

**REQUEST FOR PROPOSALS**  
**Home and Community Based Services (HCBS)**  
**Final Rule Funding**  
**Fiscal Year 2022-2023**

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 has received funds from the Department of Developmental Services (DDS) to support the NBRC community to be in compliance with the Center for Medicaid/Medicare Services Final Rule also known as HCBS Final Rule.

***Funding is available for the below projects:***

HCBS-2

- ❖ Person Centered Thinking Trainer
- ❖ Funds Available: \$100,000

HCBS-4

- ❖ Program Design Revision Assistance and 1:1 HCBS Consultation
- ❖ Funds Available: \$150,000

HCBS-5

- ❖ Consultation on Embedding Person-Centered Culture into NBRC's Daily Practices
- ❖ Funds Available: \$70,782

The goal of 2022-2023 HCBS Request for Proposal is to assist Clients, Vendors and NBRC engage in person centered practices and achieve compliance with the HCBS Final Rule

**BE SURE TO REVIEW ALL DEADLINE DATES**

*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: [vendor@nbrc.net](mailto:vendor@nbrc.net)  
or call **707 256-1227**

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

## NBRC RFP INSTRUCTIONS

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

### **Application Packet Guidelines:**

- ✓ Must be complete 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: [vendor@nbrc.net](mailto:vendor@nbrc.net)**
- ✓ An RFP packet can be submitted beginning **May 25, 2023 through June 14, 2023**

### **Application Packet Checklist:**

1. **Cover Sheet (one page maximum; please use attached form)**
2. **Project Description Requirements for Service Providers (2 pages maximum)**
  - ❖ A brief description of the agency's philosophy, values, exceptional and innovative service approaches.
  - ❖ Description of services to be provided
  - ❖ Description of agency's ability to provide services to individuals that come from diverse backgrounds and speak different languages
  - ❖ Description of how the agency assists others to affect change
  - ❖ Description of how the agency is qualified to provide the service(s) outlined in the RFP
  - ❖ Where and how the services will be provided
  - ❖ Unique features of the program
  - ❖ Timetable of objectives to start services
3. **Budget Information (Click here for Budget Template)**
  - a) Please submit one budget form detailing how the funds will be used
4. **Applicant(s) Information**

Please include resumes of the qualifying individuals involved in the proposed project. For projects HCBS-2, and HCBS-5 please submit proof of Person Centered Planning Certification.

### ***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.

## Important Dates

### RFP Q&A Information

#### Explanation of RFP Process and Timelines

Technical Briefing Meeting	<b>Friday <span style="color: red;">June 2nd, 2023</span> @ 1:00pm</b>  <b>Technical Briefing Meeting will be held via <u>ZOOM</u></b>  <a href="https://us02web.zoom.us/j/81453527830?pwd=a1hDWkV1TWp0aGV3VXFUZ1U3bXUrZz09">https://us02web.zoom.us/j/81453527830?pwd=a1hDWkV1TWp0aGV3VXFUZ1U3bXUrZz09</a>  <b>Meeting ID: 814 5352 7830</b> <b>Passcode: 029302</b>  <b>Dial by your location</b> <b>+1 669 444 9171 US</b>
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#### RFP Due to NBRC

RFP Due Date	<b><span style="color: red;">June 14, 2023 @ 5:00 p.m.</span></b> <b>Submit to: <a href="mailto:vendor@nbrc.net">vendor@nbrc.net</a></b>
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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 to interview on selected interview dates listed below.

<b>Interviews</b>	<b>Interviews will be held via <u>Zoom</u> on the date listed below:</b>  <b><span style="color: red;">June 16th, 2023</span></b>  ❖ <i>Interview times 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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<b>Selection Notification</b>	<b><span style="color: red;">Week of June 19th, 2023</span></b>
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<b>Contract Signed</b>	<b><span style="color: red;">June 30<sup>th</sup>, 2023</span></b>
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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 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/experience of providing services listed in the RFP.
  - Timetable of objectives clearly identifies the steps involved to entering a contract and or becoming vendored.
  - Organizational structure demonstrates the ability to closely develop and administer services.
2. Description of proposed services corresponds to the needs identified in the RFP and addresses the points outlined in the project description.
3. Program Budget: Budget's should reflect realistic operational costs ([Click here for budget](#))
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 the vision 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.*

**Application Package(s) must be correctly formatyed an emailed to: [vendor@nbrc.net](mailto:vendor@nbrc.net)**

Accepting RFP packages

**May 25, 2023 through June 14, 2023**

North Bay Regional Center  
2022/2023 Home and Community Based Services Final Rule  
Request for Proposal

Project: HCBS-2	Person Centered Planning Trainer
Location of Services	Napa, Solano and Sonoma Counties
Funding Available:	<b>\$100,000</b>

NBRC is seeking an individual and/or agency to provide Person Centered Planning trainings for NBRC vendors. The selected candidate will be expected to provide multiple trainings and certifications in the 2 day person centered planning training.

Desired Outcome:

- To understand the definition and concept of Person-Centered Thinking
- To understand Core Concept of Important To/Important For and Balance
- To understand the power of language
- To understand what someone's communication really means
- To understand how to appreciate other perspectives and develop constructive actions
- Be able to answer 7 Questions about people you support:
  1. What is important to the person?
  2. What is important for the person?
  3. Is the connection between important to and for addressed?
  4. Is there a "good" balance between important to and important for?
  5. What does the person want to learn, what do we need to learn?
  
  - If the person is to get the balance described and we are to learn:
  6. What needs to stay the same (be maintained or enhanced)?
  7. What needs to change?

Project: HCBS-4	Program Design Revision Assistance and 1:1 HCBS Consultation
Location of Services	Napa, Solano and Sonoma Counties
Funding Available:	<b>\$150,000</b>
<p>NBRC is seeking an individual(s) and/or agency to provide the below services:</p> <p><u>Desired Outcomes:</u></p> <ul style="list-style-type: none"> <li>➤ Reimagining program designs that reflect the core concepts embedded into the Final Rule.</li> <li>➤ Programs designs will include language that reflects the following but not limited to: <ul style="list-style-type: none"> <li>-Basic human rights of dignity,</li> <li>-Privacy,</li> <li>-Choice and</li> <li>-Being a valued member of society.</li> </ul> </li> <li>➤ Familiarity of Title 17 and developing and adapting program designs for the following services: <ul style="list-style-type: none"> <li>-Day programs (both site and community based)</li> <li>-Residential Facilities (children, adults and seniors)</li> <li>-Family Home Agencies</li> </ul> </li> <li>➤ 1:1 consultation with NBRC vendors to assist with HCBS Compliance</li> </ul>	

Project: HCBS-5	Consultation on Embedding Person-Centered Culture into NBRC's Daily Practices
Location of Services	Napa, Solano or Sonoma Counties
Funding Available:	<b>\$70,782</b>

NBRC is seeking an individual(s) and/or agency to provide the below services:

Desired Outcomes:

- NBRC culture embodies the idea and provides service with the knowledge:
  - Each person is autonomous
  - Each person can make choices in their lives
  - Everyone communicates
  
- To understand the definition and concept of Person-Centered Thinking
  - Core Concept of Important To/Important For and Balance
  - Understand the power of language
  - What someone's communication really means
  - How to appreciate other perspectives and develop constructive actions
  - Be able to answer 7 Questions about people you support:
    - 1. What is important to the person?
    - 2. What is important for the person?
    - 3. Is the connection between important to and for addressed?
    - 4. Is there a "good" balance between important to and important for?
    - 5. What does the person want to learn, what do we need to learn?

If the person is to get the balance described and we are to learn:

    - 6. What needs to stay the same (be maintained or enhanced)?
    - 7. What needs to change?
  
- NBRC will utilize questions like these to create change and concrete steps to embed person centered mindset:
  - Where do you see opportunities to do our work differently?
  - How will develop the PCT skills to accomplish this?
  - Where are challenges in making this happen? How can challenges be addressed?
  - Where to you see yourself in accomplishing these changes?
  - What role do you have in the person centered mindset?



North Bay Regional Center  
2022/2023 Request for Proposal  
[Click Here for Cover Sheet](#)

**COVER SHEET**

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

**North Bay Regional Center**  
**HCBS Request for Proposal 2023**

[Click Here to View Budget](#)

**Budget**

START UP BUDGET	PROJECT NAME:
<b>LINE ITEMS</b>	<b>PROPOSED AMOUNT TO SPEND</b>
SUPPLIES AND EQUIPEMENT	\$
PERSONNEL	\$
TRAVEL	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL AMOUNT</b>	<b>\$</b>