

REQUEST FOR PROPOSALS
Community Placement Plan (CPP)-
Community Resource Development Plan (CRDP)
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 receives funds from the Department of Developmental Services (DDS) to develop new services, through a Community Placement Plan (CPP)/Community Resource Development Plan (CRDP).

***NBRC is happy to announce our CPP/CRDP FY 2022-2023
has been approved by DDS to award Startup Funds for the below projects:***

1. Project: 2223-1
 - ❖ Residential Provider Funding For: *Specialized Residential Facility (SRF)*
 - ❖ Startup Funds Available: **\$150K**

2. Project: 2223-2
 - ❖ Housing Developer Organizations Funding: *Accessory Dwelling Unit (ADU)*
 - ❖ Startup Funds Available: **\$475k**

3. Project: 2223-3
 - ❖ Housing Developer Organizations Funding: *Community Crisis Home (CCH)*
 - ❖ Startup Funds Available: **\$750k**

4. Project: 2223-7
 - ❖ Housing Developer Organizations Funding: *Enhanced Behavior Support Home (EBSH)*
 - ❖ Startup Funds Available: **\$750k**

5. Project: 2223-9
 - ❖ Service Provider Funding: *Youth Behavior Services*
 - ❖ Startup Funds Available: **\$150k**

6. Project: 2223-10
 - ❖ Service Provider Funding: *Bilingual Early Start Services*
 - ❖ Startup Funds Available: **\$20k**

The goal of the FY 2022-2023 CPP/CRDP is to offer services in the community by developing specialized services including but not limited to: Housing, Residential Service Providers, Day Programs, Clinical and Specialty Services for people with developmental disabilities. Some individuals may be in a Developmental Center, Institution for a Mental Health Disease including those who may be at risk for admission to an institutional setting. 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 or call **707 256-1187**

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

DEFINITIONS PAGE:

- **CCH:** Community Crisis Home
- **EBSH:** Enhanced Behavioral Supports Home
- **DE:** Delayed Egress
- **CCL:** Community Care Licensing
- **DSS:** Department of Social Services; CCL is a department of DSS
- **DDS:** Department of Developmental Services
- **ADU:** Accessory Dwelling Unit (ADU)
- **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 community agencies 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 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: RFP@nbrc.net**
- ✓ An RFP packet can be submitted beginning **March 27, 2023 through May 1st, 2023**

Application Packet Checklist:

1. [Cover Sheet](#) (one page maximum; please use attached form)
2. Project Description Requirements for Service Providers
 - ❖ 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
 - ❖ Description of agency's ability to provide services to individuals that come from diverse backgrounds and speak different languages
 - ❖ 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. Project Description Requirements for Housing Developer Organizations (HDO) ONLY
 - ❖ Please state how the agency is qualified as a Housing Developer Organizations (HDO) per the current and approved Housing Guidelines, for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan.
 - ❖ Please provide the name of the lead Project Manager(s) and the associated qualifications to manage the housing project.
 - ❖ Please describe the agency's strategy on identifying a property that matches the need as described in the housing project.
 - ❖ Please describe the agency's strategy on identifying and recruiting local relator, architect, general contractor and other subcontractors relevant to the project.
 - ❖ Please describe the agency's strategy to work with the city to retrieve permit and plan approvals timely.
 - ❖ Please describe the agency's bidding strategies and how the regional center will be included in the selection process
 - ❖ Please describe the agency's strategy on developing floor plans that will include the assigned service provider and the regional center.
4. Budget Information ([Click here for Startup Budget Template](#))
 - a) Startup Budget and Ongoing Budget (Service Provider)
 - b) Sources and Uses Monthly Budget (HDO Provider)

5. 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 position in each program). **Please do not attach copies of awards, certificates of training or degrees.**

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 Meeting	Wednesday April 19th, 2023 @ 1:00pm 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

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: May 15th ❖ <i>Interview times begin @ 10:00am 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 June 1st, 2023
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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 or 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.
 - RFP proposals should identify unique features of the proposed program/services
 - Proposed Program Design should include and promote increased independence for consumers
3. Program Budget: Budget's should reflect realistic operational costs (Click here for Start 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: RFP@nbrc.net

Accepting RFP packages	March 27th , 2023 through May 1st 2023 by 5pm
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North Bay Regional Center
2022/2023 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
Request for Proposal

Project FY 2223-1	Residential Service Provider to operate: One (1) Specialized Residential Facility (SRF) for Elderly
Services to be provided:	To provide residential care to individuals (ages 59 and up)
Service Area:	NBRC catchment areas
Population to be served	4 individuals; non-ambulatory with private rooms
Startup Funding:	\$150,000
Reimbursement rate:	Rates Negotiable
<p>The expectation is that this home will:</p> <ul style="list-style-type: none"> ❑ Have an administrator/ licensee, experienced in working with elderly individuals who are diagnosed with a developmental and/or intellectual disability, who have significant health care needs, and who may have mental illness and medical conditions that require nursing care ❑ Be knowledgeable in supporting the development and implementation of restricted health care plans for residents in need of nursing care while adhering to CCL and NBRC requirements. ❑ Provide the following services and supports to individuals with ADL's, Physical Therapist, and Registered Nursing health care needs. ❑ Have knowledge and be able to access generic resources in the community ❑ Be willing to provide services for individuals transitioning from Skilled Nursing Facility ❑ Be able to work collaboratively with family members, Service Coordinators, Conservators, and all included in an individual's circle of support; in transitioning individuals into the community. ❑ Be able to develop positive relationships with NBRC, day programs, and community resources. ❑ Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community. ❑ Be licensed and vendored for 4 individuals, as a Residential Care Facility for the Elderly (RCFE) ❑ Be vendored to provide transportation to and from a Day Program and Vocation training. ❑ Be able to provide services in the site established by the Housing Developer Organizations (HDO) ❑ Pay direct care staff competitive wages and provide qualified staff to oversee medication management and stabilization ❑ Provide direct staffing hours and professional consultation hours beyond Level 4I Title 17 requirements ❑ 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. ❑ Emphasize person-centered practices in all areas of service provision to promote the positive choice and control of individuals over their own lives. This includes but is not limited to planning, community access and normalization, and vocational opportunities. ❑ Coordinate and supervise a team of specialized consultants including but not limited to: Registered Nurse, Board Certified Behavioral Analyst (BCBA), Nutritionist, Occupational Therapist and Physical Therapist. ❑ Be compliant with Home and Community-Based Services (HCBS) "Final Rule" requirements. https://nbrc.net/hcbs-final-rule/ 	

Project: 2223-2	Housing Developer Organization (HDO) to develop one (1) Accessory Dwelling Unit (ADU) to provide a complete independent living facility for up to two (2) NBRC consumers.
Housing Development Organization (HDO)	Develop and modify an ADU for two (2) Adults
Housing Area:	Solano (Land already purchased)
Start-up Funding Acquisition	N/A
Start-up Funding Rehabilitation	\$475k
<p>The expectation is that this HDO will:</p> <ul style="list-style-type: none"> ➤ Work collaboratively with the Regional Center and Department of Developmental Services to provide one complete independent living facility for 2 persons, to be located on lot with an existing primary residence. <ul style="list-style-type: none"> • <i>Primary residential site already in place located Solano County.</i> ➤ HDO responsible to adhere to the Department of Developmental Services (DDS) most CURRENT and APPROVED Housing Guidelines. ➤ HDO is responsible to meet the required city and county ADU planning and building department approvals ➤ HDO is responsible to obtain the necessary construction permits ➤ ADU to be developed to meet individual's needs, i.e. hardening of walls and windows. ➤ ADU shall be developed to accommodate up to 1 (one) living space in addition to two (2) private rooms. ➤ ADU shall have private bedrooms for two (2) that allow for storage of personal items and décor. ➤ ADU shall be designed to have kitchen access at all times. ➤ ADU shall have private space to visit with family and friends. ➤ ADU shall have access to a private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness. ➤ HDO is responsible to lease the ADU to a service provider that has been selected through a separate RFP process to serve individuals referred from the regional center. 	

Project: 2223-3	Housing Developer Organization (HDO) to Develop one (1) Children's Community Crisis Home (CCH)
Housing Development Organization (HDO)	To purchase and modify a home for 4 Adults
Housing Area:	Sonoma County
Start-up Funding Acquisition	\$350k
Start-up Funding Rehabilitation	\$400k
<p>The expectation is that this HDO will:</p> <ul style="list-style-type: none"> ➤ Work collaboratively with the Regional Center, selected residential provider (if applicable), and Department of Developmental Services to locate and agree upon site selection and needed modifications. ➤ Adhere to the Department of Developmental Services (DDS) most CURRENT and APPROVED Housing Guidelines. ➤ Work with community real-estate agent to locate home based on regional center desired location. ➤ Home to be modified to meet individual's needs, i.e. hardening of walls and windows. ➤ Home renovations are required to meet both Fire Marshal and CCL requirements. ➤ Home shall be designed with common areas that promote interaction with house residents and ensure up to 2 (two) living spaces is made available in addition to private rooms. ➤ Home shall have private bedrooms for four (4) that allow for storage of personal items and décor. ➤ Home shall be designed to have kitchen access at all times. ➤ Home shall have private space to visit with family and friends. ➤ Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness. ➤ HDO is responsible to lease the home to residential service provider that has been selected through a separate RFP process to serve individuals referred from the regional center. 	

Project: 2223-7	Housing Developer Organization (HDO) to Develop one (1) Enhanced Behavior Support Home (EBSH) with Delayed Egress (DE)
Housing Development Organization (HDO)	To purchase and modify a home for 4 Adults
Housing Area:	Sonoma County
Start-up Funding Acquisition	\$350k
Start-up Funding Rehabilitation	\$400k
Project: 2223-7	Housing Developer Organization (HDO) to Develop one (1) Enhanced Behavior Support Home (EBSH) with Delayed Egress (DE)
<p>The expectation is that this HDO will:</p> <ul style="list-style-type: none"> ❑ Work collaboratively with the Regional Center, selected residential provider (if applicable), and Department of Developmental Services to locate and agree upon site selection and needed modifications. ❑ Adhere to the Department of Developmental Services (DDS) most CURRENT and APPROVED Housing Guidelines. ❑ Work with community real-estate agent to locate home based on regional center desired location. ❑ Home to be modified to meet individual's needs, i.e. hardening of walls and windows. ❑ Home shall be modified to include Delayed Egress device in compliance with Health and Safety codes, and must meet County, Fire and CCL requirements. ❑ Home renovations are required to meet both Fire Marshal and CCL requirements. ❑ Home shall be designed with common areas that promote interaction with house residents and ensure up to 2 (two) living spaces is made available in addition to private rooms. ❑ Home shall have private bedrooms for four (4) that allow for storage of personal items and décor. 	

- ❑ Home shall be designed to have kitchen access at all times.
- ❑ Home shall have private space to visit with family and friends.
- ❑ Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.
- ❑ HDO is responsible to lease the home to residential service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.

Project: 2223-9	Youth Behavior Services
Services to be provided:	Behavior Services for Youth with Autism
Service Area:	All Counties
Population to be served	Youth 3yrs and up
Startup Funding:	\$150k
Reimbursement rate:	Rates Negotiable

NBRC is seeking a Service Provider who has expertise in working with youth who are diagnosed with a developmental and/or intellectual disability with challenging behaviors e.g. self- injury, physical aggression, verbal outbursts, and AWOL behaviors.

- ❑ The selected Service Provider will develop an in-home Behavior Program for youth who have the most challenging behaviors
- ❑ The selected Service Provider will work families who are directly impacted by challenging behaviors exhibited in the home by youth, and are potentially at risk to leaving the home due to behaviors
- ❑ The selected Service Provider will work in partnership with families to provide an in-home behavior support services team, with the expected outcome to decrease behaviors in the home
- ❑ The selected Service Provider will provide training and support for families by implementing Applied Behavior Analysis (ABA) services to assist with:
 - Increasing social abilities like completing tasks, communicating, and learning new skills
 - Implementing maintenance behaviors like self-control and self-regulation
 - Reducing negative behaviors like self-harm and harm to others
- ❑ Provide direct 1:1 services in the family home. Shifts may be up to 8 hours at a time, multiple times per week
- ❑ Be knowledgeable of de-escalation techniques which preserve dignity and respect
- ❑ Be capable of communicating with families who have different communication styles and abilities including awareness of culture and diversity
- ❑ Hire and retain skilled staff with understanding of the target population and who can communicate can effectively with families, service professionals and members of the community
- ❑ Coordinate and supervise a team of specialized consultants including but not limited to: Board Certified Behavioral Analyst (BCBA) and Registered Behavior Technicians
- ❑ Pay competitive wages

Project: 2223-10	Bilingual Early Start (ES) Services
Services to be provided:	To provide services to children ages birth to three (3)
Service Area:	Solano, Napa and Sonoma Counties
Population to be served	Birth to three (3)
Startup Funding:	\$20k
Reimbursement rate:	Rates Negotiable

The expectation is that the Early Start Service Provider or Program will:

Develop Early Start services to increase availability of Bilingual therapists in NBRC's catchment areas. Startup funds are to be used for recruitment of bilingual therapists who can provide ES services to support bilingual families to access ES programs such as: Infant Development Programs, and Occupational, Speech and Physical Therapeutic services.

Additional Requirements to meet:

- ☐ Provide a highly structured environment to deliver Bilingual Early Start Services for children birth to three (3) yrs and their families.
- ☐ Possess a current California Department of Consumer Affairs (DCA) license in any one of the below disciplines in addition to having: a minimum of three years post licensure work experience, and two (2) years' experience with children with developmental delays and/or disabilities
 - Occupational Therapy
 - Speech Therapy
 - Physical Therapy
- ☐ Have experience and be knowledgeable in working with Early Start children birth to three (3) yrs and families in need of therapeutic services.
- ☐ Have the experience to work with children diagnosed with autism.
- ☐ Have the experience to work independently.
- ☐ Have the experience and ability to travel to the homes of the children to develop in home programs.
- ☐ Have ability to work with and comply with Title 17 and Early Start Regulations.
- ☐ Have the ability to work collaboratively with NBRC staff, parents and other involved agencies.
- ☐ Provide a highly structured environment to deliver Bilingual Early Start Services for children birth to three (3) yrs and their families.
- ☐ Provide Early Start Diagnostic evaluations for determining eligibility for early start services for Bilingual children and their families.
- ☐ Conduct multidisciplinary assessments including speech, occupational and physical therapy as needed.
- ☐ Report to NBRC in a timely manner the results of intake and assessment evaluations.
- ☐ Demonstrate experience with working in teams.
- ☐ All services must be in compliance with IDEA Part C; California Code of Regulations, Title 5; California Early Intervention Services Act; Title 17, Division 2, Chapter 2-Early Intervention Services.

North Bay Regional Center
2022/2023 Request for Proposal

COVER SHEET

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

[Click here for budget forms](#)

Startup Budget

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

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 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	\$

Negotiated Rate Residential Facility -

4

Bed

Monthly Costs

DIRECT SERVICES		Staffing Schedule hours	Average weeks in a month	Budget
Staff Salaries	Hourly Rate		4.33	
			4.33	
			4.33	
Staff Salaries Total				\$0
Employer Payroll Taxes - Federal				
Social Security	6.20%			
Medicare	1.45%			
FUTA (Federal Unemployment Tax)	0.60%			
Employer Payroll Taxes - State				
SUI (CA State Unemployment Ins.)	3.40%			
ETT (CA Employment Training Tax)	0.10%			
Mandatory Sick leave	2.00%			
Workers Compensation				
Workers Compensation Insurance				
Relief Factor - Percentage				
Vacation Leave, coverage, etc.				
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				
Consultant Fees				
Total Consulting fees				
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/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. - <u>direct service only</u>)		
Other *		
TOTAL PROGRAM COSTS		
ADMINISTRATIVE SERVICES		
Repair & Maintenance		
Accounting Services		
HR and Payroll Services		

Office Supplies		
Janitorial/Landscaping		
Staff Travel/Fuel (non direct service)		
Subscriptions		
TOTAL ADMINISTRATIVE COSTS		
Total Costs		

Budget Narrative

Explanation of Direct Service Staffing Training costs and calculation:

Explanation of Other Staffing costs and calculation:

Explanation of Other Miscellaneous costs and calculation:

Explanation of Other Administrative costs and calculation:

Explanation of Consultant fees

Staffing Schedule

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							
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