



# Golden Gate Regional Center

## 2023-2024 REQUEST FOR PROPOSAL ANNOUNCEMENT Early Start Applied Behavior Analysis Provider Recruitment

April 8, 2024

Golden Gate Regional Center (GGRC) is seeking a service provider to assist with recruitment of Early Start Applied Behavior Analysis providers to become vendorized.

Please see the attached description for more information, including the application process.

Please read the Request for Proposal (RFP) instructions carefully as the application process has changed. In order to be considered for the project, applicants must complete the RFP application process in full. Incomplete applications will not be considered. Please follow the instructions thoroughly and consider attending the technical briefing.

Startup funds awarded are intended to be a contribution towards the cost of service development and are not intended to cover 100% of service development costs.

### **IMPORTANT DATES:**

**April 15, 2024, 10:00am - Technical Briefing:** The technical briefing will provide interested applicants with the opportunity to hear more about the project and ask questions. The briefing will be conducted through the use of Zoom, a video conferencing platform. All interested applicants must be able to participate through Zoom video conferencing. Applicants are not required to attend the technical briefing. Please RSVP to Susan Pirnes at [spirnes@ggrc.org](mailto:spirnes@ggrc.org) to register for the briefing and obtain the Zoom meeting ID information.

**May 8, 2024 - Proposal Submission Deadline:** RFP Application packets must be emailed to [newservices@ggrc.org](mailto:newservices@ggrc.org) by 5:00 p.m. on **May 8, 2024**. Applications may be submitted prior to **May 8, 2024**. *Applications will not be considered complete unless completed in full in accordance with the instructions within this RFP.*

**June 13 and 14, 2024 - Interviews:** Interviews will be conducted by an RFP Review Committee through the use of Zoom, a video conferencing platform. All interested applicants must be able to participate through Zoom video conferencing.

### **QUESTIONS?**

If you have any questions, please feel free to contact Susan Pirnes at [spirnes@ggrc.org](mailto:spirnes@ggrc.org) or (415) 579-6315.

If you have accommodation needs related to participating in Zoom video conferencing or other aspects of this Request for Proposal, please contact Susan Pirnes at least 7 days prior to the deadline to submit your proposal at (415) 579-6315 or [spirnes@ggrc.org](mailto:spirnes@ggrc.org).

Sincerely,

Sean Galvin  
Manager, Community Services

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

## **GOLDEN GATE REGIONAL CENTER**

### **REQUEST FOR PROPOSAL**

Fiscal Year 2023-2024

Annually, Golden Gate Regional Center (GGRC) may receive funds from the Department of Developmental Services (DDS) to develop a Community Resource Development Plan (CRDP). The goal of the FY 2023 - 2024 CRDP is to enhance services in the community to support individuals served by GGRC. The philosophy of the CRDP is consistent with the 1999 Olmstead decision that determined that the state shall eliminate unnecessary segregation of persons with disabilities and ensure that they receive services in the most integrated setting appropriate to their needs. For further information regarding the core values that guide the work and direction of GGRC, applicants may wish to refer to GGRC's Policy Guidelines located at <http://www.ggrc.org>.

### **Project Information**

#### **Project #2324-8 Early Start Provider Applied Behavior Analysis Recruitment**

**Award:** \$20,000.00

#### ***Overview and Services***

The intent of this project is to identify a provider to assist with the recruitment of Applied Behavior Analysis (ABA) Early Start Service providers. The identified provider will recruit agencies and provide education and information to interested potential ABA service providers. Education sessions will be provided in multiple languages. The information sessions should be designed to encourage diverse applicants with cultural and linguistic competency to apply to become an Early Start Services provider within GGRC's catchment (San Mateo, San Francisco, and Marin County). The information sessions should be designed to meet the needs of the audience that may include in-person meetings and/or using video conferencing technology such as Zoom. The selected recipient should be able to provide background information and history of the Early Start Program in plain language. The information provided should emphasize the importance of services being provided in the "Natural Environments". In addition, it should help individuals and/or entities understand relevant regulations, applicable laws, vendorization process and best practices to ensure quality service delivery. The recipient should be able to coordinate and implement an effective outreach plan with GGRC's collaboration. The goal of this project is to increase the number of qualified ABA Early Start service provider options for historically underserved communities within GGRC's catchment area. Priority may be given to applicants with ABA Early Start service provision experience.

#### ***Other Requirements (e.g., expertise certifications, etc.)***

N/A

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

### **Available Funding**

*Startup funds reimbursement and funding for ongoing services are reimbursed in arrears.*

*The selected applicant will work with GGRC to negotiate ongoing reimbursement for services offered that align with all applicable state laws and regulations. The applicant will become a vendor with GGRC.*

*Per [WIC Section 4629.7](#), all regional center contracts or agreements with service providers in which rates are determined through negotiations between the regional center and the service provider shall expressly require that not more than 15 percent of regional center funds be spent on administrative costs.*

**Resource Links** (Resource links may not fully encompass all regulatory requirements. The service provider is responsible for staying current on related regulations.)

- Title 17 Early Intervention Services
- [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICE9E7FF05A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICE9E7FF05A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

## **RFP Application Instructions and Submission Requirements**

Please complete this RFP application to include the information and documents requested below.

*All Applications must be complete for consideration by the RFP Review Committee. Any application that does not adhere to the format guidelines or informational content will not proceed to the screening process.*

### **Format Requirements**

All Application pages must have a header with the following identifying information: Agency Name, project number, and page number.

### **Submission Requirements**

Completed RFP applications must be submitted **by email** to [newservices@ggrc.org](mailto:newservices@ggrc.org) in PDF format **no later than 5pm on May 8, 2024**. You will be sent an email confirming GGRC's receipt of your proposal(s).

### **Content Requirements:**

RFP applications should demonstrate person centered service development and delivery. The application questions align with the Evaluation of Proposals on Page 5.

Your completed application must include the following:

1. Applicant(s)/Project Identification (Attachment 1)
2. Completed Applicant Questionnaire ***This information must be completed within the application in the space provided.***
3. Resumes of applicant(s), identified staff (if applicable) and consultants (if applicable). Resumes should include detailed descriptions of experience including related experience.
4. Organizational Chart
5. Budget and Financial Information
  - a. Startup Budget (one page maximum)
  - b. Ongoing Budget (one page maximum)
  - c. Completed Financial Worksheet for fiscal year 2022-2023 (Attachment 2a)
  - d. Completed Financial Worksheet for most recent fiscal year to the present (Attachment 2b)
6. Current Projects in development and in operation (Attachment 3)
7. Three (3) professional references including names, positions, agency, addresses and telephone number and authorization to check references (Attachment 4)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

### **EVALUATION OF PROPOSALS**

Proposals will be evaluated by a committee consisting of individuals who do not have a conflict of interest with the projects. The committee may include individuals supported by GGRC and members of their family, GGRC staff, GGRC Board Members, and the State Council on Developmental Disabilities.

The evaluation will be based on an analysis using the following criteria as applicable to each project:

1. The applicant has demonstrated expertise and experience related to the target population and has a current applicable license(s).
2. The organizational structure appears to be solid and demonstrates the ability to closely develop and administer services within the local area.
3. The services to be offered are person-centered and culturally and linguistically responsive.
4. There is an indication of cooperative working relationships and partnerships with consultants, other community-based organizations, and/or service providers.
5. Proposed services correspond to the needs identified in the RFP and to the population to be supported.
6. The timetable of objectives are clearly identified realistic steps involved in the startup of this project.
7. Financial Planning:
  - (a) Projected startup budget is specific and realistic
  - (b) Ongoing operating costs are explicit and realistic
  - (c) There is evidence of fiscal stability

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**ATTACHMENT 1**  
**Golden Gate Regional Center**  
**FY 2023-2024**

Date: \_\_\_\_\_

**APPLICANT IDENTIFICATION**

Applicant/Agency Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No(s): \_\_\_\_\_ Cell No(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**PROJECT IDENTIFICATION**

Project Name and No: \_\_\_\_\_

Type of Services to be provided: \_\_\_\_\_

I have included the following with my RFP Application:

- Completed RFP Applicant/Project Identification [Attachment 1]
- Completed Applicant Questionnaire (in space provided within application)
- Applicant resume and the resumes of identified staff (as an attachment)
- Organizational Chart
- Startup Budget
- Ongoing Budget
- Financial Statements [Attachment 2(a) and 2(b)]
- List of projects in development and in operation [Attachment 3]
- Three (3) professional references and authorization to check references [Attachment 4]

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

## **Applicant Questionnaire**

**Please complete within the application in the space provided.**

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

1. What are your current position(s) and related responsibilities?  
(maximum of 2000 characters)

2. Describe your management of current responsibilities with the development and daily operation of this proposed project.

(maximum of 2000 characters)



Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

3. Describe your agency's missions and values.

(maximum of 2000 characters)

4. Describe your experience as it relates to the project identified in the Request for Proposal.

(maximum of 2000 characters)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

5. Describe how your recruitment and information sessions will effectively target providers with education and background experience needed to provide ABA services.

(maximum of 2000 characters)

Empty response area for describing recruitment and information sessions.

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

6. Describe any innovative ways that your recruitment and information sessions will attract services that are able to effectively provide services to historically underserved communities.

(maximum of 5000 characters)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

7. Please explain your strategy to effectively implement an outreach plan that increases interest from individuals and/or entities to seek and complete a new ABA vendorization with GGRC.

(maximum of 1000 characters)

8. What are the names and anticipated roles of individuals within the agency who will be involved in this project?

(maximum of 2000 characters)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

9. How will your recruitment and information sessions be responsive to the cultural and linguistic needs and preferences of the individuals supported?

(maximum of 2000 characters)

10. How will your recruitment and information sessions encourage new ABA providers to be person-centered, identifying and supporting the aspirations, choices, and voice of each individual and family supported?

(maximum of 2000 characters)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

11. Please describe any related collaboration and outreach methods that will occur with consultants, community-based organizations, and/or other service providers.

(maximum of 2000 characters)

12. Please give some examples of geographic areas within the three counties that may have reduced access to Early Start ABA Services.

(Maximum of 2000 characters)

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**Insert**

**Resumes**

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**Insert**

**Organizational Chart**



Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**Insert**

**Startup Budget  
(maximum 1 page)**

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**Insert**

**Ongoing Budget  
(maximum 1 page)**

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**ATTACHMENT 2(a)**  
**WORKSHEET FOR FINANCIAL STATEMENT**  
**For FY 2022 - 2023**

All respondents must complete this statement for the **last complete fiscal year.**

**CURRENT ASSETS**

Cash in Bank

Accounts Receivables

Notes Receivables

Equipment/Vehicles

Inventory

Deposits/Prepaid Expenses

Life Insurance (Cash Value)

Investment Securities

**Total Current Assets:**

**FIXED ASSETS**

Buildings and/or Structures

Long Term Investments

Potential Judgments and Liens

**Total Fixed Assets:**

**TOTAL CURRENT AND FIXED ASSETS:**

**CURRENT LIABILITIES**

Accounts Payable

Notes Payable

Taxes Payable

**Total Current Liabilities:**

**LONG TERM LIABILITIES**

Notes/Contracts

Real Estate Mortgages

**Total Long Term Liabilities:**

**TOTAL CURRENT AND LONG TERM LIABILITIES:**

**Total Equity:**

**TOTAL LIABILITIES AND EQUITY:**

**OTHER INCOME – Revenue from other sources (specify each)**

**TOTAL OTHER INCOME:**

**LINE OF CREDIT**

**Amount Available line of Credit:**

Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**ATTACHMENT 2(b)  
WORKSHEET FOR FINANCIAL STATEMENT  
For FY 2023 - 2024**

**All respondents must complete this statement from current fiscal year to present.**

**CURRENT ASSETS**

Cash in Bank

Accounts Receivables

Notes Receivables

Equipment/Vehicles

Inventory

Deposits/Prepaid Expenses

Life Insurance (Cash Value)

Investment Securities

**Total Current Assets:**

**FIXED ASSETS**

Buildings and/or Structures

Long Term Investments

Potential Judgments and Liens

**Total Fixed Assets:**

**TOTAL CURRENT AND FIXED ASSETS:**

**CURRENT LIABILITIES**

Accounts Payable

Notes Payable

Taxes Payable

**Total Current Liabilities:**

**LONG TERM LIABILITIES**

Notes/Contracts

Real Estate Mortgages

**Total Long Term Liabilities:**

**TOTAL CURRENT AND LONG TERM LIABILITIES:**

**Total Equity:**

**TOTAL LIABILITIES AND EQUITY:**

**OTHER INCOME – Revenue from other sources (specify each)**

**TOTAL OTHER INCOME:**

**LINE OF CREDIT**

**Amount Available on Line of Credit:**



Applicant/Agency Name: \_\_\_\_\_

Project No: \_\_\_\_\_

Page No: \_\_\_\_\_

**ATTACHMENT 4**  
**Golden Gate Regional Center**

**REFERENCES**

List three references who we may contact who will be able to attest to your experience working with individuals with developmental disabilities and/or in underserved communities in a professional capacity.

REFERENCE NO. 1			
Name of Reference:	Title:	Name of Company:	
Address:	City:	State:	Zip Code:
Phone:	Email:		
REFERENCE NO. 2			
Name of Reference:	Title:	Name of Company:	
Address:	City:	State:	Zip Code:
Phone:	Email:		
REFERENCE NO. 3			
Name of Reference:	Title:	Name of Company:	
Address:	City:	State:	Zip Code:
Phone:	Email:		

I hereby give permission to Golden Gate Regional Center to contact the references identified in Attachment 4 to this Request for Proposal.

Project Description: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_