

**REQUEST FOR PROPOSALS  
Community Placement Plan (CPP)-  
Community Resource Development Plan (CRDP)  
Fiscal Year 2024  
May 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. Residential Provider Funding for: Enhanced Behavior Support Home (EBSH)

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](mailto: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](mailto:RFP@nbrc.net)**
- ✓ A RFP packet can be submitted beginning **May 24<sup>th</sup>, 2024 - June 7<sup>th</sup>, 2024.**

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/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 )
  - Start-up Budget and Ongoing 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><b>Tuesday, June 4th, 2024 @ 10:00 AM- 11:00 AM</b> <b>Technical Briefing Meeting will be held via <u>ZOOM</u></b></p> <p><b>(Zoom invitations will be sent out separately to all interested candidates who register) To register please submit a request to participate @ <a href="mailto:rfp@nbrc.net">rfp@nbrc.net</a></b></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><b><u>Tuesday, June 11<sup>th</sup>, 2024</u></b></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><b>Week of: June 17<sup>th</sup>, 2024</b></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: Budgets 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 formatted and emailed to: [RFP@nbrc.net](mailto:RFP@nbrc.net)**

**Accepting RFP  
packages**

**May 24<sup>th</sup>, 2024 through June 7<sup>th</sup>, 2024 by 5pm.**

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

<b>Project 2324- 10</b>	<b>Residential Service Provider For: Enhanced Behavioral Supports Home (EBSH)</b>
Services to be provided:	To provide residential care to individuals (ages 18-59)
Service Area:	Vacaville, Solano County
Population to be served	4 individuals; non-ambulatory with private rooms
Start-up Funding:	<b>\$145,000</b>
Reimbursement rate:	Rates Negotiable

***The property for this project is completed and partially furnished, located in Vacaville (Solano County)  
This will be a fast-paced development, as the home is completed.  
The home is owned by Brilliant Corners HDO***

It is the expectation that the proposed program will:

- The provider must be ready to begin development on July 1, 2024, with a goal of opening the home by October 2024.
- Have an administrator with expertise in working with individuals with developmental and intellectual disabilities with severe maladaptive behaviors such as: self- injury, physical aggression, verbal outbursts, property destruction and AWOL tendencies.
- Have an administrator with expertise in transitioning individuals from locked settings or more restrictive settings such as:
  - Community Crisis Home
  - Institution for Mental Disease
  - Northern/Southern/Desert STAR Homes
- Administrator to work closely with consultants to develop, train and implement behavior plans for individuals with challenging behaviors
- Provide a highly structured environment to serve individuals with developmental and intellectual disabilities with severe maladaptive behaviors such as: self- injury, physical aggression, verbal outbursts, property destruction and AWOL behaviors.
- Provide 24-hour 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.
- Emphasize person-centered planning, community access and normalization, including vocational opportunities.
- Provide culturally competent services including services in an individual's preferred language.
- Work collaboratively with family members, Regional Center Staff and DDS/DSS to adhere to forthcoming regulations per the EBSH model.
- Coordinate and supervise a team of specialized consultants including but not limited to: a Psychologist, Board Certified Behavioral Analyst (BCBA), Psychiatrist, Nutritionist, Occupational Therapist and Physical Therapist,
- Adhere to EBSH regulations California Code of Regulations Title 17 Division 2 Chapter 3 Subchapter 24 sections 59050 through 59072
- Support and train staff as Registered Behavior Technicians which shall include assistance in obtaining a 40 hour training class; and shall receive ongoing supervision by a BCBA. Staff may also be hired as Licensed Psych Technicians.
- Hire competent and trained staff who can communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations.
- Pay direct care staff competitive wages.
- Be knowledgeable of de-escalation techniques which preserve dignity and respect of clients.
- Ensure qualified staff to oversee medication management and stabilization
- 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.
- Develop positive relationships with NBRC, day programs and community resources.
- Access generic resources in the community.
- Licensed and vendored to serve **4 individuals**.
- Responsible for providing transportation for residents to and from day program/vocation activities.
- Licensed by CCL, a division of the Department of Social Services (DSS) as an Enhanced Behavior Support Home and certified by The Department of Developmental Services

North Bay Regional Center  
2024 Request for Proposal

**COVER SHEET**

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



[Click here for budget forms](#)

**Start-Up Budget**

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

## Financial Statement

<b>Current Assets</b>	
Cash in Banks	\$
Accounts Receivable	\$
Notes Receivable	\$
Equipment / Vehicles	\$
Inventories	\$
Deposits / Prepaid Expenses	\$
Life Insurance (Cash Value)	\$
Investment Securities (Stocks and Bonds)	\$
<b>Fixed Assets</b>	
Building and or / Structures	\$
Long Term Investments	\$
Potential Judgments and Liens	\$
<b>Current Liabilities</b>	
Accounts Payable	\$
Notes Payable (Current Portion)	\$
Taxes Payable	\$
Long- Term Liabilities	\$
Notes/ Contracts	\$
Real estate Mortgages	\$
<b>Other Income, Wages, Revenues from other Sources</b>	
(Specify)	\$
<b>Line of Credit</b>	
Amount Available	\$
<b>Total</b>	<b>\$</b>

**Staffing Schedule**

Hours	Monday	Tuesday	Wednesd	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							

## Ongoing Budget

On Going Budget				
Proposed Costs -		4	Bed	
Name of Project				Monthly Costs
DIRECT SERVICES				
Staff Salaries	Hourly Rate	Staffing Schedule hours	Average weeks in a month	Budget
			4.33	\$0
			4.33	
			4.33	
Staff Salaries Total				\$0
Employer Payroll Taxes - Federal				
Social Security	6.20%			\$0
Medicare	1.45%			\$0
FUTA (Federal Unemployment Tax)	0.60%			\$0
Employer Payroll Taxes - State				
SUI (CA State Unemployment Ins.)	3.40%			\$0
				\$0
ETT (CA Employment Training Tax)	0.10%			\$0
				\$0
Mandatory Sick leave				
				\$0
Workers Compensation				
Workers Compensation Insurance				\$0
Relief Factor - Percentage				
Vacation Leave, coverage, etc.				\$0
Benefits				
Health				
Dental				
Retirement				
Other Staffing Costs				
Direct Service Staff Training <sup>1</sup>				
Direct Staff Recruitment Costs (advertising, background checks, etc.)				
Other <sup>2</sup>				
<b>Total Staffing Costs</b>				\$0
Consultant Fees				
<b>Total Consulting fees</b>				\$0
Transportation				
for lease of facility van; participants medical appointments; community outing; fuel; etc.)				
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				

<b>Miscellaneous Expenses</b>					
Program Supplies					
Medical Equipment and Supplies					
Dietary (groceries, cooking supplies, specialized diets, etc.)					
Communication (cell phones, pagers, etc. - <b>direct service only</b> )					
Other <sup>3</sup>					
<b>TOTAL PROGRAM COSTS</b>					<b>\$0</b>
<b>ADMINISTRATIVE SERVICES</b>					
Repair & Maintenance					
Accounting Services					
HR and Payroll Services					
Office Supplies					
Janitorial/Landscaping					
Staff Travel/Fuel (non direct service)					
Subscriptions					
<b>TOTAL ADMINISTRATIVE COSTS</b>					<b>\$0.00</b>
<b>Total Costs</b>					<b>\$0.00</b>
<b>Budget Narrative</b>					
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					

-END-