion of the RFP announcement for the service being proposed.
- 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.
- Limit document length to a maximum of ten (10) double-spaced pages, excluding the title page and table of contents. Number pages and include a Table of Contents
- **Do not submit any attachments other than the Cover Page and Statement of Obligation. Inclusion of extra attachments will cause your proposal to be disqualified.**

Cover Page and Statement of Obligation Forms

- The Cover Page and Statement of Obligation are provided following these Instructions in PDF format and are also provided separately in MS Word format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.

Submitting the Proposal

**PROPOSALS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON SUNDAY, AUGUST 26, 2012.
LATE PROPOSALS WILL NOT BE CONSIDERED.**

- Submit the Service Summary, Cover Page, and Statement of Obligation electronically via e-mail to rfp-aug2012@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. If you do not receive an auto response or if you do not receive a written notification of the status of your proposal from TCRC by September 14, 2012, you should contact TCRC Resource Development at 805-884-7220 and verify that your proposal was received.
- **PROPOSALS SUBMITTED BY MAIL OR HAND DELIVERED TO A TCRC OFFICE WILL NOT BE ACCEPTED.**
- **FAILURE TO COMPLY WITH ALL INSTRUCTIONS WILL DISQUALIFY YOUR PROPOSAL.**

PRE-SUBMITTAL QUESTIONS & INFORMATION CONFERENCE

An Information Conference is scheduled on **Tuesday, August 7, 2012, from 1:30 - 3:00 PM** at the Tri-Counties Regional Center, 520 E. Montecito Street, Santa Barbara, CA 93103, Services & Supports conference room. All inquiries regarding this Request for Proposals must be made at the Information Conference or submitted by e-mail to rfp-aug2012@tri-counties.org no later than 12:00 noon on August 6th, the day before the information conference. Please put "Information Conference" in the subject line of your e-mail.

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) on Thursday, August 9, 2012.



**AUGUST 2012 REQUEST FOR PROPOSALS
Purchase of Services Projects (POS)**

COVER PAGE

County to be served: Santa Barbara San Luis Obispo Ventura

Proposed Service/Facility Name: _____

Proposed Service Type: _____

Name of person or organization
submitting proposal: _____

Business physical address:

Mailing address
(if different from above):

Telephone number: _____

Cell phone number (optional): _____

Fax number: _____

E-mail address: _____

Contact person: _____

Author of proposal: _____

Date submitted: _____

Signature of Person Authorized for Agency Contract Approval

Signature

Printed Name & Title

Date



AUGUST 2012 REQUEST FOR PROPOSALS

STATEMENT OF OBLIGATION

1. Are you now, or have you ever been a vendor of Tri-Counties Regional Center or any other regional center in California? No Yes

If yes, please identify which Regional Center(s) and list the vendor number(s) and service code(s).

Regional Center	Vendor Number(s)	Service Code(s)

2. If you currently operate or have previously operated one or more licensed residential facilities, please provide the location of the facility(s) and name of the Licensing Program Analyst(s) (LPA) assigned to your facility and the location of the office having responsibility for each facility. Enter "N/A" if not applicable.

License Number	Location (City)	LPA Name & Office

3. Are you currently in the proposal or vendorization process with any other Regional Center?
 No Yes

If yes, please use the table below to identify which Regional Center(s) you are currently working on proposals with and describe the service(s).

Regional Center:	Type of Proposed Service and Service Code:

Tri-Counties Regional Center
AUGUST 2012 REQUEST FOR PROPOSALS
Statement of Obligation
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4. Are you planning to develop the proposed service using a funding source other than Tri-Counties Regional Center during Fiscal Year 2012-2013? No Yes

If yes, indicate funding source and scope of grant program, if any.

5. Do you have any other professional/business operations that provide other types of services to developmentally disabled persons and/or their families? No Yes

If yes, provide details of each service including business name, location, type, and time commitment of each obligation. (Use back of this page or additional page if needed.)

6. Have you ever been an employee of or associated with any organization that serves persons with a Developmental Disability? No Yes

If yes, provide name of agency(s), location, position(s) held and dates of service. (Use back of this page or additional page if needed.)