

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

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) has been approved by DDS to award Startup Funds for the projects below:

1. Service Provider Funding for Dental Desensitization Services
2. Service Provider Funding for Youth Behavioral Services
3. Housing Developer Organization (HDO)
 - (4db) Enhanced Behavior Support Home (EBSH) with a Delayed Egress (DE) device
4. Housing Developer Organization (HDO)
 - (4bd) Specialized Residential Facility (SRF)
5. Service Provider Funding for Outpatient Substance Abuse Services
6. Service Provider Funding for Occupational Therapy

The goal of FY 2024-2025 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 individuals in the community.

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 **707 256-1204**

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 2025

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).
- **SP:** Secured Perimeter

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**
- ✓ A RFP packet can be submitted beginning **December 13th, 2024 through February 14th, 2025.**

All fill in forms are available electronically at <https://nbrc.net/service-providers/resource-needs-requests-for-proposals/>

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 programs 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**)
 - a) [Start-up Budget](#)
 - b) [On-going budget](#) (***for Projects 2024-5 & 2425-8 Health Services 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 position 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	<p>Monday, January 13th, 2025 @ 11:00AM Technical Briefing Meeting will be held via <u>ZOOM</u></p> <p>(Zoom invitations will be sent out separately to all interested candidates who register) To register please submit a request to participate @ RFP@nbrc.net</p>

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	<p>Interviews will be held via <u>Zoom</u> on the date listed below:</p> <p align="center"><u>March 13th and 14th, 2025</u></p> <p>❖ <i>Interview times begin @ 9:00am and will be scheduled throughout the day</i></p> <p align="center"><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></p>
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Selection Notification	<p>Week of: April 1st, 2025</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 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. 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's supports 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 plan 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's 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**

December 13th, 2024 through February 14th, 2025 by 5pm

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-1	Dental Services
Services to be provided:	Dental Desensitization Services
Service Area:	Service Location: NBRC Napa Office
Population to be served	All ages
Startup Funding:	\$30,000
Reimbursement rate:	Link to Publish Rates: Professional Services: (Behavior Analyst) https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/

NBRC is seeking for a Board Certified Behavior Analyst (BCBA) to develop and implement a dental desensitization program at the NBRC Napa Office serving clients of all ages. Desensitization is defined as the “gradual exposure to new stimuli or experiences of increasing intensity.” In the dental setting, desensitization is used to gradually expose the dental patient to the dental experience by increasing their tolerance of dental procedures. The goal would be for clients to become comfortable utilizing the dental chair for routine care and reducing the use of sedation. The team would consist of a BCBA, (NBRC) RDHAP, and a dentist.

The expectation is that the service provide will:

- Have experience working with individuals who are diagnosed with a developmental and/or intellectual disability with challenging behaviors.
- BCBA will develop a program to provide dental desensitization to work with individuals who have difficulty accessing dental care, and or new to the environment.
- BCBA will provide a simulation of how a dental appointment/procedure occurs. The program will include how to minimize stress, reduce anxiety thereby preventing deterioration of the teeth, gums and bone structures of the mouth; reducing number of cavities and the need for general anesthesia; and provide an appropriate maintenance schedule. Once the individual is comfortable and ready, a dental provider/hygienist will conduct a dental exam and provide a referral
- BCBA will provide training to NBRC’s RDHAP regarding how to provide dental desensitization services.
- BCBA will develop a plan for each individual referred to the program
- Use start-up funds to convert an NBRC office to mimic a dental office including a dental chair, e-ray machine, computer, and other equipment that would be typically seen in a dental office
- Use start-up funds for education, training and materials
- Able to conduct a site visit at an existing Dental Desensitization Program with Central Valley Regional Center.
- Be vendored for Behavioral Services for on-going services.

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-2	Youth & Young Adults Behavior Services
Services to be provided:	Behavior Services for Youth & Young Adults with Autism
Service Area:	All Counties
Population to be served	Youth and Young Adult
Startup Funding:	\$50K
Reimbursement rate:	Link to Publish Rates: Professional Services: (Behavior Services) https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/

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

- ❑ NBRC is seeking for an agency with a team of Behavior Analyst, Behavior Management Assistance, and Behavior Technician Professionals.
- ❑ The selected Service Provider will develop an in-home Behavior Program for youth and young adults who have 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 provider will provide intense behavioral services will be provided to families and individuals served to deflect from placement in licensed facilities and support families to keep their children at home
- ❑ The selected Service Provider will work in partnership families to provide an in-home behavior support services 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
- ❑ 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 for cultural competency 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), Psychologist, Psychiatrist and Occupational Therapist
- ❑ Pay competitive wages

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-3	Housing Developer Organization (HDO) to Develop Enhanced Behavioral Support Home (EBSH) with Delayed Egress (DE)
Housing Development Organization (HDO)	To purchase and modify a home for 4 Adults with Dementia, for non-ambulatory individuals
Housing Area:	Napa, Solano, and Sonoma Counties
Start-up Funding Acquisition	\$350K
Start-up Funding Rehabilitation	\$400K

The expectation is that this HDO will:

- 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 a Delayed Egress alarm system that will 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.

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-4	Housing Developer Organization (HDO) To develop one (1) Specialized Residential Facility (SRF) for 4 Adults
Housing Development Organization (HDO)	To purchase and modify a home for 4 Adults
Housing Area:	NBRC Catchment Areas: Napa, Solano or Sonoma
Startup Funding Acquisition	\$300k
Startup Funding Rehabilitation	\$350k
HOUSING PROVIDER:	
<p>It is the expectation that this HDO will:</p> <ul style="list-style-type: none"> ➤ Work collaboratively with the Regional Center and selected residential provider, to locate and agree upon site selection and needed modifications. ➤ Adhere to the Department of Developmental Services (DDS) approved Housing Guidelines. ➤ Work with community real-estate agent to locate home based on Regional Center/ Service Provider desired location. ➤ Home to be modified to meet individual’s needs, i.e. hardening of walls and windows. ➤ All homes to be modified per licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. ➤ Home shall have private bedrooms for 4 individuals that allow for storage of personal items and décor. ➤ 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 be designed to ensure kitchen and bathroom are easily accessible. ➤ 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. 	

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-5	Health Services
Services to be provided	Outpatient Substance Abuse Services
Location of services:	Napa, Solano or Sonoma counties
Population Served	Adults aged 18 and older
Startup Funding	\$100,000
Reimbursement Rates	Rates Negotiated

NBRC is looking for a service that can provide the following:

- Outpatient substance use disorder services for individuals with intellectual and developmental disabilities.
- A Director with knowledge of substance use disorder treatment and 12 step programming, lived experience is a plus.
- Provide one of the following to conduct weekly therapy sessions:
 - Licensed mental health counselor
 - Licensed therapist
 - Psychologist
- Provide Certified Alcohol and Drug Counselors (CADC certified)
- Knowledge of the substance use disorder systems, Substance Abuse and Mental Health Services Administration (SAMSA) criteria and the different levels of clinical care from detoxification, inpatient, sober living, etc.
- Ability to connect with the local substance use disorder community service providers, including local mental health.
- Create user friendly, easy to understand program design for individuals with intellectual and developmental disabilities
- The ability to create clinical programming to include:
 - Cognitive behavioral therapy
 - Seeking Safety
 - Trauma informed programming
 - Relapse prevention
 - Mindfulness techniques
 - 12 step programming
- Location of services should be easily accessible by public transportation
- Training in crisis and de-escalation techniques
- Become a vendor of North Bay Regional Center

Minimum use of start-up funding to include: Development of the program curriculum, setting up the program, hiring and training staff, as well as lease a building.

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2025 Request for Proposal

Project: 2425-8	Health Services
Services to be provided	Occupational Therapy – Durable medical equipment and home modifications
Service Area:	Sonoma County
Population Served	Ages 3 to adults
Startup Funding	\$30K
Reimbursement Rates	Link to Publish Rates: Specialized Services https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/

NBRC is seeking an Occupational Therapist to provide the following services:

- In home durable medical equipment assessments. Examples of equipment include:
 - Strollers
 - Wheelchairs
 - Lift systems
 - Slings
 - Bath Chairs
- Assessments to determine the best home modification options base on the individual’s needs and disability. Home modifications include:
 - Outdoor lift systems
 - Shower/bath systems
 - Ramps both indoor and outside
- Knowledgeable of Medi-Cal and Medicare coverage for equipment
- Multicultural/multilingual, Spanish speaking preferred
- Strong communication and collaboration skills to work with contractors, durable medical equipment providers, families, service coordinators and general contractors, to coordinate the delivery of services.
- Ability to teach individuals and families how to use the equipment and assess equipment after it has been delivered.
- Write reports that are detailed with pictures that identify why equipment is needed and which equipment will best meet that need.
- Become vendored with North Bay Regional Center to provide hourly ongoing assessment services.

Minimum use of start-up funding to include: Meeting with DME providers and general contractors to learn their processes for purchasing, requesting bids, billing insurance and completing assessments etc; developing the program and tools used to assess individual’s needs; completing in home assessments with feedback from the regional center.

North Bay Regional Center
2025 Request for Proposal

COVER SHEET

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

Start-Up Budget

[Click here for budget forms](#)

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

-END-