

Request for Proposals (RFP) Technical Briefing

FISCAL YEAR 2016-2017



Instructions

Presented by: Jodie Campbell

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- ▶ Guidelines
- ▶ Packet Checklist
 - ▶ Cover Sheet (see appendix)
 - ▶ Project Description
 - ▶ Budget Information (see appendix)
 - ▶ Proposed Weekly Staff Schedule (see appendix)
 - ▶ Applicants Information
 - ▶ Supplemental Narrative

- ▶ Dates to Remember
 - ▶ RFP Closing Date - November 14, 2016
 - ▶ Interviews – December 1 and 2, 2016
 - ▶ Awarding of Projects Week of December 12, 2016

Evaluation of Proposals

- ▶ Administrator Qualifications
- ▶ Flexibility
- ▶ Proposal of services
- ▶ Curriculum
- ▶ Timeline
- ▶ Budget
- ▶ Oral Interview

Non Profit Housing Organizations Projects

Presented by: Carmen Mendez

What is a non-profit housing organization (NPO)?

NBRC will contract with an established non-profit housing agency to develop permanent housing through the “Buy It Once Model” where NPO’s purchase residential property that will be used exclusively by Regional Center consumers in perpetuity.

NPO Responsibilities:

- ▶ NPO purchases home and leases home out to service provider
- ▶ NPO is responsible for all necessary home modifications to meet NBRC requirements
- ▶ NPO is not responsible for licensing of the home

Non-NPO Projects

Responsibilities of the Service Provider:

- ▶ Provider is responsible for purchasing the home with approval of NBRC
- ▶ Provider is also responsible for any additional funding necessary to modify the home.
- ▶ Provider will be responsible for forming a team who will execute all necessary demolition and modifications needed to meet requirements for the specific facility and clientele served
- ▶ Provider will work with NBRC CRC regarding start up funds.
- ▶ Provider is responsible for CCL licensing the home
- ▶ Home must be approved by NBRC
- ▶ Challenges to leasing a house v. purchasing a house

Note: There are currently 8 NPO projects in which the service providers have already been identified. Please refer to the RFP for details to each project.

Project 1-3

Specialized Residential Facility with secured perimeter

Presented by: Cristy Bautista

- Ages 18-59
- Solano County
- Projects #1-3 (with an NPO) for 5 persons for each home, non-ambulatory w/ Private Rooms
- Start Up Funding: \$200,000 each home.

Project 4

Children's Crisis Services Residential Home

Presented by: Cristy Bautista

- Residential short term crisis home for children up to age 18
- Napa, Solano, or Sonoma County
- Project 4-without an NPO, for 2 individuals ambulatory and non-ambulatory with private rooms for up to age 18.
- Start up Funding: \$200,000
- Rates Negotiable

Project 7

Day Program for Employment Discovery

Presented by: Cristy Bautista

- Day Programming and vocational opportunities for individuals ages 18-59 with developmental disabilities.
- Napa, Solano, or Sonoma County
- 30 individuals, ambulatory and non-ambulatory, ages 18-59
- Start Up Funding: \$150, 000

Project 12

Durable Medical Equipment

Presented by: Cristy Bautista

Services

- Mobile durable Medical equipment assessment, customization and repair
- Sonoma, Solano, and Napa Counties
- Start Up Funding: \$300,000

Project 8, 9, 10, 14, 15

EBSH – Enhanced Behavioral Supports Home

Presented by: Jodie Campbell

- To provide residential care to individuals ages 18-59 with developmental disabilities with challenging behaviors (Project 8-10 may also have nursing needs)
- Napa, Solano, or Sonoma County
- 4 individuals each home, ambulatory and non-ambulatory with private rooms each home
- Project 8 Start Up Funding: \$100,000
- Project 9, 10, 14, 15 Start Up Funding: \$150,000

EBSH Cont'd...

Presented by: Jodie Campbell

- See Chapter 3: Community Services Subchapter 24: Enhanced Behavioral Supports Home

NOTE:

- ▶ Projects 8 , 9, 10 will be required to hire nursing staff in addition to a Nurse consultant
- ▶ Project 14 and 15 does not require nursing staff, but will require a nurse consultant at minimum.

Project 13, 17

Specialized Residential Facility with

Presented by: June Ursini
maladaptive behaviors

- Project 13, 16, 17 with an NPO – 4 person each home, non ambulatory with private rooms (ages 18-59)
- Napa, Solano, or Sonoma County
- Project 16 and 17 Start up Funding: \$100,000
- Project #13 Start- Up Funding: \$50,000

NOTE: Projects 13 – a house has already been purchased by the NPO

Appendix

presented by June Ursini

COVER SHEET

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

FACILITY:							SIZE:		ARM LEVEL:	
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.										
Total DSP Hours										
Total lead Hours										
Administrator										
Total Staffing hours										

Staffing Schedule

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.

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

Start Up Budget

presented by: June

1	START UP BUDGET			PROJECT NAME:	
2	LINE ITEMS	PROPOSE AMOUNT TO SPEND			
3	PROGRAM SUPPLIES AND EQUIPEMENT/ FURNISHING				
4	RENT				
5	STAFF TRAINING				
6	CONSULTING				
7	VAN LEASE DEPOSIT				
8	INSURANCE				
9					
10					
11					
12					
13					
14		\$ -			

Monthly Ongoing Budget presented by: June

Staff Salaries	Hourly Rate	RESIDENTIAL Staffing Schedule hours	RESIDENTIAL Average weeks in a month (4.33)	Total Budget	DAY PROGRAM STAFFING # OF Full Time Employee (FTE)	DAY PROGRAM Average days per month (23 days)	Total Budget
	A	B	C = 4.33		D	E = 23	
			For Residential multiple A x B x C= total budget			For Day Program multiple A x D x E= total budget	
Lead Staff			4.33			23	
DSP			4.33			23	
			4.33			23	
			4.33			23	
			4.33			23	
Administrator / Program Director			4.33			23	
			Staff Salaries Total				

Employer Payroll Taxes	Total Budget	Budget Narrative
Federal		
Social Security	%	
Medicare	%	
FUTA (Federal Unemployment Tax)	%	
Employer Payroll Taxes - State		
SUI (CA State Unemployment Ins.)	%	
SDI (CA State Disability Ins.)	%	
ETT (CA Employment Training Tax)	%	
Mandatory Sick leave	%	
Workers Compensation	%	
Relief Factor - Percentage		
Benefits		
Health		
Dental		
Retirement		
Other Staffing		
Direct Service Staff Training		
Direct Staff Recruitment Costs (advertising, background checks, etc.)		
Other		
Total Staffing Costs		

Consulting fees	Hourly Rate	Total Budget	Budget Narrative
Total Consulting fees			
Transportation			
For lease of facility van for participant's medical appointments, community outing, fuel, etc. (exclude transportation to day programs)			
Insurance			
General Liability			
Vehicle			
Other (detail type in Explanation column)			
Lease & Other Property Related Costs			
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)			
Subscriptions & Dues			
Staff Travel			
Other			
TOTAL DIRECT SERVICE COSTS			
ADMINISTRATIVE SERVICES			
TOTAL ADMINISTRATIVE COSTS			
TOTAL BUDGET			

Financial Statement

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

References

- ▶ <https://www.dds.ca.gov/ProposedRegs/EnhancedBehavioral/rulemakingtext.pdf>
- ▶ <http://bacb.com/rbt/>
- ▶ <http://cclid.ca.gov/>
- ▶ Direct link to RFP:
- ▶ <http://nbrc.net/service-providers/resource-needs-requests-for-proposals/>
- ▶ Questions: Contact Community Resource Development
 - ▶ Shawan Casborn : shawanc@nbrc.net

