REQUEST FOR PROPOSAL POLICY

I. **Purpose**: It is the intent of San Andreas Regional Center to engage and secure qualified service providers through the Request for Proposal (RFP) process in compliance with California Code of Regulations, Title 17. RFP applicants must submit service proposals and other required documents as well as participate in an interview process to determine the most qualified and capable provider for a specific service.

II. **Policy:**

A. Guidelines

San Andreas Regional Center (San Andreas) may open a Request for Proposal (RFP) cycle in response to one of the following scenarios:

1. Community Placement Plan/Community Resource Developmental Plan Start-Up funding is available for an identified, needed service*,
2. An RFP is required to identify a new provider for a specific service according to California Code of Regulations, Title 17, i.e., a Family Home Agency, and/or
3. The vendorization process has revealed that the service being vendored will result in a rate that exceeds $350,000 annually.

Current and potential service providers are encouraged to utilize the RFP process to submit applications for services and supports that reflect the description of current needs for Individuals Served by San Andreas.

*No RFP will be required when start-up funding is available for a multi-family housing project through the Community Resource Development Plan (CRDP), CA Welfare, and Institutions Code Sections 4418.25 and 4679 [Enclosure A], and when:

- The CRDP funding for multi-family housing results from a request from the community for the service pursuant to CRDP provisions for such community requests
- The multi-family housing developer, and grantee of the start-up funding, has been specifically identified in San Andreas' CRDP proposal submitted to, and approved by, the Department of Developmental Services (DDS)

B. Equity and Diversity in the RFP

An RFP prepared by San Andreas to develop or provide services and supports for Individuals Served shall include a section addressing equity and diversity, per Welfare and Institutions Code (WIC) Section 4648.11.

For the purposes of an RFP, culturally and linguistically diverse populations include, but are not limited to, Individuals of varying race, ethnicity, preferred language, sex, sexual orientation, gender identity, religion, age, physical disability, or mental disability.

C. RFP Process

1. Development of RFP

An internal review of service and program needs may be conducted by San Andreas leadership, their designees, and/or the Community Services department. Proposed needs will be reviewed for prevalence, intensity, and any other criteria deemed appropriate by leadership or the funding source. Upon selection of the need(s) to be addressed, an RFP will be developed by designated staff and approved by leadership for distribution. The RFP shall contain, at minimum, a statement of need, an explanation of requirements, and an explanation of criteria for consideration.

2. Announcement of RFP

The RFP(s) shall be published and distributed by email lists, publication on the San Andreas website, written or verbal advertisement, and/or other means as appropriate and approved by San Andreas leadership. This publication shall include a deadline and preferred or required manner of submission. San Andreas reserves the right to solicit proposals from identified providers appropriate to the need(s) identified in the RFP.

3. Review of RFP

A committee of San Andreas staff shall review each written proposal submitted by the specified deadline. Selection of interviewees shall be by a simple majority of the committee.

All providers being interviewed shall be asked the same questions regarding the proposal; follow-up questions may vary based upon provider responses to the standard questions. Interviewee responses shall be given a score on a Likert scale and weighted according to specified criteria within the RFP. Interviewees will then be ranked by Likert score and qualitative impressions by the committee.

4. Awarding of Contract to Selected Applicant

The selected proposal shall be notified and proceed with the service and vendor agreement process with the Community Services department. San Andreas reserves the right to not award the RFP to any applicant and to engage in further requests at its discretion.

D. Conflict of Interest

Any proposal from which a member of the San Andreas Board of Directors, San Andreas executive leadership, a member of the review committee, and their family members, may derive financial benefit shall be excluded from consideration. No employee of San Andreas shall participate in the service development or vendor agreement contract process stemming from a winning proposal in which they have a financial or familial interest.

DDS Approved: October 10, 2026
Board Adopted: October 19, 2026