

## Request for Proposals-Ongoing CHILDREN'S RESIDENTIAL LEVEL 4A- 4I RESIDENTIAL SERVICE PROVIDERS

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 contracts with direct service providers that provide support for an individual with a developmental disability to live in the community and approximate the lifestyle of individuals without developmental disabilities. To that end, NBRC provides individuals with developmental disabilities a variety of living arrangements that promote opportunities to reside in the least restrictive environment that is best suited to meet the individual's needs. NBRC has identified an increasing need for service level 4 residential facilities that are designed to meet severe needs in daily living skills, behavior challenges, and some medical needs for either adults or children.

➤ **DEVELOPMENT NEED: SERVICE LEVEL 4A through 4I FOR CHILDREN.**

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**BE SURE TO REVIEW ALL DEADLINE DATES—NO EXCEPTIONS WILL BE GRANTED!**

*Proposals submitted after the indicated deadline will be considered in the next cycle*

**RFP Instructions and important dates are attached to this announcement.**

**QUESTIONS:**

Please email [rfp@nbrc.net](mailto: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

DEFINITION PAGE:

- **ARM:** Alternative Residential Model
- **FY: Fiscal Year**
- **ARF:** Adult Residential Facility
- **BCBA:** Board Certified Behavior Analyst
- **CCF:** Community Care Facility
- **CCL:** Community Care Licensing
- **DSS:** Department of Social Services; CCL is a department of DSS
- **DDS:** Department of Developmental Services
- **HCBS:** Home & Community Based Services
- **ISP:** Individual Service Plan
- **IPP:** Individual Program Plan
- **QBMP:** Qualified Behavior Modification Professional; individual with a minimum two years of experience in designing, supervising, and implementing behavior modification services; this includes an individual who is a BCBA, licensed psychologist, or other professional listed under Title 17.
- **RFP:** Request for Proposal
- **RSP:** Residential Service Provider
- **SSI:** Supplemental Security Income

## NBRC RFP INSTRUCTIONS

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

### Application Packet Guidelines:

- ✓ Must submit a complete application packet 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](mailto:rfp@nbrc.net)**

- ✓ **RFP packets are accepted on the last Friday of every month.**

### Application Packet Checklist:

1. **Cover Sheet** (please use NBRC Template)
  - a) One page maximum
  
2. **Project Description** (three pages maximum)
  - a) Name of administrator
  - b) Name/titles of consultants and how they will be used!
  - c) Description of services to be provided
  - d) Where and how the services will be provided
  - e) Unique features of the program
  - f) Description of how consumers will benefit
  - g) Timetable of objectives to start services
  
3. **Proposed Weekly Staff Schedule** (please use NBRC Template)
  - a) Staffing Schedule
  
4. **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, certificates of training or degrees.*
  
5. **Supplemental Narrative:**  
Please address both points below in one page (this page is not counted towards the 3-page limit requirement on your project description)
  - 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 one page)
  - b) Please provide a statement to address your ability to meet Community Care Licensing fiscal requirements.

### ***Assumptions and Agreements***

- ✓ Applicants applying that are current NBRC vendor must be in compliance with CPA audit per Section 4652.5 Welfare & Institutions Code.
- ✓ 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.

If you are selected for an interview

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

<b>RFP INTERVIEWS</b>	<p><b>Interviews are held on a quarterly basis the 3<sup>rd</sup> Monday of the following months: April, July, October and January.</b></p> <p><i>If you are selected for an interview please be prepared to accept your selected interview appointment</i></p>
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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 administrator who have a successful record of providing services for at least two years with the target population,
  - Timetable of objectives clearly identifies the steps involved in obtaining licensure, certification and vendorization, as needed,
  - Organizational structure demonstrates the ability to closely develop and administer services within the local area.
2. Description of proposed services corresponds to the needs identified in the RFP and to the target population to be served.
  - RFP proposals should identify unique features of the proposed program,
  - Program should include and promote community integration and increased independence for consumers,
  - Programming/teaching methods are clearly identified, clinically sound, and reflect consumer choice.
3. Oral Interview: RFP candidates will also be scored on the ability to communicate and articulate in a professional manner and be able to express the vision and knowledge of 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.**

Accepting RFP packages	The last Friday of every month
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**Application Package(s) will only be accepted @ [RFP@nbrc.net](mailto:RFP@nbrc.net)**

North Bay Regional Center  
Request for Proposal

<b>Project Need:</b>	<b>Community Care Facilities for CHILDREN</b>
<b>Service Need:</b>	<p>Children (ages 12-17 years old)</p> <p>Services are based on the individual needs and within LEVEL 4 (including all sub levels 4a-4i) Care, supervision, and training for individuals with deficits in self-help skills, and/or severe impairments in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. The staffing in these homes corresponds to the needs of the individuals residing there.</p> <p>Additional Service needs: Individuals with developmental disabilities that have: Behavioral Service and Mental Health Needs, Nursing Needs, or a combination of both. Individuals may also have Forensic Involvement</p>
<b>Service Area:</b>	Solano, Napa, and Sonoma Counties
<b>Number Served:</b>	Four individuals, ambulatory and non-ambulatory, <i>private bedrooms required.</i>
<b>Reimbursement rate:</b>	<p><i>The rate is subject to the facility's service levels: <b>4A through 4I.</b></i></p> <p><b>Link to DDS Set Rate:</b>  <a href="https://www.dds.ca.gov/wpcontent/uploads/2023/11/NBRC_CCFChild_Rate_Schedule_effective_01012024.pdf">https://www.dds.ca.gov/wpcontent/uploads/2023/11/NBRC_CCFChild_Rate_Schedule_effective_01012024.pdf</a></p>

**SERVICE PROVIDER:**

The expectation is that this service provider will:

- Have an administrator/licensee with experience/expertise in working with children with developmental disabilities, and expertise in maladaptive behaviors, and/or medical conditions that require nursing care, mental health/dual diagnosis.
- Be licensed and vendored for four individuals or less according to the type of residential facility.
- Become license by Community Care Licensing as a Group Home
- Coordinate and supervise a team of direct support professionals and consultants that include but not limited to: Qualified Behavior Modification Professional (QBMP), BCBA, Psychiatrist, Registered Nurse, Occupational Therapist, and Dietician
- Develop and implement behavior plans for residents with behavioral needs including but not limited to property destruction, self-injurious behaviors, physical & verbal aggression, sexual deviancy, and elopement
- Be trained and knowledgeable of de-escalation techniques and crisis prevention.
- Emphasize person-centered planning, community access and community integration.
- Develop positive relationships with families, NBRC, school systems and community resources.
- Responsible for school transportation for residents to school if needed.
- Hire competent, trained staff who can communicate effectively with residents, service & medical professionals, day programs/schools, other members of the individual's Planning Team, and the community.
- Maintain minimum staffing requirements according to service level per Title 17 regulations.
- Must be in good standing with all Regional Center vendored programs and not have been on any Corrective Action Plans within the last 12 months.
- Comply with Health and Community Based Services (HCBS) Rules, pertinent residential Title 17, and Title 22 regulations.

North Bay Regional Center

[COVER SHEET](#)

Project to Develop	
Contact Name:	
Agency Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

Staff Schedule Template

**FACILITY DIRECT CARE STAFF SCHEDULE**

<b>FACILITY:</b>							<b>SIZE:</b>	<b>ARM LEVEL:</b>
<b>Hour</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
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.								
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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 D 8P Hours</b>								
<b>Total lead Hours</b>								
<b>Administrator</b>								
<b>Total Staffing hours</b>								

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## FACILITY DIRECT CARE STAFF 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.	





Financial Statement Form

A	B
<b>Financial Statement</b>	
<b>Current Assets</b>	
Cash in Banks	
Accounte Recievable	
Notes Recievable	
Equipment/ Vehicles	
Inventories	
Deposits/Prepaid Expenses	
Life Insurance (Cash Value)	
Investment Securities ( Stocks and Bonds	
<b>Fixed Assets</b>	
Building and/or Structures	
Long Term Investments	
Potential Judgements and Liens	
<b>Current Liabilities</b>	
Accounts Payable	
Notes Payable ( Current Portion)	
Taxes Payable	
Long Term Liabilities	
Notes/ Contracts	
Real Estates Mortgages	
<b>Other Income, Wages, Revenues from other Sources</b>	
Specify	
<b>Line of Credit</b>	
Amount Avaiable	
<b>TOTAL</b>	<b>\$ -</b>