



2026 Request for Proposal- Ongoing Children, Adult and Elderly Residential Facilities Level 6

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 with 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 6 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: Residential Facility Service Level 6

- **Children's Residential Facilities; All Counties (Napa, Solano, and Sonoma County)**
- **Adult and Elderly Residential Facilities: Sonoma County**

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@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

DEFINITION PAGE:

- **FY: Fiscal Year**
- **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 Final Rule:** Home & Community Based Services Final Rule
- **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 to be considered a complete application packet:

Application Packet Guidelines:

- ✓ Must submit a complete application packet 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 accepted on the last Friday of every month.**

Application Packet Checklist:

1. **Cover Sheet** (Use NBRC Template)
 - a) One page maximum
2. **Project Description** (three pages maximum)
 - a) Name of Administrator
 - b) Name/titles of consultants and how they will be used
 - c) Description of services to be provided
 - d) Description of how the HCBS Final Rule will be implemented in the home
 - e) Where and how the services will be provided
 - f) Unique features of the program
 - g) Description of how individual's culture and language needs will be met by the home
 - h) Timetable of objectives to start services

3. **Proposed Weekly Staff Schedule** (Use NBRC Template)
 - a) Staffing Schedule that meets [DDS level 6 staffing requirements](#)

4. Financial Statement- (Use NBRC Template)
 - a) Complete Financial Statement

5. **Applicant(s) Information**

Please include resumes of applicant(s), administrator(s), and consultants. *Include Resumes with detailed description of experience with 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.

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 one page)
- b) Please provide a statement to address your ability to meet Community Care Licensing fiscal requirements.

Assumptions and Agreements

- ✓ Applicants applying that are a current regional center vendor must be in compliance with CPA audit per Section 4652.5 Welfare & Institutions Code.
- ✓ 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 to an interview on selected interview dates listed below.

RFP INTERVIEWES SCHEDULE	<p>Interviews on the following dates:</p> <ul style="list-style-type: none">• April 15th, 2026• July 21st, 2026• October 20th, 2026 <p><i>If you are selected for an interview please be prepared to accept your selected interview appointment</i></p>
-------------------------------------	--

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 administrator who has 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.Clear explanation of the implementation of the HCBS Final Rule within the services
3. 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 and knowledge 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.**

Accepting RFP packages	The last Friday of every month
------------------------	--------------------------------

Application Package(s) will only be accepted @ RFP@nbrc.net

North Bay Regional Center
Request for Proposal

Project Need:	Level 6 Community Care Facilities for CHILDREN
Service Need:	<p>Children (ages 6-17 years old)</p> <p>Services are based on individual needs and within LEVEL 6 Care, supervision, and training for individuals with needs in self-help skills, and/or severe impairments in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. The staffing in these homes corresponds to the needs of the individuals residing there.</p> <p>Additional Service needs: Individuals with developmental disabilities that display: maladaptive behavioral needs/mental health needs, nursing needs or a combination of both. Individuals may also have forensic involvement or Child Welfare Services involvement.</p>
Service Area:	Solano, Napa, or Sonoma Counties
Number Served:	Four individuals, ambulatory and non-ambulatory , <i>private bedrooms required</i> .
Reimbursement rate:	<p>The rate is subject to the facility's service levels: Level 6.</p> <p>Link to DDS Set Rate: Select NBRC -Rate Only</p> <p>https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/</p>

SERVICE PROVIDER:

The expectation is that this service provider will:

- An Administrator/Licensee with experience in working with children with developmental disabilities and comorbidities with mental health challenges including maladaptive behavior and/or medical conditions that require nursing level care.
- Administrator that possesses an Administrator's Certificate for Group Homes.
- Be licensed and vendored for four individuals or less according to the type of residential facility.
- Become licensed by Community Care Licensing as a Group Home for Children.
- Single Story Group Home preferred.
- Coordinate and supervise a team of direct support professionals and consultants that include but is not limited to: Qualified Behavior Modification Professional (QBMP), BCBA, Psychiatrist, Registered Nurse, LVN, Occupational Therapist and Dietician.
- Develop and implement behavior plans for residents with behavioral needs including but not limited to property destruction, self-injurious behaviors, physical & verbal aggression, sexual deviancy and elopement.
- Understand and implement Home and Community Based Services (HCBS) Final Rule
- Be trained and knowledgeable of de-escalation techniques, crisis prevention and crisis intervention.
- Emphasize person-centered planning, community access and community integration.
- Develop positive relationships with families, NBRC, school systems and community resources.
- Responsible for school transportation for residents to school if needed.
- Hire competent, trained staff who can communicate effectively with residents, families, service & medical professionals, day programs/schools, other members of the Interdisciplinary Team and the community.
- Provide staffing and consultation hours as outlined in the [D-2024 Rate Reform-011 DDS Directive](#) and [Attachment B](#)
- .
- 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.
- Comply with Health and Community Based Services (HCBS) Rule and pertinent residential Title 17/Title 22 regulations.

Project NEED	Level 6 Community Care Facilities for ADULTS (BEHAVIORAL OR MEDICAL FOCUS)
Service Need:	<p>Services are based on individual needs and within LEVEL 6 Care, supervision, and training for individuals with needs in self-help skills, and/or severe impairments in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. The staffing in these homes corresponds to the needs of the individuals residing there.</p> <p>Additional Service Needs: Individuals with developmental disabilities that display: maladaptive behaviors and mental health needs, nursing needs or a combination of both. Individuals may also have forensic involvement.</p>
Service Area:	Sonoma County
Number Served:	4 individuals, ambulatory and non-ambulatory, <i>private bedrooms required</i>
Reimbursement rate:	<p><i>The rate is subject to the facility's service levels: Level 6.</i></p> <p>Link to DDS Set Rate: Select NBRC -Rate Only</p> <p>https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/</p>
SERVICE PROVIDER:	
<p>The expectation is that this service provider will:</p> <ul style="list-style-type: none"> ❑ 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, LVN, 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/intervention. ❑ Develop and implement restricted health care plans for residents in need of nursing care while adhering to CCL and NBRC requirements. ❑ Understand and implement Home and Community Based Services (HCBS) Final Rule ❑ Hire competent, trained staff who can communicate effectively with residents, service & medical professionals, day programs/schools, other members of the Interdisciplinary Team, and the community. ❑ Provide staffing and consultation hours as outlined in the D-2024 Rate Reform-011 DDS Directive and Attachment B ❑ 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 the principles of normalization. ❑ Comply with Health and Community Based Services (HCBS) Rules, pertinent residential Title 17 and Title 22 regulations. 	

Project NEED	Level 6 Community Care Facilities for ELDERLY (RCFE)
Service Need:	To Provide Residential Care to individuals (ages 59 and up). Services are based on the individual needs and within LEVEL 6 Care, supervision, and training for individuals with deficits in self-help skills, and/or severe impairments in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. The staffing in these homes corresponds to the needs of the individuals residing there. Addition Service needs: Individuals with developmental disabilities that display maladaptive behaviors and mental health needs including various stages of dementia, nursing needs or a combination of both. Individuals may also have Forensic Involvement. Individuals may also be discharging from a Skilled Nursing Facility.
Service Area:	Sonoma County
Number Served:	4 individuals, ambulatory and non-ambulatory, <i>private bedrooms required</i>
Reimbursement rate:	<i>The rate is subject to the facility's service levels: Level 6.</i> Link to DDS Set Rate: Select NBRC -Rate Only https://www.dds.ca.gov/rc/vendor-provider/rate-reform/rate-models/
SERVICE PROVIDER:	
The expectation is that this service provider will:	
<ul style="list-style-type: none"> <input type="checkbox"/> Be licensed and vendored for 4 individuals, as a Residential Care Facility for the Elderly (RCFE). <input type="checkbox"/> Have a designated administrator who has a current RCFE administrator certificate. <input type="checkbox"/> Have an administrator/ licensee experienced in working with elderly individuals who are diagnosed with a developmental and/or intellectual disability with significant health care needs and who may have mental illness/dementia or medical conditions that require nursing level care. <input type="checkbox"/> 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. <input type="checkbox"/> Create and supervise the implementation of an individualized service plan that identifies needs utilizing various consultants or specialized professionals that may include but is not limited to: Physical Therapist, Occupational Therapist, Speech Therapist, Dietician, BCBA/QBMP and Registered Nursing/LVN. <input type="checkbox"/> Have knowledge and be able to access generic resources in the community including durable medical equipment and Medi-Cal resources. <input type="checkbox"/> Be willing to provide services for individuals transitioning from Skilled Nursing Facility. Be willing to provide services for individuals living with dementia/Alzheimer/Sundowners Syndrome or who may require hospice services. <input type="checkbox"/> 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. <input type="checkbox"/> Understand and implement Home and Community Based Services (HCBS) Final Rule <input type="checkbox"/> Provide staffing and consultation hours as outlined in the D-2024 Rate Reform-011 DDS Directive and Attachment B <input type="checkbox"/> 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. <input type="checkbox"/> Emphasize person-centered planning, community integration and principles of normalization. <input type="checkbox"/> Comply with Health and Community Based Services (HCBS) Rules, pertinent residential Title 17 and Title 22 regulations. <input type="checkbox"/> Home should be single story to accommodate mobility decline and wheelchair accessibility. 	

North Bay Regional Center

[COVER SHEET](#)

Project to Develop:	
Contact Name:	
Agency Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

Staff Schedule Template

FACILITY DIRECT CARE STAFF SCHEDULE

FACILITY:							SIZE:	ARM LEVEL:
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								

FACILITY DIRECT CARE STAFF SCHEDULE

List Direct Care Staff using letters A, B, C, D, E, F, Q (below). Complete the schedule (above) showing the corresponding letter of each staff on duty for each hour of each day.

Enter the total amount of hours for each staff:		
A.	D.	Administrator (Q):
B.	E.	
C.	F.	

FIANANCIAL STATEMENT FORM

Financial Statement	
Current Assets	
Cash in Banks	
Accounte Recievable	
Notes Recievable	
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 Judgements and Liens	
Current Liabilities	
Accounts Payable	
Notes Payable (Current Portion)	
Taxes Payable	
Long Term Liabilities	
Notes/ Contracts	
Real Estates Mortgages	
Other Income, Wages, Revenues from other Sources	
Specify	
Line of Credit	
Amount Avaiable	
TOTAL	\$ -

-END-