



**AUGUST 2012 REQUEST FOR PROPOSALS  
QUESTIONS AND ANSWERS FROM THE  
INFORMATION CONFERENCE HELD ON AUGUST 7, 2012**

**General Information that was reviewed**

- ◆ Follow all instructions for submission of the proposal exactly. If instructions aren't followed to the letter, 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 in one e-mail.
- ◆ Correction-please note: The service code on the service summary for the Residential Care Facility (RCFE) should be 096, not 915.
- ◆ 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.
- ◆ E-mail TCRC if you have not received a response from TCRC staff by 9/14/12.

**Adult Day Program – Service code 515 (Behavior Management Program - BMP)**

Q: Is there a need for BMP's in all counties?

A: Yes. For more Northern territories the greater need is North of Santa Barbara.

Q: Would any other locations in Ventura County (aside from Simi Valley) be approved for a BMP?

A: Currently Simi Valley has the greatest expressed need In Ventura County but other locations may be considered.

Q: Do you have a preference for a center based or community based BMP program?

A: We expect this BMP to serve individuals with significant BMP level behavioral needs. While community integration is encouraged, having a safe, center-based environment is a priority. Some individuals are coming out of developmental centers or have forensic issues.

Q: What developmental centers are you working with?

A: Primarily Lanterman.

Q: What do you want the program/individuals goals to be while in the BMP?

A: As a part of your proposal, you need to tell us what the program will be like and what goals you would like to focus on. How do you envision the program? In your proposal you are asked to describe the environment and the amenities of

the program. Think about how you would feel being in that environment each day. Would a parent want to send their child there?

Q: Would this program include individuals who are medically fragile?

A: No, typically medically fragile individuals would be served in existing programs designed to support their medical needs.

Q: What types of program consultants and consultant hours are preferred?

A: We would prefer that the consultants have qualifications to meet what is required for service codes 612 or 620. They would be expected to oversee behavior plans and active treatment for individuals served at the program. Program hours may vary depending on the needs of the staff and persons served at the program.

Q: Does the BMP capacity of 35 individuals apply to BMP's in all counties?

A: Yes. The capacity is 35 individuals in each program in each county.

Q: Is there flexibility to increase the cap of 35 individuals if the vendor currently has other programs that successfully serve more people?

A: Possibly. Factors like licensing, supervision and location would need to be discussed and could affect this.

Q: What are the required training hours for staff?

A: Title 17 requirements for staff training are the minimum of what is required. Especially when working with individuals who have intensive behavioral needs, the more training staff receive, the more successful the program.

Q: What is the average rate of reimbursement to provide transportation as an additionally vendored service?

A: This rate varies and if your proposal is accepted, this would be discussed at the time of negotiation.

Q: How long might it take for the program to reach capacity?

A: This is difficult to project. The BMP for Simi Valley may fill quickly given that this is an area of greater need. Other areas with greater need may fill quickly as well.

### **Adult Residential Facility (ARF) – Service Code 915**

Q: What level within Level 4 homes are needed since there are Levels 4a, 4b, 4c, etc.?

A: All levels are needed, but how a provider is vendored if their proposal is chosen will depend on the qualifications and experience of that provider.

Q: Will any other locations for ARF's in Ventura County be considered?

A: Needs may vary but this is our best estimate at this time.

Q: Are the facilities going to be for both ambulatory and non-ambulatory individuals?

A: Yes. Licensing will determine how many non-ambulatory individuals can be served in the facility.

Q: Will CPP individuals be served in these facilities?

A: This is not likely.

Q: What is the average rate of reimbursement to provide transportation as an additionally vendored service?

A: This rate varies and if your proposal is accepted, this would be discussed at the time of negotiation.

Q: If the home is doing well, would more be developed?

A: TCRC can only develop what we can pay for. If there is additional funding to accompany this need, it is something that could be discussed.

### **Children's Residential Facility – Service Code 920**

No Questions

### **Residential Care Facility for the Elderly (RCFE) – Service Code 096**

Q: Would an agency that has not run a group home previously but has experience serving developmentally disabled individuals in an ADHC or ILS/SLS setting be qualified to submit a proposal for the RCFE?

A: Yes. If the Administrator and staff have experience this should not be an issue.

Q: Given that licensing can take approximately six months, is this taken into consideration throughout this process?

A: Yes, it is. Once your proposal is accepted you should start the licensing process. Vendorization will not be finalized until licensing is complete.

Q: Is the RCFE needed in a particular area of Santa Barbara proper?

A: Resources are needed in Santa Barbara County unless otherwise specified.

Q: What activities will be provided to individuals?

A: In your proposal you need to tell us what activities you plan to offer; keeping in mind preference of the individual(s), age, abilities and gender when planning activities.

Q: What is the average rate of reimbursement to provide transportation as an additionally vendored service?

A: This rate varies and if your proposal is accepted, this would be discussed at the time of negotiation.

### **General Questions regarding the proposal process**

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

A: No, these do not count as part of the 10 page limit. Keep in mind that no other attachments aside from the cover page and Statement of Obligation should be submitted with your proposal.

Q: Do resumes for staff and/or Administrators need to be included with the initial 10 page proposal?

A: No, not unless you have extra pages to spare and the resumes would not result in your submission being over the ten page limit.

Q: Since there is no start-up funding for services at this time, should the answer to #4 on the Statement of Obligation automatically be "No"?

A: Not necessarily. Receiving grants could be an example of another funding source.

Q: What are the estimated end date/time-frames for the process after the proposal is submitted?

A: There are many things that could impact this time-line. It depends on licensing and how long it may take for you to secure a facility (if needed). It also depends on how much revision is needed to the program design. Make sure you schedule all licensing trainings/meetings in advance and when completing the program design, make sure you include all details as requested in the program design guidelines that will be provided to you if your proposal is selected.

Q: Will you accept more proposals than are listed as the current need?

A: No. The best proposal(s) will be chosen for each service need. However, if development for that service in a particular area is not realized, then the funding could potentially transfer to another county. The number of services identified for development is dependent on the current budget. TCRC cannot develop additional services if there is not ample funding.

Q: Are there consultants available to help in writing the program design for the service I want to provide?

A: Yes, consultants are available for the program design ONLY. The 10 page summary must be written and submitted by the intended provider. There are three consultants of whom TCRC is aware:

Community Training Connection, Inc.  
21115 Devonshire St. #164  
Chatsworth, CA 91311  
Contact: Rhonda Mayer  
Email: [info@communitytrainingonline.com](mailto:info@communitytrainingonline.com)  
Phone: (800) 340-8971  
Website: [www.communitytrainingonline.com](http://www.communitytrainingonline.com)

Eric Brotman, Ph.D. Seminars  
5116 Varna Avenue  
Sherman Oaks, CA 91423  
Contact: Eric Brotman, Ph.D.  
Email: [learning@arf35.com](mailto:learning@arf35.com)  
Phone: (800) 439-8287  
Website: [www.arf35.com](http://www.arf35.com)

T.A.C.T. Services  
P.O. Box 3743  
Ventura, CA 93006  
Contact: Terri Nelson  
Email: [tactservices.tn@gmail.com](mailto:tactservices.tn@gmail.com)  
Phone: (805) 794-1427

These consultants are **NOT** recommendations from TCRC and enlisting the services of a consultant is not funded by TCRC. It is the responsibility of the prospective vendor to independently research these resources. Your program design will be your marketing tool so making it unique to your own ideas is important. You are also expected to have participated in the process and know and be ready to implement every aspect of your program design.

Q: Will a sample program design be posted online for reference?

A: No. If your proposal is selected, a program design guideline will be provided by TCRC which will help you to structure and develop your program design.

### **General Questions regarding service needs**

Q: Is there a preferred location for services?

A: Preferences for all services and locations are listed on the RFP service summary for each service. If the vendor is flexible on the location where the service is to be provided we can discuss needs in other areas.

Q: If we (the vendor) are flexible on location, do we need to let you know?

A: Yes. If the location is known at the time of the submission, include the information in your proposal. If you don't know at the time of submission and your proposal is accepted, once the location is secured you must let us know.

It is preferred that locations for services are located close to public transportation, parks, shopping and other amenities that encourage greater independence and social experiences.

Q: Can you apply to provide services in all three counties at once?

A: Yes. If you plan to do this you can indicate this on the Cover Page.

Q: What gender and age range are the individuals to be served?

A: This varies depending on the service to be provided. (E.g. The BMP is for ages 18 and up). For other services, this may be at the discretion of the provider.

Q: What other languages may need to be accommodated in these areas?

A: This may vary. English and Spanish are most common.