

**REQUEST FOR PROPOSALS
Community Placement Plan (CPP)-
Community Resource Development Plan (CRDP)
Fiscal Year 2024
June RFP**

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 announcing our CPP/CRDP (FY2024) has been approved by DDS to award Startup Funds for the below projects:

1. Service Provider Funding for Dental Services: BCBA to develop a Dental Desensitization Services
2. Service Provider Funding for Dental Services: Equipment Purchase

The goal of the FY 2023-2024 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

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 2024

DEFINITIONS PAGE:

- **CCL:** Community Care Licensing
- **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).

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 **June 12th, 2024 – June 26th, 2024.**

Application Packet Checklist:

1. Cover Sheet: (one page maximum; please use attached form)
2. Project Description
 - ❖ Name of Applicant
 - ❖ 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
 - ❖ 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)
 - a) Start-up Budget
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, June 17th, 2024 @ 11:00pm 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><u>Tuesday, June 27th, 2024</u></p> <p>❖ <i>Interview times begin @ 9:00am and will be scheduled throughout the day</i></p> <p><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>Friday, June 28th, 2024</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: N/A

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 formatted and emailed to: RFP@nbrc.net

Accepting RFP packages

June 12th, 2024 – June 26th, 2024 by 5 PM

North Bay Regional Center
 Community Placement Plan (CPP) / Community Resource Development Plan (CRDP)
2024 Request for Proposal

Project: 2324-5A	Dental Services
Services to be provided:	BCBA to develop a Dental Desensitization Services
Service Area:	Service Location: NBRC Napa Office
Population to be served	All ages
Startup Funding:	\$19,000
Reimbursement rate:	Rates Negotiable

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 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.

Project: 2324-5B	Dental Services
Services to be provided:	Dental Desensitization Equipment Purchase
Service Area:	Service Location: NBRC Napa Office
Population to be served	All ages
Startup Funding:	\$81,000
Reimbursement rate:	N/A

NBRC is seeking for a RDHAP to purchase equipment for 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, RDHAP, and a dentist.

The expectation is that the service provide will:

- 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.
- Be familiar with dental equipment and equipment functions.

North Bay Regional Center
2024 Request for Proposal

COVER SHEET

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

Start-Up Budget

START UP BUDGET	PROJECT NAME:
LINE ITEMS	PROPOSED AMOUNT TO SPEND
PROGRAM SUPPLIES	\$
STAFF TIME	\$
CURRICULUM	\$
INSURANCE	\$
	\$
	\$
	\$
	\$
TOTAL PROGRAM AMOUNT	\$

