



**WINTER 2015 REQUEST FOR PROPOSALS  
QUESTIONS AND ANSWERS FROM THE  
INFORMATION CONFERENCE HELD ON FEBRUARY 25, 2015**

**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 5 PM on Sunday, March 15, 2015.
- ◆ 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 16, 2015.
- ◆ 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.

**Questions and Answers**

Q: Does the fifteen-page limit include cover page?

A: No; cover page, table of contents, and attachments do not count toward the limit; see instructions.

Q: Can we submit proposals in pdf format?

A: We ask that proposals be submitted in Microsoft Word. However, we understand some people have computer systems incompatible with Microsoft Word. There are some free options available (OpenOffice for example); if no other method is available, pdf version may be acceptable. Please keep the 10MB limit in mind.

Q: Do you want proposals submitted as three separate documents (Attachments, Service Summary, and Requested Docs) or combined as one?

A: Either method is acceptable.

Q: If the location is flexible, do you need to submit three separate proposals?

A: No, just mark all three counties on Attachment A; please also include a brief note on your service summary.

- Q: Are new providers OK? Or do applicants have to be existing vendors?
- A: New and existing vendors are welcome to apply.
- Q: Are start-up funds available?
- A: No, start-up funds are not available for these RFP's.
- Q: For the residential facilities, will the level need to be indicated (4A-I)?
- A: Yes; we ask that you provide a staff schedule along with consultant hours. This will assist you in identifying a service level.
- Q: For SLS, is there a non-refusal policy?
- A: No
- Q: Will there be any forensic individuals that need SLS services?
- A: As this is not CPP, this is not likely.
- Q: Is a residential facility with more than six beds OK?
- A: No, the maximum is six beds.
- Q: What is the need for SLS?
- A: The need for SLS services is greatest in Northern SB County and SLO County.
- Q: Are there sufficient day programs for the individuals in the areas of the proposed residential facilities?
- A: Yes.
- Q: Are non-private bedrooms OK?
- A. Yes, bedroom shared by two individuals is fine, but private bedrooms are preferred.
- Q: How many bathrooms must the residential facility have?
- A: A minimum of two bathrooms is required. If there are live-in staff there needs to be separate facilities for their use.
- Q: Can there be an individual younger than fifty-nine living in the RCFE?
- A: Yes. You would need to obtain a waiver for this. Additionally, only a certain percentage of individuals can be younger than fifty-nine. Please check CCL regulations for additional information.

- Q: For residential services, do we need a behaviorist identified prior to submitting the application?
- A: If you do not have the behaviorist identified, please describe the qualifications and roles in the service summary. If you do have a behaviorist identified, include the resume as well as qualifications, and roles.
- Q: If we are flexible about the location of the Adult Residential Facility in the county how would we communicate it on the proposal?
- A: Check the boxes on the cover sheet and please also include a statement in your service summary.
- Q: Do we have to be a non-profit to start services?
- A: No.
- Q: BCBA what does it mean?
- A: Board Certified Behavior Analyst
- Q: Do we have to have our own personal funding to start services?
- A: You will need to provide whatever funding is necessary to start services. There is no start-up funding for any of these services.
- Q: Once vendored will we get referrals through TCRC?
- A: We have identified a need for these services in the areas specified in the RFP. Please note that once vendored the Regional Center cannot guarantee referrals.
- Q: Can you explain about the different levels of care, in residential facilities?
- A: See [Title 17 56004](#)
- Q: For the adult residential facilities will the individuals be bedridden or needing total transfer?
- A: It is possible.
- Q: Do we need to indicate the sample of staff or staffing schedule for the adult residential facilities?
- A: Yes
- Q: Will SLS providers be asked to provide services to individuals with dual diagnosis and/or forensic issues? If we provide services for such individuals with these needs is the rate higher?
- A: There may be some individuals that have greater needs than others. However, the rate, which is negotiated up to the median, is no different.

- Q: Does TCRC force providers to take individuals?
- A: No
- Q: If we have an office in Santa Maria (or other location within TCRC's catchment area), can we provide services for other areas?
- A: Yes
- Q: Should our proposal describe how we plan to open an office close to the location of services?
- A: Yes. Please briefly describe your plans should you be selected to move forward with this service.
- Q: For residential services do we have to have a behaviorist identified on the proposal?
- A: If you do not yet have a behaviorist identified this is fine, but please be sure to clearly describe their roles and qualifications in your service summary.
- Q: How many program proposals are going to be considered?
- A: We will consider all proposals that are submitted provided that all directions are followed & qualifications are met.
- Q: How many behavioral programs will you be funding in the San Luis Obispo, North County area?
- A: This depends partly on how many quality proposals we receive. However, TCRC will not develop more programs than we can sustain.
- Q: Does one of the owners in the business have to have their BCBA or are their other qualifications that are accepted. For example experience, teaching credential, Bachelor's degrees in ABA, or general Bachelor's degrees and/or professional training?
- A: Technically it is not necessary for the owners to have a BCBA as long as there is always staff that meets the qualifications (e.g. BCBA). However, it is our preference that one of the owners be a BCBA.
- Q: In part one of the application vendor information, should all owners fill it out and sign or only the BCBA?
- A: If referring to the DS 1891 Applicant/Vendor Disclosure Statement, only one person needs to fill it out. However, all individuals who have ownership interests in the organization need to be referenced in the applicable sections of the form.
- Q: Can there be two authors of the proposal on Attachment A-Cover Page or should it be the BCBA?
- A: Yes, there can be two authors.

- Q: If the proposed business owners are currently working for a school district but will resign from their positions upon starting their behavioral business is this considered a conflict of interest?
- A: No
- Q: Is a school district considered a state agency on Attachment C?
- A: No
- Q: Does the applicant cover liability and insurance or is that covered through Tri-Counties Regional Center?
- A: The applicant is responsible for liability and professional insurance.
- Q: Will Tri-Counties provide a materials or set-up funding for the behavioral company they choose or is the funding client based?
- A: There is no startup funding for any of the services included in this REP.
- Q: Can we use our SLS Design and Program that was submitted and approved through another Regional Center?
- A: We ask that you use the guidelines provided by TCRC
- Q: #3 on the statement of experience, which states to submit a resume for all positions on the organizational chart. What if I haven't hired the staff? Should I submit only my resume, since I will be a manger and owner?
- A: Please submit your resume and resumes for any staff/consultants that you may have identified. We understand that you do not have staff hired at this point.
- Q: #4 on the statement of experience, what if our staff is not affiliated with another organization?
- A: You may make a statement on the bottom of your organization chart that states your proposed agency is not affiliated with another organization.
- Q: Section A on the service summary question "how individuals will be supported to interview, hire and train their own support staff. Can you be more specific as to who is the individual? I thought the vendor was to provide the staff support.
- A: It is the responsibility of the SLS vendor to hire the support staff. However, TCRC would like to see individuals served play a role in the selection of staff who will work directly with them to the extent it is possible. We are asking you to describe how you will support this process.
- Q: Section B on the service summary question describes entrance criteria, intake process and exit criteria? Can you go over the question in detail?

A: Please describe who you will serve, how they will get started with your service, and the circumstances under which an individual might leave your service.