



Request for Proposals-Ongoing

LEVEL 4A- 4I RESIDENTIAL SERVICE PROVIDERS

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 contracts with direct service providers that provide support for an individual with a developmental disability to live in the community and approximate the lifestyle of individuals without developmental disabilities. To that end, NBRC provides individuals with developmental disabilities a variety of living arrangements that promote opportunities to reside in the least restrictive environment that is best suited to meet the individual's needs. NBRC has identified an increasing need for service level 4 residential facilities that are designed to meet severe needs in daily living skills, behavior challenges, and some medical needs for either adults or children.

➤ **DEVELOPMENT NEED: SERVICE LEVEL 4A through 4I FOR ADULTS OR CHILDREN**

BE SURE TO REVIEW ALL DEADLINE DATES—NO EXCEPTIONS WILL BE GRANTED!

Proposals submitted after the indicated deadline will be considered in the next cycle

RFP Instructions and important dates are attached to this announcement.

QUESTIONS:

Please email rfp@nbro.net. You may also email shawanc@nbro.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.

NBRC RFP

DEFINITION PAGE:

- **ARM:** Alternative Residential Model
- **ARF:** Adult Residential Facility
- **BCBA:** Board Certified Behavior Analyst
- **CCF:** Community Care Facility
- **CCL:** Community Care Licensing
- **DSS:** Department of Social Services; CCL is a department of DSS
- **DDS:** Department of Developmental Services
- **HCBS:** Home & Community Based Services
- **ISP:** Individual Service Plan
- **IPP:** Individual Program Plan
- **QBMP:** Qualified Behavior Modification Professional; individual with a minimum two years of experience in designing, supervising, and implementing behavior modification services; this includes an individual who is a BCBA, licensed psychologist, or other professional listed under Title 17.
- **RFP:** Request for Proposal
- **RSP:** Residential Service Provider
- **SSI:** Supplemental Security Income

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

- ✓ **RFP packets are to be submitted on the last Friday of every month**

Application Packet Checklist:

1. Cover Sheet (one page maximum; please use attached form)
2. Project Description (maximum of three pages)
 - a) Name of administrator
 - b) Name/titles of consultants and how they will be used
 - c) Description of services to be provided
 - d) Where and how the services will be provided
 - e) Unique features of the program
 - f) Description of how consumers will benefit
 - g) Timetable of objectives to start services
3. Budget Information (please use the online monthly excel budget sheet)
 - a) Monthly Budget
4. Proposed Weekly Staff Schedule
 - a) Staffing Schedule

5. Applicant(s) Information

Resumes with detailed description of experience with target population (e.g. types/service levels of programs and position in each program). Please include resumes of applicant(s), administrator(s), and consultants. Please do not attach copies of awards, certificates of training or degrees.

6. **Supplemental Narrative:** Please address both points below in one page (this page is not counted towards the 3 page limit requirement on your project description)
 - 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) Please provide a statement to address your ability to meet Community Care Licensing fiscal requirements.

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.

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 are held on the 2nd Wednesday of each calendar month <i>❖ Interview times begin @ 10:00am and will be scheduled throughout the morning</i> <i>*If you are scheduled for an interview please be prepared to accept your selected interview appointment</i>
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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 director and staff who have a successful record of providing services for at least two years with the target population,
 - Timetable of objectives clearly identifies the steps involved in obtaining licensure, certification and vendorization, as needed,
 - Organizational structure demonstrates the ability to closely develop and administer services within the local area.
2. Description of proposed services corresponds to the needs identified in the RFP and to the target population to be served.
 - RFP proposals should identify unique features of the proposed program,
 - Program should include and promote community integration and increased independence for consumers,
 - Programming/teaching methods are clearly identified, clinically sound, and reflect consumer choice.

3. Program Budget: Budget's should reflect realistic operational costs

(budget forms available electronically [NBRC-RFP-FY-2019-20-Budget-Forms](#))

- On-going operating

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) will only be accepted @

RFP@nbrc.net

Accepting RFP packages	The last Friday of every month
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North Bay Regional Center
Request for Proposal

Project	4A through 4I Residential Facility for Adults, Elderly OR Children
Service Need:	Individuals with developmental disabilities that have, maladaptive behaviors, nursing needs or a combination of both
Service Area:	Solano, Napa and Sonoma Counties
Number Served:	4 individuals, ambulatory and non-ambulatory, private bedrooms given preference
Reimbursement rate:	<i>Rate is subject to the facility's service level's: 4A through 4I and can range from \$4,927- \$8,319 per individual monthly</i>

SERVICE PROVIDER:

The expectation is that this service provider will:

- Be licensed and vendored for 4 individuals or less according to the type of residential facility
- Have a designated administrator who has a current administrator certificate according to facility type issued by Community Care Licensing (CCL)
- Have an administrator/licensee with experience in working with individuals with developmental disabilities, and expertise in maladaptive behaviors, and/or medical conditions that require nursing care
- Coordinate and supervise a team of direct support professionals and consultants that include but not limited to: Qualified Behavior Modification Professional (QBMP), Registered Nurse, Occupational Therapist, and Dietician
- Develop and implement behavior plans for residents with maladaptive behaviors including but not limited to: property destruction, self-injurious behaviors, physical & verbal aggression, sexual deviancy, and elopement
- Be trained and knowledgeable of de-escalation techniques and crisis prevention
- Develop and implement restricted health care plans for residents in need of nursing care while adhering to CCL and NBRC requirements
- Hire competent, trained staff who can communicate effectively with residents, service & medical professionals, day programs/schools, other members of the individual's Planning Team, and the community
- Maintain minimum staffing requirements according to service level per Title 17 regulations
- 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 planning, community integration, and normalization
- Comply with Health and Community Based Services (HCBS) Rules, pertinent residential Title 17 and Title 22 regulations

North Bay Regional Center

COVER SHEET

Project to Develop Please indicate your service level of care 4A – 4I and your preferred population (Adults, Elderly or Children)	
Contact Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

Financial Statement

(Available electronically) [NBRC-RFP-FY-2019-20-Budget-Forms](#)

OPERATING BUDGET

(Available electronically) [NBRC-RFP-FY-2019-20-Budget-Forms](#)