

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Tri-Counties Regional Center – September 2016 Request for Proposals (RFP)

Independent Living Services (520), Supported Living Services (896), and Infant Development Program (805)

To apply for services included in this Request for Proposals (RFP), please submit a complete proposal consisting of at least the following sections:

- 1) **Cover Page – Attachment A**
- 2) **Statement of Experience and Qualifications - Attachment B**
 - a. Resumes
 - b. Organizational Chart
 - c. DS 1891
- 3) **Conflict of Interest – Attachment C**
- 4) **Service Summary (in Word format)**

NOTE: Applicants must be able to demonstrate appropriate qualifications and experience for the proposed service. Be sure to review the stated qualifications and make sure you meet them prior to submitting a proposal for a posted service.

Proposals must be formatted and submitted exactly as described in these instructions in order to be considered. Failure to comply with all instructions will disqualify your proposal.

Instructions for Completing and Submitting the Proposal

- ➔ The Cover Page and Statement of Experience and Qualifications are provided on the RFP page. They are provided in PDF format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.
- ➔ Submit the Cover Page, Statement of Experience and Qualifications, Service Summary, and other documents requested by TCRC electronically via e-mail to rfp@tri-counties.org. You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records.
- ➔ **Rename the files in the following format: Agency Name-Service-Document. For example:**

ACME Corporation-SLS-Attachments ABC
ACME Corporation-SLS-Service Summary
ACME Corporation-SLS-Resumes

Instructions for Writing and Submitting the Service Summary

- ➔ Include **all** information requested in the Service Summary Content Guidelines portion of the RFP announcement for the service being proposed.
- ➔ Submit in Microsoft Word (.doc or .docx) format, using the Arial font, 11 or 12 point font size.
- ➔ **Limit use of logos and other graphics to the first page of the Service Summary only as files may become too large. The maximum file size is 10 MB total for the entire e-mail.**



- ➔ Limit the length of the Service Summary to a maximum of fifteen (15) double-spaced pages, excluding the title page, table of contents and the documents we request as additional attachments. Number pages and include a Table of Contents. Single-spaced Service Summaries will be disqualified.
- ➔ **Do not submit any attachments other than those specifically requested in the Cover Page, Statement of Experience and Qualifications and Service Summary Content Guidelines.**

**PROPOSALS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON
OCTOBER 31, 2016**

**LATE PROPOSALS AND PROPOSALS SUBMITTED BY MAIL OR HAND DELIVERED
TO A TCRC OFFICE WILL NOT BE CONSIDERED**

- ➔ If you do not receive an auto response immediately upon submission of your proposal(s), contact TCRC Resource Development at 805-884-7220 no later than 9:00 AM on **November 1, 2016**. THIS NUMBER IS ONLY FOR ISSUES/PROBLEMS WITH RFP SUBMISSIONS. PLEASE DO NOT CALL THIS NUMBER WITH ANY OTHER QUESTIONS REGARDING THE RFP.
- ➔ Notification of the status of submitted proposals is anticipated by approximately **December 12, 2016**; however, the actual date will depend on the availability of the interdisciplinary review teams and the number of proposals received.
- ➔ After review of all proposals, selected applicants will be invited to submit a detailed Program Design that meets Title 17 requirements and TCRC guidelines.

PRE-SUBMITTAL QUESTIONS & INFORMATION CONFERENCE

A pre-submission Information Conference is scheduled on **October 17, 2016, from 3:00-4:30 PM** at the San Luis Obispo Tri-Counties Regional Center office, 3450 Broad St. suite #103 in the Large Conference Room. Please only park in TCRC labeled spots. All inquiries regarding this Request for Proposals must be made at the Information Conference or submitted by e-mail to rfpquestions@tri-counties.org no later than 12:00 noon on **October 14, 2016**, the business day before the information conference. Please put "Information Conference" in the subject line of your e-mail.

TCRC staff will not be available to answer questions regarding the RFP after the Information Conference. To assist those of you who are unable to attend the meeting, questions and answers from the conference and those submitted by e-mail will be posted on the TCRC Website (www.tri-counties.org) by close of business on **October 24, 2016**.

Please make sure to regularly monitor the TCRC website for any changes in the timelines for the Information Conference, deadline for submission of proposals, or status notification.

Tri-Counties Regional Center (TCRC) reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. TCRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.