



**WINTER 2014 REQUEST FOR PROPOSALS
QUESTIONS AND ANSWERS FROM THE
INFORMATION CONFERENCE HELD ON MARCH 3, 2013**

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, March 16, 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 March 17, 2014.
- ◆ Proposals are reviewed by an interdisciplinary team comprised of TCRC Services and Supports Managers, Quality Assurance, clinicians (if applicable), 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: Which services in the current RFP have start-up funds associated with it?

A: Only the Specialized Residential Facility licensed as a Residential Care Facility for the Elderly (RCFE) has start-up funds.

Q: How will start-up funds be distributed?

A: There will be an advance of up to 25% available upon execution of the start-up contract. The remaining 75% balance will be made available in arrears upon presentation of invoices with supporting documentation. Start-up funds can only be used for non-recurring costs associated with initially establishing a service and are not intended to cover 100% of the development costs.

Q: Can the Specialized RCFE have a capacity of six individuals instead of four?

A: No, TCRC requests the specialized homes have four (4) beds, at least two of which must be able to serve non-ambulatory individuals.

Q: Will each individual in the specialized homes (both the RCFE and children's 113 homes) require their own bedroom?

A: Yes.

- Q: What makes the “specialized” RCFE specialized?
- A: The specialized RCFE will serve individuals who currently reside in State Developmental Centers (DC’s) or are at risk of entering a DC. These individuals may have needs greater or more specialized than a typical group home can provide.
- Q: What institutions are the individuals who will be referred to the specialized RCFE coming from?
- A: Individuals are currently at College Hospital, Sonoma Developmental Center and Fairview Developmental Center.
- Q: Will individuals referred to the specialized RCFE need to visit the home prior to being placed?
- A: Yes, visits are required prior to placement and are an essential part of the placement process.
- Q: Is there an ideal location of the specialized RCFE?
- A: No, but a location near recreational and work/activity programs is preferable. All three counties will be considered.
- Q: What are the training requirements for DSP I and DSP II?
- A: Training requirements can be found in Title 17 at <http://www.dds.ca.gov/Title17/T17SectionTOC.cfm?SubchapterID=18>. Please note that 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 are the staffing requirements for residential homes?
- A: Staff requirements can be found in Title 17 at <http://www.dds.ca.gov/Title17/T17SectionView.cfm?Section=56004.htm>
- Q: Can consultant hours be counted as part of the staffing hours?
- A: No. Consultants cannot be counted as staff.
- Q: What is the reimbursement for the specialized 113 RCFE home?
- A: Rates are based on a cost statement and cannot exceed the median rate established by the Department of Developmental Services.

Q: What is the primary difference between a small family home and children's Level 4i residential facility?

A. Care provided in a small family home is primarily provided by the family that resides in the home. Additional staff may be hired to assist in the care of the children and may include family members. The small family home will be a DDS Alternative Residential Model (ARM) Level 2 or Level 3, owner operated home. The children's Level 4i home will serve children who have significant behavioral needs and require higher levels of staffing.

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.