



North Bay Regional Center

REQUEST FOR PROPOSALS Community Placement Plan Fiscal Year 2014-2015

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 develop a Community Placement Plan (CPP). The goal of the FY 2014-2015 CPP is to enhance services in the community to support individuals who either wish to move from a state developmental center, locked mental health facility, or out-of-state residence into their home community or who are at risk for admission to an institutional setting. The philosophy of the CPP 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.

- ❖ **See Projects 1- 9, RFP Instructions, 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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Project 1:	Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
Service Need:	ARFPSHN
Service Area:	Sonoma County
Number Served:	5 persons, ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$125,000
Reimbursement rate:	Rates Negotiable

The expectation is that this home will:

- Provide the following services and supports to individuals with significant health care needs including:
 - Nutritional support, total parenteral feeding, gastrostomy feeding and hydration
 - Cardio-respiratory monitoring
 - Oxygen support, including continuous positive airway pressure and bi-level positive airway pressure, and use of inhalation-assistive devices
 - Nursing interventions for tracheostomy care and suctioning
 - Nursing interventions for colostomy, ileostomy, or other medical/surgical procedures
 - Special medication regimes, including injection and intravenous medications
 - Management of insulin-dependent diabetes
 - Manual fecal impaction, removal, enemas, or suppositories
 - Indwelling urinary catheter
 - Treatment of staphylococcus infection
 - Treatment of wounds or pressure ulcers, stages 1 and 2
 - Postoperative care and rehabilitation
 - Pain management and palliative care
 - Renal dialysis
- Provide a Licensed Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN), awake and on-duty 24 hours, seven days a week.
- Provide a Licensed Registered Nurse (RN) on duty at least 8 hours per person, per week.
- Ensure that clients remain under the care of a primary care physician, and ensure that each consumer is examined at least once every 60 days.
- Emphasize person-centered planning, community access and normalization.
- Have knowledge and be able to access generic resources in the community.
- Provide services for individuals transitioning from Sonoma Developmental Center.
- Work collaboratively with family members and Sonoma Developmental Center staff in transitioning individuals into the community.
- Develop positive relationships with NBRC, day programs, and community resources.
- Coordinate and supervise a team of specialized consultants (in addition to nursing) including, but not limited to: a psychologist, nutritionist, recreational therapist, and OT/PT.
- Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Provider to become vendored to provide transportation to and from day program/vocation.
- Meet minimum requirements for an ARFPSHN, defined in Welfare and Institutions Code 4684.50-4684.75.
- Property to be purchased and developed by housing Non-Profit Organization.
- Be located at a site approved by NBRC.

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Project 2:	Enhanced Behavioral Supports Home (EBSH)
Service Need:	EBSH for Adults 18-59 years old
Service Area:	Sonoma, Solano, or Napa County
Number Served:	4 persons, ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$50,000
Reimbursement rate:	Rates Negotiable

The expectation is that this home will:

- Be certified by the Department of Developmental Services (DDS) and licensed by the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
- Provides 24-hour non-medical care to individuals 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, who are at risk of:
 - Institutionalization
 - Transitioning to the community from a developmental center
 - Other state-operated residential facility
 - Institution for mental disease
 - Or out-of-state placement
- Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
- Emphasize person-centered planning, community access, and normalization.
- Have the ability to access generic resources in the community.
- Be able to work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
- Administrator to 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).
- Administrator to hire competent trained staff who can communicate clearly with residents, service professionals and members of the community.
- Administrator will hire and train staff who are able to carry out expectations guided by EBSH regulations.
- Be licensed by DSS, certified by DDS, and vendored for four individuals.
- Be vendored to provide transportation to and from day program/vocation.
- Be able to provide services in the site established by the housing Non-Profit Organization (NPO).

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Project 3:	Residential Home for Individuals with Behavioral Challenges and Chronic Health Issues
Service Need:	Specialized Residential Facility for Adults (18-59)
Service Area:	Napa, Solano, or Sonoma County
Number Served:	4 persons ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this home will:

- Have an administrator/ licensee with expertise in working with challenging behaviors, and experience in managing health issues; e.g. diabetes, dementia, including health issues surrounding chronological aging.
- Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression, and verbal outbursts.
- 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.
- Emphasize person-centered planning, community access, and normalization.
- Access generic resources in the community.
- Provide services for individuals transitioning from Sonoma Developmental Center and/ or locked facilities.
- Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.
- Develop positive relationships with NBRC, day programs, and community resources.
- 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).
- Administrator to hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Administrator to hire staff who have experience working with individuals with developmental disabilities who have behavior challenges and/or have chronic health issues.
- Develop and implement a program with services and supports that exceed the Level 4I consultant and staffing hours.
- Provider required to purchase and modify the designated home for non-ambulatory accessibility throughout the home, including a private yard.
- Be licensed and vendored for up to four individuals.
- Be vendored to provide transportation for residents to and from day program/vocation.
- Be located at a site approved by NBRC.

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Project 4:	Behavioral Services Agency
Service Need:	Behavioral Services Agency for Individuals Transitioning from Developmental Centers or Locked Facilities
Service Area:	Sonoma, Solano, and Napa Counties
Start-up Funding:	\$30,000
Reimbursement rate:	Negotiated Rates
The expectation is that this agency will:	
<ul style="list-style-type: none"> ❑ Assist in the transition of individuals moving from or at risk of entering into Developmental Centers (DC) or locked facilities by providing behavioral supports per individual needs. ❑ Participate at Transitional Support Meetings (TSM) at Developmental Centers/locked facilities and other meetings as needed. ❑ Be available to meet with NBRC service coordinators to discuss cases as needed. ❑ Hire or contract with various licensed clinicians and specialized consultants experienced in treating Individuals with developmental disabilities such as: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, MFT, LCSW. ❑ Provide consultation and staff training to identified service providers as needed. ❑ Work collaboratively and communicate with family members, Developmental Center staff, service providers and regional center staff. ❑ Agency clinicians must be able to travel to see client's state wide as needed. 	

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Project 5:	Day Program for Individuals with Behavior Challenges
Service Need:	Site Based Day Program for Individuals Transitioning from Developmental Centers or Locked Facilities
Service Area:	Solano County
Number Served:	Up to 30 Individuals ambulatory and non-ambulatory
Start-up Funding:	\$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this program will:

- Provide a highly structured environment to serve individuals with behavioral challenges that may include forensic involvement, mental health needs, and substance abuse.
- Provide services for individuals transitioning from Developmental Centers and/or locked facilities.
- Provide vocational training and opportunities.
- Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Develop positive relationships with NBRC, residential providers, and community resources.
- Provide licensed behavioral consultation per Individual Service Planning and coordination.
- Provide enhanced staffing and supervision.
- Emphasize person-centered planning, community access and normalization.
- Have the ability to access generic resources in the community.
- Be located at a site approved by NBRC.

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Project 6:	Day Program for Individuals who are Medically Fragile
Service Need:	Licensed and Site Based Day Program for Individuals who are Medically Fragile
Service Area:	County to be determined per location of ARFPSHNs
Number Served:	Up to 30 Individuals ambulatory and non-ambulatory
Start-up Funding:	\$150,000
Reimbursement rate:	Rates Negotiable

The expectation is that this program will:

- Have an experienced Licensee/ Program Director serving individuals with developmental disabilities and medical needs.
- Have a full time nurse on site and one to accompany participants on outings.
- Hire an experienced team of staff and consultants, including, but not limited to: Licensed Registered Nurse, (RN), Licensed Vocational Nurse (LVN), dietician, and occupational therapist.
- Provide excellent communication to the Inter-disciplinary (ID) Team, including daily communication with the residential service provider.
- 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.
- Have the ability to serve participants residing at ARFPSHNs.
- Emphasize person-centered planning, community access, and normalization.
- Access generic resources in the community.
- Provide services for individuals transitioning from Developmental Centers.
- Develop positive relationships with NBRC, day programs, and community resources.
- Program Director to hire competent, trained staff who can communicate clearly with participants, service professionals and members of the community.
- Provide programming with enhanced staffing and supervision.
- Be licensed and vendored for up to 30 individuals. License to accommodate 15 or more individuals who are non-ambulatory.
- Be located at a site approved by NBRC.

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Project 7:	Community Crisis Home (CCH)
Service Need:	Specialized Residential Facility for Adults (18-59)
Service Area:	Napa, Solano or Sonoma County
Number Served:	8 Individuals ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$ 250,000
Reimbursement rate:	Rates Negotiable

The expectation is that this home will:

- Provide a highly structured environment and program to serve individuals with behavioral challenges such as aggression, property destruction, and self-injury.
- Stabilize individuals in crisis with challenging needs and assist in transitioning to a less restrictive environment.
- Provide medication management and stabilization.
- Emphasize person-centered planning, community access and normalization.
- Address the needs of individuals who may be non-ambulatory and who may have self-care needs.
- Ability to understand and train staff in the implementation of behavior plans and mental health treatment plans.
- Provide services for individuals transitioning from and/or at risk of entering into a Developmental Center and/or locked facilities.
- Develop collaborative relationships with NBRC, day programs, and community resources.
- Administrator to coordinate and supervise a team of specialized consultants including, but not limited to: psychiatrist, BCBA, psychologist, behavioral specialist, recreational therapist and nutritionist.
- Administrator to hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Be developed under existing and forthcoming regulations per DDS requirements.
- Be purchased and developed by a housing Non-Profit Organization (NPO).
- Be licensed and vendored for eight individuals.
- Be vendored to provide transportation to and from a day program/vocation.
- Access generic resources in the community.
- Be flexible regarding location of site, to be determined within Solano, Napa or Sonoma County.

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Project 8:	Non-Profit Housing Services for Community Crisis Home (CCH)
Service Need:	Acquisition and Development of an 8-Bed Crisis Home
Service Area:	Sonoma, Solano, or Napa County
Number Served:	8 individuals ambulatory and non-ambulatory
Start-up Funding:	\$ 750,000 (Acquisition) and \$750,000 (Rehabilitation)
Reimbursement rate:	Negotiated
The expectation is that this property will:	
<ul style="list-style-type: none"> <input type="checkbox"/> Be purchased and developed by a Non-Profit Housing Organization with experience in developing homes for individuals with physical and intellectual disabilities, including sensory impairment, behavior challenges and mental health issues. <input type="checkbox"/> Be located in an area within Solano, Sonoma, or Napa County. Location to be approved by NBRC. <input type="checkbox"/> Be designed with common areas that promote interaction. <input type="checkbox"/> Have private bedrooms for 8 individuals that allow for storage of personal items and décor. <input type="checkbox"/> Be designed to have kitchen access at all times. <input type="checkbox"/> Have private space to visit with family and friends. <input type="checkbox"/> Have a private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness. <input type="checkbox"/> Be licensed by Community Care Licensing, be constructed to provide non-ambulatory accessibility. <input type="checkbox"/> Adhere to forthcoming regulations from DDS. <input type="checkbox"/> Be leased to a service provider that has been selected through a separate RFP process to serve individuals referred from the regional center either exiting a developmental center or locked facility or at risk of entering. 	

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Project 9:	Non-Profit Housing Services for Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
Service Need:	Acquisition and Development of a 5-bed ARFPSHN
Service Area:	Sonoma, Solano, or Napa County
Number Served:	5 bed ARFPSHN ambulatory and non-ambulatory (private rooms)
Start-up Funding:	\$ 225,000 (Acquisition) and \$350,000 (Rehabilitation)
Reimbursement rate:	Negotiated
The expectation is that this property will:	
<ul style="list-style-type: none"> <input type="checkbox"/> Be purchased and developed by a Non-Profit Housing Organization with experience in developing homes for individuals with physical and intellectual disabilities, preferably ARFPSHNs. <input type="checkbox"/> Be located in an area within Solano, Sonoma, or Napa County. Location to be approved by NBRC. <input type="checkbox"/> Be designed with common areas that promote interaction. <input type="checkbox"/> Have private bedrooms for 5 individuals that allow for storage of personal items and décor. <input type="checkbox"/> Be designed to fulfill regulations per ARFPSHN requirements, e.g. generator, tracking systems, roll in showers. <input type="checkbox"/> Have private space indoors and out to visit with family and friends. <input type="checkbox"/> Be licensed by Community Care Licensing, be constructed to provide non-ambulatory accessibility throughout. <input type="checkbox"/> Be leased to a service provider that has been selected through a separate RFP process to serve individuals referred from the regional center eligible for ARFPHSN services. 	

RFP INSTRUCTIONS

The following 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.
- ❖ **15 collated and stapled copies of the complete Application Packet must be received by 5:00 p.m. on Friday, March 6, 2015 in NBRC's Santa Rosa or Napa office.**

Application Packet Checklist:

1. Cover Sheet (one page maximum; please use attached form)
2. Project Description (maximum of three pages)
 - 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. Time table of objectives to be accomplished during start-up phase, which will begin May 1, 2015.
3. Budget Information (one page maximum for each)
 - a. Start-up Budget
 - b. Ongoing Budget

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.

How would you balance your future project with your current job and/or existing responsibilities? (maximum 1 page)

Summary of current finances detailing all assets and liabilities that demonstrates ability to meet Community Care Licensing fiscal requirements, please use attached form.

Please do not attach copies of awards, certificates of training or degrees.

Estimated Service Duration

Selected applicants must work in collaboration with Regional Center staff to spend start- up funds appropriately and in a timely manner.

Selected applicants shall be ready to provide services and eligible for vendorization by June 2017.

Selected applicants awarded CPP start- up funds are held to the highest of standards and expectation of excellence in service delivery throughout the life of the vendorization.

Assumptions and Agreements

Proposals will not be returned to the submitter. NBRC and reserve 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.

Anticipated Selection Schedule

1. Initial review period –**February 17- March 24, 2015**
2. Announcement of those proposals moving to interview phase: **March 25, 2015.**
3. **RFP Review Committee interview projects 1-7: April 1 and 2 , 9am -4 pm**
Projects 8-9 (Housing NPO) April 9, 1-4 pm.

**North Bay Regional Center
10 Executive Ct.
Napa, CA 94558**

Notification of selected service provider **April 30, 2015.**

Proposals may be submitted by non-profit corporations.

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.

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 NorthBay Regional Center (NBRC) and members of their family, NBRC staff and employees of the Regional Project at Sonoma Developmental Center.

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 develop and administer services within the local area.
3. There is an indication of cooperative working relationships with other service providers
4. Proposed service corresponds to the needs identified in the Request for proposals and to the population to be served. Entry criteria are specified and demonstrate an awareness of the needs of the target population.
5. Skills to be taught to consumers are explicitly stated. Curriculum content and methods promote community integration and increased independence for consumers. A commitment to individualized programming is evident.
6. Programming/ teaching methods are clearly identified, clinically sound, and reflect consumer choice.
7. Timetable of objectives clearly identifies the steps involved in obtaining licensure, certification and vendorization, as needed. Objectives of the proposal are in sequence, measurable, time-limited, and achievable within one year of being awarded the project.
8.
 - a) Projected start-up budget is specific and realistic.
 - b) On-going operating costs are explicit and realistic.
 - c) There is evidence of fiscal stability.
9. The proposed site, if applicable, appears to be appropriate as to size, configuration, and location.

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2014/2015 Community Placement Plan Request for Proposal

COVER SHEET

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

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	\$

IMPORTANT DATES

Please mail or deliver completed Application Package(s) to:

RFP Review Committee

North Bay Regional Center
10 Executive Court
Napa, Ca 94558

Or

North Bay Regional Center
2351 Mendocino Ave
Santa Rosa, Ca 95403

RFP Process Timeline	
Technical Briefing	Friday February 20, 2015 from 1pm-3pm
Application Package Due	Friday March 6, 2015 by 5pm
Interview Dates (held at the Napa office)	Projects 1-7 April 1, & April 2, 2015 from 9-4pm
	Projects 8-9 April 9, 2015 from 1-4pm

