



# North Bay Regional Center

## REQUEST FOR PROPOSALS November 2017

North Bay Regional Center (NBRC) is a community-based, private non-profit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. North Bay Regional Center is one of 21 Regional Centers throughout California serving individuals and their families who reside within Napa, Solano, and Sonoma Counties. NBRC receives funds from the Department of Developmental Services to fund services in the community for persons with developmental disabilities. NBRC is in need of services in the following areas:

- Residential Care Home Facility
- **See RFP Instructions, Projects 1 and 2, and Appendix: RFP Cover Page and Financial Summary attachments, and Important Dates page.**
- **NBRC and DDS reserves the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines. Proposals submitted after the indicated time will not be considered.**



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# RFP INSTRUCTIONS

The following documents must be submitted in order to be considered a complete application packet:

## Application Packet Guidelines:

- All Application Packets 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 in the screening process.
- 1" margins
- 12 point font
- Faxed or emailed applications will not be accepted.
- 5 collated and stapled copies of the complete Application Packet must be received by 5:00 p.m. on Wednesday, November 15, 2017 in NBRC's Napa office:

• **Mail to:**           **North Bay Regional Center**  
                          **Attn: Courtney Singleton**  
                          **610 Airpark Rd.**  
                          **Napa, Ca 94558**

## Application Packet Checklist:

- Cover Sheet (one page maximum; please use attached form)
- Project Description must include: (maximum of three pages)
  - Name of administrator; or TBA
  - Name/titles of consultants and how they will be used
  - Description of services to be provided
  - Description of experience serving individuals with developmental disabilities
  - Where and how the services will be provided
  - Unique features of the program
  - Description of how consumers will benefit
  - Time table of objectives to start service
- Budget Information: (one page maximum)
- Ongoing Budget – explanation of monthly operation costs for maintenance of the program
- Applicant(s) Information:
- Resumes with detailed description of experience with target population (e.g. types/service levels of programs and position in each program).
- Please include resumes of applicant(s), administrator(s), and consultants.  
**Please do not attach copies of awards or certificates training.**
- Statement that addresses how you will balance your future project with your current job and/or existing projects and responsibilities? (**maximum 1 page**)
- Summary of applicant(s) current finances detailing all assets and liabilities that demonstrates ability to meet Community Care Licensing fiscal requirements.  
**Please use attached form.**

### **Vendorization Expectation**

If you are selected for a project you must work in collaboration with NBRC to become an NBRC vendor. You must complete the Vendorization Process per state Title 17 Regulations of the Health and Welfare Division 2 – Department of Developmental Services.

- You will be expected to provide a monthly ongoing budget that reflects proposed cost of services per client.
- You will be expected to provide a sample staff schedule pertaining to the program of choosing
- You will be expected to work with NBRC Development Staff to obtain site approval.

### **Assumptions and Agreements**

- Proposals will not be returned to the applicant. NBRC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFP.
- Applicants applying for more than one project must submit one independent proposal packet per each project.

### **Other Considerations:**

- Proposals may be submitted by non-profit corporations.
- Board members and employees of regional centers are prohibited from submitting proposals. Refer to Department of Developmental Service Regulations: Division 2: Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

### **IMPORTANT DATES**

Closing of RFP: **November 15, 2017**

Initial review period: **November 16-22, 2017**

Announcement of those proposals moving to interview phase: **Week of November 22<sup>nd</sup>**

RFP Candidate Interviews date: **November 29, 2017**

Notification of selected service provider **Week of December 4<sup>th</sup> 2017**



## 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 North Bay Regional Center (NBRC) and, NBRC staff.

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

1. The administrator and consultants must have a successful record of providing services for at least two years with the target population.
2. The organizational structure appears to be solid and demonstrates the ability to closely develop and administer services within the local area.
3. There is an indication of cooperative working relationships with other service providers and/or other regional centers.
4. Proposed service corresponds to the needs identified in the Request for Proposals and to the population to be served.
5. Entry criteria are specified and demonstrate an awareness of the needs of the target population.
6. Skills to be taught to consumers are explicitly stated.
7. Curriculum content and training modalities address community integration, competitive integrative employment, person-centered planning, and increased independence for individuals with developmental disabilities.
8. A commitment to individualized programming is evident.
9. Programming/ training modalities are clearly identified, clinically sound, and reflect consumer choice.
10. Timetable of objectives clearly identifies the steps involved in obtaining licensure, certification and vendorization, as needed.
11. Objectives of the proposal are in sequence, measurable, time-limited, and achievable within one year of being awarded the project.
  - a) On-going operating costs are explicit and realistic.
  - b) There is evidence of fiscal stability.
12. The proposed site, if applicable, appears to be appropriate as to size, configuration, and location.

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Project 1:	Specialized Residential Facility-Medically Fragile
Service Need:	To provide residential care to medically fragile individuals (ages 18-59)
Service Area:	Sonoma County
Number Served:	4 individuals non-ambulatory
Reimbursement rate:	Rates Negotiable
<b>The expectation is that this program will:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with developmental disabilities who have mild behaviors and nursing needs.</li> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with developmental disabilities and who are medically fragile. RN or LVN preferred</li> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with medical issues that may include: seizures, chronic health conditions such as a heart condition, high blood pressure, respiratory conditions, diabetes, skin conditions, g-tube, J-tube, catheterization, colostomy or ileostomy and other health issues contributing to the need for nursing care.</li> <li><input type="checkbox"/> Provide a home-like environment for residents of the home and ensure client full access to complete daily living skills in the home.</li> <li><input type="checkbox"/> Provide a curriculum within the home to support and assist individuals in meeting their independent goals per their individual program plan</li> <li><input type="checkbox"/> Administrator to provide skills competency training for licensed and unlicensed direct care staff</li> <li><input type="checkbox"/> Curriculum must also emphasize person centered planning and community integration</li> <li><input type="checkbox"/> Develop care plans for and address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs, and/or have chronic health conditions</li> <li><input type="checkbox"/> Program must have good collaboration with medical team and knowledgeable of special health care plan compliance regulations per Title 17 and needs of the consumer.</li> <li><input type="checkbox"/> Provide, coordinate and supervise a team of specialized consultants including, but not limited to: Licensed Registered Nurse, (RN), Licensed Vocational Nurse (LVN), Dietician, Physical Therapist (PT) and Occupational Therapist (OT).</li> <li><input type="checkbox"/> Program must offer supports to assist clients with possible nursing needs not limited to: seizures, dementia, and other relatable health concerns contributing to chronological aging.</li> <li><input type="checkbox"/> Program must address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs.</li> <li><input type="checkbox"/> Maintain healthy collaboration with clients' existing support team including, but not limited to: NBRC, day programs and other community resources providers.</li> <li><input type="checkbox"/> Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).</li> <li><input type="checkbox"/> Pay direct care staff a competitive wage.</li> <li><input type="checkbox"/> Be capable of utilizing generic resources in the community.</li> <li><input type="checkbox"/> Be vendored to provide transportation for residents to and from day program/vocation.</li> <li><input type="checkbox"/> Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility.</li> <li><input type="checkbox"/> Facility to adhere to all Title 17 requirements for residential care facility for elderly, as set forth by the Department of Developmental Service</li> <li><input type="checkbox"/> Administrator and staff to implement practices that align with final rule regulations per HCBS guidelines and CMS final rule.</li> </ul>	

**Residential Site must be approved by NBRC**

North Bay Regional Center  
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Project 2:	Specialized Residential Facility-Medically Fragile
Service Need:	To provide residential care to medically fragile individuals (ages 18-59)
Service Area:	Sonoma County
Number Served:	4 individuals non-ambulatory
Reimbursement rate:	Rates Negotiable
<b>The expectation is that this program will:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with developmental disabilities who have mild behaviors and nursing needs.</li> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with developmental disabilities and who are medically fragile. RN or LVN preferred</li> <li><input type="checkbox"/> Have an administrator with expertise in working with individuals with medical issues that may include: seizures, chronic health conditions such as a heart condition, high blood pressure, respiratory conditions, diabetes, skin conditions, g-tube, J-tube, catheterization, colostomy or ileostomy and other health issues contributing to the need for nursing care.</li> <li><input type="checkbox"/> Provide a home-like environment for residents of the home and ensure client full access to complete daily living skills in the home.</li> <li><input type="checkbox"/> Provide a curriculum within the home to support and assist individuals in meeting their independent goals per their individual program plan</li> <li><input type="checkbox"/> Administrator to provide skills competency training for licensed and unlicensed direct care staff</li> <li><input type="checkbox"/> Curriculum must also emphasize person centered planning and community integration</li> <li><input type="checkbox"/> Develop care plans for and address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs, and/or have chronic health conditions</li> <li><input type="checkbox"/> Program must have good collaboration with medical team and knowledgeable of special health care plan compliance regulations per Title 17 and needs of the consumer.</li> <li><input type="checkbox"/> Provide, coordinate and supervise a team of specialized consultants including, but not limited to: Licensed Registered Nurse, (RN), Licensed Vocational Nurse (LVN), Dietician, Physical Therapist (PT) and Occupational Therapist (OT).</li> <li><input type="checkbox"/> Program must offer supports to assist clients with possible nursing needs not limited to: seizures, dementia, and other relatable health concerns contributing to chronological aging.</li> <li><input type="checkbox"/> Program must address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs.</li> <li><input type="checkbox"/> Maintain healthy collaboration with clients' existing support team including, but not limited to: NBRC, day programs and other community resources providers.</li> <li><input type="checkbox"/> Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).</li> <li><input type="checkbox"/> Pay direct care staff a competitive wage.</li> <li><input type="checkbox"/> Be capable of utilizing generic resources in the community.</li> <li><input type="checkbox"/> Be vendored to provide transportation for residents to and from day program/vocation.</li> <li><input type="checkbox"/> Be licensed by CCL, a division of the Department of Social Services (DSS) as an Adult Residential Facility.</li> <li><input type="checkbox"/> Facility to adhere to all Title 17 requirements for residential care facility for elderly, as set forth by the Department of Developmental Service</li> <li><input type="checkbox"/> Administrator and staff to implement practices that align with final rule regulations per HCBS guidelines and CMS final rule.</li> </ul>	

**Residential Site must be approved by NBRC**

# **APPENDIX**

**Cover Sheet**

**Financial Statement**

**Staffing Schedule**

**Budget**



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COVER SHEET

Project Number/ Description	
Contact Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

## Financial Statement

<b>Current Assets</b>	
Cash in Banks	\$
Accounts Receivable	\$
Notes Receivable	\$
Equipment / Vehicles	\$
Inventories	\$
Deposits / Prepaid Expenses	\$
Life Insurance (Cash Value)	\$
Investment Securities (Stocks and	\$
<b>Fixed Assets</b>	
Building and or / Structures	\$
Long Term Investments	\$
Potential Judgments and Liens	\$
<b>Current Liabilities</b>	
Accounts Payable	\$
Notes Payable (Current Portion)	\$
Taxes Payable	\$
Long- Term Liabilities	\$
Notes/ Contracts	\$
Real estate Mortgages	\$
<b>Other Income, Wages, Revenues from other Sources</b>	
(Specify)	\$
<b>Line of Credit</b>	
Amount Available	\$

## FACILITY STAFFING SCHEDULE

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00 a.m.							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
<b>Total DSP Hours</b>							
<b>Total lead Hours</b>							
<b>Administrator</b>							
<b>Total Staffing hours</b>							

List Direct Care Staff using letters A, B, C, D, E, F, Q (below). Complete the schedule (above) showing the corresponding letter of each staff on duty for each hour of each day.

<b>Enter the total amount of hours for each staff:</b>		
<b>A.</b>	<b>D.</b>	<b>Administrator (Q):</b>
<b>B.</b>	<b>E.</b>	
<b>C.</b>	<b>F.</b>	

# Monthly Budget

Negotiated Rate Residential Facility 4 Beds

Negotiated Rate Monthly \$

Monthly  
Costs

DIRECT SERVICES				
	Hourly Rate	Staffing Schedule hours	Average weeks in a month	Budget
<b>Staff Salaries</b>				
Lead Staff			4.33	
DSP			4.33	
Licensed Vocational Nurse			4.33	
Registered Nurse			4.33	
Program Administrator			4.33	
	<b>Staff Salaries Total</b>			\$0
<b>Employer Payroll Taxes - Federal</b>				
Social Security	6.20%			
Medicare	1.45%			
FUTA (Federal Unemployment Tax)	0.90%			
<b>Employer Payroll Taxes - State</b>				
SUI (CA State Unemployment Ins.)	6.00%			
SDI (CA State Disability Ins.)	1.10%			
ETT (CA Employment Training Tax)	0.10%			
<b>Mandatory Sick leave</b>				
Workers Compensation				
Workers Compensation Insurance	10.00%			
<b>Relief Factor - Percentage</b>				
Vacation Leave, coverage, etc.	2.36%			
<b>Benefits</b>				
Health				
Dental				
Retirement				
<b>Other Staffing Costs</b>				
Direct Service Staff Training <sup>1</sup>				
Direct Staff Recruitment Costs (advertising, background checks, etc.)				
Other <sup>2</sup>				
	<b>Total Staffing Costs</b>			\$0
<b>Consultant Fees</b>				
Primary Physician				
Nurse Consultant				
Music, Activity & Respiratory Therapist				
OT, PT, RD, Pharm D & *Speech Therapist				
	<b>Total Consulting fees</b>			\$0
<b>Transportation</b>				
for lease of facility van; participants medical appointments; community outing; fuel; etc.) (exclude transportation to day programs)				
<b>Insurance</b>				
General Liability				
Vehicle				
Other (detail type in Explanation column)				
<b>Lease/ Other Property Related Costs</b>				

(direct service related only)

Lease/Mortgage Cost  
Utilities (gas, electricity, water, sewer)  
License Renewal Costs

**Miscellaneous Expenses**

Household and Program Supplies  
Medical Equipment and Supplies  
Dietary (groceries, cooking supplies, specialized diets, etc.)  
Communication (cell phones, pagers, etc. - **direct service only**)  
Other <sup>3</sup>

**TOTAL DIRECT SERVICE COSTS**

**\$0**

**ADMINISTRATIVE SERVICES**

12%

Repair & Maintenance  
Other Administrative Costs  
Overhead Costs

**\$0**

**MONTHLY BUDGET Total**

Total Per Client

**Budget Narrative**

Explanation of Direct Service Staffing Training costs and calculation:

Explanation of Other Staffing costs and calculation:

Explanation of Other Miscellaneous costs and calculation:

Explanation of Other Administrative costs and calculation:

Explanation of Consultant fees

Explanation of Profit Margin - Percentage and calculation: