



**SUMMER 2014 RFP – HEALTHY RELATIONSHIPS PROGRAM AND INFANT
DEVELOPMENT PROGRAM (805)
QUESTIONS AND ANSWERS FROM THE
INFORMATION CONFERENCE HELD ON JULY 16, 2014**

General Information

- ◆ Follow all instructions for submission of the proposal exactly. If instructions aren't followed the submission will not be considered.
- ◆ You must list all regional center vendorizations in the Statement of Experience and Qualifications and Conflict of Interest documents.
- ◆ 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.
- ◆ Do not include any attachments other than what is specifically requested in the Service Summary Content Guidelines.
- ◆ Proposals must be received no later than midnight on Sunday, August 3, 2014.
- ◆ Once you submit your proposal, make sure you print the auto-response e-mail 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 August 4, 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.
- ◆ No financial information is required during this initial stage of the RFP. The providers who are awarded the development will be required to complete a cost statement as a part of the vendorization process.

General RFP Questions & Answers

Q: How are proposals reviewed?

A: TCRC has developed an objective scoring tool based on the Service Summary Content Guidelines that you received. It is very important that you address all areas of the guideline and that you follow the order of presentation established in the guideline. 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.

- Q: What is the timeframe for a provider to begin services once the award has been given?
- A: After the award is given, the provider will be given 30 days to complete the full program design. Once the program design is submitted, it must undergo review and revision by a multidisciplinary team. Once that is complete, the vendor packet is sent to the provider and the contract/payment agreement must be generated, reviewed and signed. The timeline for this varies depending on how much revision is required and the responsiveness of the applicant. On average, it is approximately 60 days after the full program design has been submitted.

Questions & Answers Specific to Infant Development Programs (805)

- Q: Is the new legislation the reason why this RFP was published?
- A: This was an existing need that was identified in our areas.
- Q: Should the vendor open an office in a particular area?
- A: The regional center will work with the identified provider(s) on these details once the RFP has been awarded.
- Q: What number of referrals can be expected from the Northern counties?
- A: We cannot guarantee a firm number of referrals, but the need for additional 805 programs has been identified in those areas.
- Q: How many service hours are typically authorized for this service?
- A: This is always determined by the IFSP/IPP team and depends on the needs of the child.
- Q: Will the 805 programs be doing strictly eligibility evaluations or will they receive referrals following a completed eligibility evaluation, or both?
- A: There will be a combination of both for this program.
- Q: The RFP guidelines mentioned that staff providing Early Start services must possess a license/credential/ academic degree (Master's) for the service they provide. Is this for ALL direct service providers or can they be supervised by a Masters level staff?
- A: Each staff person must have the necessary qualification for his/her discipline. OT, PT and Speech staff must have a current license in good standing and early interventionists must have applicable experience and preferably college credits in a related field.
- Q: What should the vendor's capacity be to take referrals?
- A: Given that we cannot guarantee referrals to any vendor, we are not able to identify a number in regard to capacity. There is no minimum or maximum capacity for this service.
- Q: Has there been any change to the current temporary payment rate for this service?
- A: Per DDS, the rate remains \$78.29 per hour.

- Q: Does TCRC allow for two staff to collaborate in one session? For example, an OT and Infant Teacher (EI) work with child and parent at the same time to collaborate and cross train once in a while.
- A: If a need was identified for two staff to work with the family concurrently, the IFSP/IPP team would need to review this request with the provider PRIOR to the services being provided.
- Q: Are OT, PT and Speech services expected to be provided in the home?
- A: These services are expected to be provided in the natural environment. No clinic based services are to be provided.
- Q: What does it mean when the guideline states “no behavioral services”?
- A: The infant development program is not intended to be a behavior program. In the past, some providers have submitted proposals for an infant development program which were really behavior programs. Behavior services are vendored under behavior service codes that have different staff qualifications, rates, guidelines, and expectations.

Questions & Answers Specific to Healthy Relationships Program

- Q: What is the general overview for what the healthy relationships program will look like?
- A: Groups will be 6-8 individuals. Our managers have identified a variety of topics that must be identified in the curriculum for this service. We expect that the provider will have their own comprehensive, standardized curriculum that includes but is not limited to our identified topics. We are looking forward to working with the vendor(s) to develop this new service for our individuals.
- Q: Do any other regional centers currently provide this service?
- A: Not to our knowledge.
- Q: What are the rates for this service?
- A: All rates for this service will be negotiated with the provider up to the median rates of:
- \$40.21/hr for individual services
 - \$25.02/hr for group services