



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

January 26, 2024

In Home Respite Services Agency

KERN REGIONAL CENTER (KRC)

KRC is a private non-profit agency under contract with the State Department of Developmental Services to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disabilities, cerebral palsy, autism, epilepsy, and other neurological conditions.

Consistent with the Lanterman Developmental Disabilities Services Act and the promotion of In-Home Respite Services for people with developmental disabilities, Kern Regional Center is currently accepting proposals and invites the community to develop in-home respite services in Kern, Inyo and Mono Counties in the category specified in the attached description. There are no start-up funds.

For further information on this RFP, you may contact:

Maricela Villa, Community Services Specialist
Kern Regional Center
3200 N. Sillect Ave.
Bakersfield, CA 93308
mvilla@kernrc.org
661-852-3287

RESERVATION OF RIGHTS

KRC reserves the right to suspend or defer the development of this project based on funding availability, suitability, or proposals received. KRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. KRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

KRC reserves the right to withdraw this RFP and/or any item within the RFP at any time without notice. KRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines.

TIMELINE:

Issue Request for Proposals	January 26, 2024
Orientation	February 1, 2024
Proposals Due	February 16, 2024
Oral Presentations	February 26, 2024 (Presentation Times TBD)
Award Letters Sent	March 1, 2024

A. Orientation

A meeting will be held to answer questions from applicants on February 1, 2024 at 9:00am -9:30 am via zoom meeting. Please email Maricela Villa, CSS/KRC @ mvilla@kernrc.org for the zoom link.

B. Submission of Proposal

The proposal is due no later than 5 p.m. on February 16, 2024. Any proposal submitted after the closing date and time will not be considered. Proposals shall be submitted by email to Maricela Villa at mvilla@kernrc.org or mailed to KRC's main office at 3200 N. Sillect Avenue, Bakersfield CA, 93308.

C. Proposal Selection Criteria

The selection of the applicant(s) will be based on the Scoring Criteria for Written Proposal and Scoring Criteria for Oral Presentation that are attached to this RFP.

D. Evaluation Committee

The Committee will be composed of three to four members.

E. Contract Award Process

The Evaluation Committee will:

- Review all proposals that meet the format and proposal submission requirements;
- Evaluate each proposal that meets the requirements;
- Select the successful applicant(s) based upon the specific criteria stated in this RFP.

F. Vendor Application

The successful applicant will be required to complete a Vendor Application once the RFP has been awarded. The successful applicant will be required to acquire/have an office in KRC's catchment area. KRC requires vendors to carry a minimum of \$1,000,000 coverage in Professional Liability, General Liability, Auto Liability, Sexual Molestation and Workers Compensation. Vendorization does not guarantee utilization.

In Home Respite Services Agency

Rates and Vendorization:

Service Need:	In Home Respite Services
Service Code:	862
Service Area:	Kern, Inyo and Mono Counties
Ages of individuals:	3 and over
Funding:	Temporary rate set by DDS is \$29.74 per client per hour; Rate will be prorated for services provided for two or three individuals at the same time.

Information on In Home Respite Services:

“In Home Respite Services” means intermittent or regularly scheduled temporary non-medical care supervision provided in the consumer’s own home and designed to do all of the following:

- Assist family members to maintain the consumer at home;
- Provide appropriate care and supervision to protect the consumer’s safety in the absence of family members;
- Relieve family members from the constantly demanding responsibility of caring for a consumer; and
- Attend to the consumer’s basis self-help needs and other activities of daily living, including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member. (per Title 17 Section 54302)

Items to be addressed in the proposal for in-home respite service agency are listed below:

1. A description of the services the agency is proposing: Include information on whether the agency is providing the staff to go into the consumers home and/or employer of record services.
2. A description of educational and work experience for the Director (see Title 17 Section 56792)
3. The purpose and goals of the service;
4. Anticipated consumer outcomes from participation in the service;
5. A statement of the geographic area served by the agency;
6. Schedule of the agency operating hours including days and times when the service is available;
7. A job description for all staff providing services;
8. A description of the consumers served;
9. A description of the referral and assessment process used by the agency; include information on matching consumer to staff when the agency provides the staff and/or the process of setting up a staff as an employee under employer of record services.

*In Home Respite Agency Services see Title 17 Section 56776 through 56802

KRC RFP 2024 PROPOSAL COVERSHEET

Must be submitted by February 16, 2024 by 5pm, with all required attachments

DATE: ___/___/___

APPLICANT / AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

Name of person authorized to sign a binding contract with Kern Regional Center:

NAME: _____

TITLE: _____

X _____
Signature / Date

CONFLICT OF INTEREST AND EXCLUSION VERIFICATION

CONFLICT OF INTEREST

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vendored:

1. Any officer or employee of the state of California;
2. Any applicant in which an officer or employee of the State of California has a financial interest, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1).

I have read the above information and declare:

No present or potential barriers to becoming a vendor exist.

A current or potential barrier to becoming a vendor exists.

EXCLUSION VERIFICATION

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using both databases listed below. Please include a screen print of your results with your written proposal. For the first database listed below you only need a snapshot of the line prior and after where the applicants name would be.**

The State of California Suspended and Ineligible Provider List can be found at:

[Medi-Cal: Publications](#)

The Federal Office of Inspector General “exclusions database” can be found at:

<http://exclusions.oig.hhs.gov>

Applicant Signature

Date

CRITERIA FOR WRITTEN PROPOSAL
IN HOME RESPITE CARE AGENCY SERVICES

Program Description: Does the proposal clearly address the population to be served? Does the proposal clearly provide a description of the services the agency is proposing? Does it include information on whether the agency is providing the staff to go into the consumers home and/or employer of record services? _____

Education and Experience: Does the proposal clearly provide evidence that the applicant possesses the education and/or experience necessary to complete the service of this scope and to manage programs? ____

Knowledge of Services:

Does the proposal clearly provide information on the applicant's knowledge of In-Home Respite Care practices/objectives and the ability to meet basic self-help needs and other activities of daily living, including interaction, socialization? _____

Referral and Assessment: Does the proposal clearly provide a description of the referral and assessment process used by the agency? Does it provide a description of information on matching consumer to staff when the agency provides the staff and/or the process of setting up a staff as an employee under employer of record services? _____

Written Proposals will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below:

- | | |
|---|--|
| 0 | Criteria not addressed at all. |
| 1 | <u>Minimal Response:</u> Subject area is mentioned; however, applicant has neither included any narrative nor any supporting documentation that demonstrates understanding of this particular proposal requirement. |
| 2 | <u>Some</u> supporting documentation and/or narrative discussion; however, the responses are not clearly articulated. |
| 3 | <u>Good</u> supporting documentation and/or narrative discussion; responses are more clearly articulated. |
| 4 | <u>Maximum Response:</u> Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process. |

The Written Proposal can receive a maximum score of 16 points per member.

**CRITERIA FOR ORAL PRESENTATION
IN HOME RESPITE AGENCY SERVICES**

Program Description: Does applicant clearly communicate a working knowledge of their program plan and the ways in which they will implement the program description?

Knowledge of Services: Does the applicant clearly communicate a working knowledge of In-Home Respite Care practices, objectives, and outcomes? _____

Consumer Needs: Does the applicant clearly communicate knowledge of the consumers to be served? _____

Experience: Does applicant clearly articulate pertinent education/experience for this service? _____

Overview Summary: Does applicant clearly field questions from the team about the service in a concise and articulate manner including questions regarding respite care services? _____

Oral Presentations will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below:

- 0 Criteria not addressed at all.
- 1 Minimal Response: Subject area is mentioned; however, applicant has neither included any narrative nor any supporting documentation that demonstrates understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

The Oral Presentation can receive a maximum score of 20 points per member.

The written proposal and presentation can achieve a maximum score of 36 points per member. (Written proposal = 16 points. Oral presentation = 20 points.)