

**REQUEST FOR PROPOSALS
Community Placement Plan (CPP)-
Community Resource Development Plan (CRDP)
Fiscal Year 2025-2026**

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 (DDS) to develop a Community Placement Plan (CPP)/Community Resource Development Plan (CRDP).

NBRC is happy to announce our CPP/CRDP (FY2025-2026) has been approved by DDS to award Startup Funds for the projects below:

1. Residential Service provider funding for Enhanced **Behavioral Supports Home (EBSH) Serving Youth**
2. Service Provider funding for **Competency Restoration Services**

The philosophy of the CPP/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.

BE SURE TO REVIEW ALL DEADLINE DATES

NO EXCEPTIONS WILL BE GRANTED!

Proposals submitted after the indicated time will not be considered

RFP Instructions and important dates can be found in the following pages.

QUESTIONS:

Please see TECHNICAL BRIEFING Dates

EMAIL: rfp@nbrc.net

NBRC and DDS reserve the right to withdraw this RFP and/or disqualify
any proposal which does not adhere to the RFP guidelines.

NBRC RFP 2026

DEFINITIONS PAGE:

- **CCL:** Community Care Licensing
- **CCH:** Community Crisis Home
- **DE:** Delayed Egress
- **DSS:** Department of Social Services; CCL is a department of DSS
- **DDS:** Department of Developmental Services
- **EBSH:** Enhanced Behavioral Supports Home
- **Housing Developer Organizations (HDO)**
North Bay Regional Center will contract with an established non-profit housing agency to develop permanent housing through the “Buy It Once Model”, where HDO’s purchase residential properties that will be used exclusively by Regional Center consumers in perpetuity.
- **SERVICE PROVIDERS:** NBRC will contract with Service Providers to provide residential care in the home owned by the Housing Developer Organizations (HDO).

NBRC RFP INSTRUCTIONS

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

Application Packet Guidelines:

- ✓ Must be completed for consideration by the RFP Review Committee.
- ✓ A Proposal that does not adhere to the format guidelines or informational content will not proceed in the screening process.
- ✓ **Submit 1 (ONE) RFP Proposal Packet in a PDF format to: RFP@nbrc.net**
- ✓ RFP packet can be submitted beginning **November 17th, 2025, through February 27th, 2026.**

All fill in forms are available electronically at [Requests for Proposals - North Bay Regional Center](#)

Application Packet Checklist:

1. [Cover Sheet](#): (one page maximum; please use attached form)
2. [Project Description](#)
 - ❖ Name of administrator/ Program Director
 - ❖ Name/titles of consultants and how they will be used.
 - ❖ A brief description of the program's philosophy, values, exceptional and innovative service approaches towards providing the indicated service for the targeted population.
 - ❖ Description of services to be provided
 - ❖ Provide the agency mission, vision, and value statements related to proposed project.
 - ❖ Where and how the services will be provided.
 - ❖ Unique features of the program
 - ❖ Description of how consumers will benefit.
 - ❖ Timetable of objectives to start services
3. Budget Information_(please use attached forms and/ or online monthly excel budget sheet)
 - ❖ [Start-up Budget](#)
 - ❖ Financial Statement (Residential applicants only)
 - ❖ [Residential Ongoing Budget](#) (Residential applicants only)
4. [Applicant\(s\) Information](#)

Please include resumes of the qualifying individuals involved in the proposed project. Resumes must address experience with the target population (e.g. types/service levels of programs and positions in each program). **Please do not attach copies of awards, certificates of training or degrees.**
5. Supplemental Narrative:
 - a) What plans do you have in place to balance the future project(s) with NBRC and your current job and/or existing responsibilities? (maximum 1 page)
 - b) List of all regional center vendored services including location, type of service and vendor numbers.
 - c) An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart.

Assumptions and Agreements

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

RFP Q&A Information

Explanation of RFP Process and Timelines

Technical Briefing	Wednesday January 21st, 2026 @ 11:00AM Technical Briefing Meeting will be held via <u>ZOOM</u> (Zoom invitations will be sent out separately to all interested candidates who register) To register please submit a request to participate @ RFP@nbrc.net
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If you are selected for an interview

- **Announcement of those proposals moving to interview phase:**
Qualifying applicants will be contacted and invited in to interview on selected interview dates listed below.

Interviews	Interviews will be held via <u>Zoom</u> on the date listed below: <i>Tuesday-Wednesday, March 17th and 18th, 2026</i> ❖ <i>Interview times begin @ 9:00am and will be scheduled throughout the day</i> <i>*Please SAVE THE above DATES</i> <i>*If you are scheduled for an interview please be prepared to accept your selected interview appointment</i>
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Selection Notification	Week of: April 6th, 2026
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EVALUATION OF PROPOSALS

Proposals will be evaluated and graded on a scoring system 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 members of their family, NBRC staff or board members and employees of the California State Council on Developmental Disabilities or the Department of Developmental Services. Scoring of proposals will be based on the below:

1. Complete Request for Proposal (RFP) packet that is clear and thorough and meets all requirements listed in the RFP instructions.
 - RFP should include an identified individual/company with a successful record of providing services for at least two years with the target population,
 - Timetable of objectives clearly identifies the steps involved to entering a contract and becoming vendored.
 - Organizational structure demonstrates the ability to closely develop and administer services within the regional centers' catchment area.
2. Description of proposed services corresponds to the needs identified in the RFP and address the points outlines if the project description that will support the target population to be served. Please be sure to address below areas in the submitted proposal.
 - Proposal should identify unique features of the proposed program/services.
 - Proposal to describe anticipated outcomes of the proposed service of the target population participating in the program and how achievement of outcomes will be measured.
 - Proposal to describe the assessment and planning process for the startup of the project. How will individual goals/ objectives be determined, and progress measured? How will individual support and services be determined?
 - Proposal to describe the agency's plan for evaluating program services and a plan for quality improvement.
 - A statement outlining agency plans to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.
 - Proposal should include and promote increased independence for consumers.
3. Program Budget: Budget should reflect realistic operational costs.
(budget forms available electronically @ <https://nbrc.net/service-providers/resource-needs-requests-for-proposals/>)
4. Oral Interview: RFP candidates will also be scored on the ability to communicate and articulate in a professional manner, and be able to express their vision, knowledge and experience regarding the proposed service.

Board members and employees of regional centers are prohibited from submitting proposals. Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

Application Package(s) must be correctly formatyed an emailed to: RFP@nbrc.net

Accepting RFP packages	November 17th, 2025, through February 27th, 2026, by 5pm
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North Bay Regional Center
Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2026 Request for Proposal

Project: 2526-4	Enhanced Behavioral Supports Home (EBSH) Serving Youth
Service Provider:	To provide residential care for youth ages: 6-18yrs
Service Area:	Sonoma County
Number Served:	4 people, ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$300,000
Reimbursement rate:	Rates Negotiable
SERVICE PROVIDER:	

The expectation is that this service provider will:

- ☐ Have an identified Administrator with expertise in working with youth with developmental and intellectual disabilities who have challenging behaviors.
- ☐ Develop a highly structured environment to serve youth with developmental disabilities with intense behavioral needs, such as self- injury, physical aggression, verbal outbursts, and AWOL behaviors.
- ☐ Hire competent trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- ☐ Provide qualified staff to oversee medication management and stabilization.
- ☐ Provide 24-hour care to youth served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of Enhanced behavioral services and supports.
- ☐ Prepared and competent to serve children who have been unsuccessful in multiple residential settings.
- ☐ Be able to meet the care needs of youth who may be non-ambulatory and who may have self-care needs.
- ☐ Coordinate youth's educational needs while in the home.
- ☐ Knowledgeable of de-escalation techniques which preserve dignity and respect.
- ☐ Emphasize person-centered planning, community access and normalization.
- ☐ Promote opportunities to use independent living skills and to teach adult living responsibilities including informed decision making.
- ☐ Have knowledge and be able to access generic resources in the community.
- ☐ Coordinate and supervise a team of specialized consultants including, but not limited to a psychologist, BCBA, RN/psychiatrist, nutritionist, recreational therapist, LCSW, and occupational therapist.
- ☐ Administrator to work closely with consultants to develop and implement behavior plans.
- ☐ Develop positive relationships with NBRC, community resources.
- ☐ Provider to become vendored to provide transportation to and from school/vocation training.
- ☐ Adhere to EBSH regulations California Code of Regulations Title 17 Division 2 Chapter 3 Subchapter 24 sections 59050 through 59072.
- ☐ Be licensed by Community Care Licensing a division of the Department of Social Services and certified by the Department of Developmental Services

*****Property for project is identified *****

North Bay Regional Center
Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2026 Request for Proposal

Project: 2526-6	Competency Restoration Services
Service Provider:	To provide Competency Training Services
Service Area:	NRC Catchment Area
Number Served:	
Start-up Funding:	\$35,000
Reimbursement rate:	Service Code 605 Rate Reform Rate
SERVICE PROVIDER:	
<p>The expectation is that this service provider will:</p> <ul style="list-style-type: none"><input type="checkbox"/> Develop a Community Based Competency Restoration Program to assist individuals who are deemed incompetent to stand trial regain their legal competency.<input type="checkbox"/> Hire specialized and highly trained/experienced staff in Mental Health Services, Criminal Justice System, substance abuse systems and IDD population.<input type="checkbox"/> Have a licensed Psychologist available to conduct assessments or as a witness for restoration as needed.<input type="checkbox"/> Ability to arrange competency evaluations and notify the court of restoration of competency, or determination that an individual is likely to remain incompetence.<input type="checkbox"/> Review treatment plans for individuals.<input type="checkbox"/> Coordinate integrated services tailored to individual needs, based on specific needs.<input type="checkbox"/> Services are to be provided in person.	

North Bay Regional Center
2025-2026 Request for Proposal

COVER SHEET

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

Start-Up Budget

START UP BUDGET	PROJECT NAME:
LINE ITEMS	PROPOSED AMOUNT TO SPEND
PROGRAM SUPPLIES AND EQUIPEMENT/ FURNISHING	\$
RENT	\$
STAFF TRAINING	\$
CONSULTING	\$
INSURANCE	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROGRAM AMOUNT	\$

Financial Statements

Current Assets	
Cash in Banks	\$
Accounts Receivable	\$
Notes Receivable	\$
Equipment / Vehicles	\$
Inventories	\$
Deposits / Prepaid Expenses	\$
Life Insurance (Cash Value)	\$
Investment Securities (Stocks and Bonds)	\$
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	\$
Total	\$

Residential On-Going Budget

A	B	C	D	E	F	G
				4	Bed	
						Monthly Costs
		DIRECT SERVICES				
	Staff	Salaries	Hourly Rate	g Schedu le	Average weeks in a month	Budget
					4.33	\$0
					4.33	\$0
					4.33	\$0
						\$0
						\$0
						\$0
						\$0
					Staff Salaries Total	\$0
		Employer Payroll Taxes - Federal				
		Social Security	6.20%			\$0
		Medicare	1.45%			\$0
		FUTA (Federal Unemployment Tax)	0.60%			\$0
		Employer Payroll Taxes - State				
		SUI (CA State Unemployment Ins.)	3.40%			\$0
		SDI (CA State Disability Ins.)	1.00%			\$0
		ETT (CA Employment Training Tax)	0.10%			\$0
		Mandatory Sick leave	0.00%			\$0
		Workers Compensation				
		Workers Compensation Insurance	0.00%			\$0
		Relief Factor - Percentage				
		Vacation Leave, coverage, etc.	6.00%			\$0
		Benefits				
		Health				
		Dental				
		Retirement				
		Other Staffing Costs				
		Direct Service Staff Training ¹				
		Direct Staff Recruitment Costs (advertising, background checks, etc.)				
		Other ²				
		Total Staffing Costs				\$0
		Consultant Fees				
		Total Consulting fees				\$0
		Transportation				
		for lease of facility van; participants 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 (direct service related only)				
		Lease/ Other Property Related Costs				



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