



**SPRING 2014 RFP – SOCIAL SKILLS
QUESTIONS AND ANSWERS FROM THE
INFORMATION CONFERENCE HELD ON MAY 22, 2014**

General Information

- ◆ Follow all instructions for submission of the proposal exactly. If instructions aren't followed the submission will not be considered.
- ◆ All proposals must be submitted electronically per the instructions. Hand-delivered or hard copy proposals will not be considered.
- ◆ All information for your proposal must be submitted at one time. Please keep in mind that excessively large file sizes (over 10 MB) may be rejected by our e-mail system so please keep graphics and logos to a minimum.
- ◆ Proposals must be received no later than midnight on Sunday, June 15, 2014.
- ◆ Once you submit your proposal, make sure you print the submission receipt for your records. This is proof that you submitted your proposal by the deadline. If you do not receive an auto-response immediately upon submission of your proposal, contact Resource Development at (805) 884-7220 no later than 4:00 PM on June 16, 2014.
- ◆ Proposals are reviewed by an interdisciplinary team comprised of at minimum TCRC Services and Supports Managers, clinicians, and Resource Development. An objective scoring tool is utilized to review the proposals. An in-person interview may be requested before the RFP is awarded.

Q: What needs to be included when I submit my proposal?

A: Cover Page (Attachment A)
Statement of Experience and Qualifications (Attachment B)
Service Summary

(Attachments A & B are provided for your convenience and can be found on our website with the RFP posting)

Q: What are the important dates to keep in mind for this RFP?

A: **June 15, 2014** – Proposals are due by midnight
July 31, 2014 – Applicant notification of proposal status (selected to move forward in the process or not)
August 31, 2014 – Program design due

Q: What if there are changes to the important dates?

A: TCRC's website will be updated to reflect any date changes or other information related to the RFP. If you have signed up for the "RFP Notification" mailing list you will also receive an email.

Q: How are proposals reviewed?

A: TCRC has developed an objective scoring tool based off the Service Summary Content Guidelines provided to you. It is very important that you address all areas of the guideline and that you follow the order of presentation. Proposals are reviewed by an interdisciplinary team comprised of TCRC Services and Supports Managers, clinicians, and Resource Development. You may be asked to come in for an in-person interview after the proposals are scored.

Questions & Answers specific to Social Skills

Please note one change that has been made to the Service Summary Guideline:

Social skills training will be provided to children ages twelve (12) through young adulthood. TCRC is not capping the upper age limit at age twenty-two (22).

Please note one clarification that has been made to the Service Summary Guideline:

Social skills training can be used to enhance an individual's ability to obtain and maintain employment for those over the age of twenty-two (22) or over the age of eighteen (18) if the individual has a high school diploma.

Q: What are the general requirements for the social skills training program?

A: Social skills training will be provided for up to twelve months to target foundational social skills. There should be a very specific and focused curriculum with objective and measurable goals.

Q: Can we propose a curriculum that includes training to children younger than age twelve?

A: No. Social skills training is intended for individuals aged twelve (12) through young adulthood. [Please note we have removed the maximum age of twenty-two (22).]

Q: Must a child have a diagnosis of autism to receive social skills training?

A: No, any child who receives services from the regional center is eligible for social skills training. The need for the service is identified through the IPP planning process.

Q: What are the expectations for parent involvement?

A: Social skills training must include a vigorous training curriculum for parents and/or primary caregivers so that parents are prepared to provide for ongoing social skills development.

Q: What are the educational requirements for staff?

A: Direct social skills training must be provided by staff members who possess a minimum of a Bachelor's Degree in Social Services or a related field and have at least two (2) years' experience designing and implementing social skills training and development programs for children with developmental disabilities

All Bachelor level staff must be supervised by staff members who possess a minimum of a Master of Arts or Master of Science Degree in a related field (e.g. social services) and have at least two (2) years' experience designing and implementing social skills training and development programs for children with developmental disabilities

Q: How often would I need to submit progress reports?

A: Quarterly – at minimum.

Q: What are the expectations regarding individual vs. group sessions?

A: Sessions can be either individual or group. A typical group would consist of individuals who are similar in age and skill level.

Q: Where would group sessions take place?

A. Sessions will usually occur in the community to allow for the generalization of skills.

Q: Does the fifteen page Service Summary limit include the Cover Page and Statement of Obligation?

A: No, these do not count as part of the page limit. Keep in mind that no other attachments aside from those specifically requested should be included with your proposal.

Q: What is the rate for social skills training?

A: This service is subject to the DDS median rates. Rates are negotiated up to the median based on an individualized cost statement. The median rates are as follows:

Individual: \$47.66/hour

Group: \$36.24/hour

Q: Can individuals who receive ABA services concurrently receive social skills training?

A: This issue is not pertinent to the proposal you will be submitting. This is an issue of individual service and would be addressed by the planning team and managers on a case by case basis.

