

NBRC Request for Proposal Process

North Bay Regional Center

What is a Request for Proposal (RFP)?

A Request for Proposal (RFP) is a document used to advertise/announce an NBRC service need and solicit submissions from qualified applicants

When does NBRC publish an RFP?

(per board policy)

- Community Care Licensed Homes –level 4 and higher
- Family Home Agency recruitment
- Projects that include Start Up funding from the Community Placement Plan.
- Specialized service needs that have been unmet through the regular resource development process

What is included in an RFP

Instructions

- The application must be complete
- Number of copies to submit
- Where to submit it
- Dates of submission
- A checklist of all documents and information to include

Dates Information Included

- Dates accepting applications
- Date of technical briefing (bidders conference)
- Date of interview
- Date of notification of selection of applicants

Information submitted

- Cover sheet
- Project Description
- Budget
- Staffing Schedule
- Resumes
- Supplemental Narrative
 - How will you balance this project with any others you have?
 - Statement of ability to meet Community Care Licensing fiscal requirements
 - List of all regional center vendored services

Project Description

- Type of Service
- Location of Service
- Rate of Service
- Population to be served
- Start Up Funding (if any)
- Expectations of services-what is it NBRC needs

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:	

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

Evaluation of Proposal

- Qualified staff
- Reasonable timetable to complete projects
- Organizational Structure
- Unique features of program
- Curriculum is meaningful
- Clinically sound methods proposed
- Resident involvement in decisions
- Program budget
- Oral interview

RFP Team

- NBRC Community Services Staff
- NBRC Quality Assurance Staff
- NBRC Clinical Staff
- NBRC Case Management Staff
- Community Stakeholders (SCDD, family advocacy groups, SDC staff)

Screening RFP Submission

- Did they meet the timeline
- Do they demonstrate the experience required
- Did they follow all of the directions
- Unique features of the program
- Sound organizational structure
- Move on to oral interview

**REQUEST FOR PROPOSAL (RFP) 2021
PROPOSAL SCORING SHEET**

Applicant Name: 1. 2. 3.	Applicant's experience in working with persons with disabilities:
RFP Project #:	
Scoring is from 0-3 (0 not answered/unacceptable, 1 poor, 2 acceptable, 3 good)	

Title	Score	COMMENTS
1. Proposal Evaluation		
A. Submitted proposal is clear and thorough and provides an introduction and background that is significant to the RFP project. The following has been met at minimal: <ul style="list-style-type: none"> ❖ Cover sheet ❖ Project Description max 3 pages ❖ Budget information <ul style="list-style-type: none"> ✓ Monthly budget ❖ Proposed Weekly Schedule (if applicable) ❖ Applicants Information <ul style="list-style-type: none"> ✓ Relevant Resumes ✓ Relevant Certifications ❖ Supplemental Narrative <ul style="list-style-type: none"> ✓ Plans for balancing future and current projects ✓ Ability to meet CCL fiscal requirements: Financial Statement 	[REDACTED] TOTAL OF 3	[REDACTED] COMMENTS
2. Description of Proposed Services		
<i>Statement of purpose, philosophy, and attitudes towards promotion of maximum independence, community integration, self-advocacy and choice for persons with developmental disabilities.</i>		
A. Proposed Services: <ul style="list-style-type: none"> a) Proposed services correspond to the needs identified in the RFP and the population to be served b) Proposed services demonstrates an awareness of the need of the target population c) Unique features of the program 	[REDACTED] TOTAL OF 3	[REDACTED] COMMENTS

The following have been met:

- Proposal is clear
- Cover sheet
- Project description
- Budget information
- Weekly schedule
- Resumes
- Supplemental Narrative

Description of Services

- Proposed services meet need of RFP
- Proposed services demonstrate awareness of population
- Unique features of Program

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<p>B. Curriculum:</p> <p>a) Curriculum content and methods promote community integration and increased independence for consumers</p> <p>b) Description of the use of instructional methods and techniques, including data collection systems to be used in achieving service outcomes</p> <p>c) Description of how consumers will benefit</p>	<p>■</p> <p>TOTAL OF 3</p>	<p>■</p> <p>COMMENTS</p>
<p>C. Milestones of project deliverables</p> <p>a) Time table of objectives clearly identifies the steps involved in obtaining licensure, certification, and vendorization</p> <p>b) Program objective are in sequence, measurable, time limited and achievable</p>	<p>■</p> <p>TOTAL OF 3</p>	<p>■</p> <p>COMMENTS</p>
3. Program budget		
<p>A. Projected program operations costs are realistic for proposed project</p> <p>a) Monthly operations cost includes salaries, benefits, site and program costs, ect.</p> <p>b) Was provided NBRC template used?</p>	<p>■</p> <p>TOTAL OF 3</p>	<p>■</p> <p>COMMENTS</p>
4. Administration/Program Director Projected Operations		
<p>A. Applicant provides the name of home administrator, and names of specific consultants and how they will be used for the project.</p>	<p>■</p> <p>TOTAL OF 3</p>	<p>■</p> <p>COMMENTS</p>
<p>B. Proposed administrator has documented administrative and specialized experience with clients that is appropriate to the operation of the type and level of proposed RFP project.</p>	<p>■</p> <p>TOTAL OF 3</p>	
5. Oral Interview		
<p>A. Applicant displayed ability to communicate in an articulate manner</p> <p>B. Applicant was able to expressed the vision of their proposed services</p>	<p>■</p> <p>TOTAL OF 3</p>	<p>■</p> <p>COMMENTS</p>
<p align="right">Proposal Score:</p>	<p>■/24</p>	<p>Scorer Name: ■</p>
<p align="right">Interview Score:</p>	<p>■/21</p>	
<p align="right">Total Score:</p>	<p>■/45</p>	<p align="right">DATE: ■</p>

Curriculum

- Promotes community integration and increased independence
- Outcome based
- Description of how consumers benefit

Milestones

- Timetable of objectives
- Measurable and achievable

Program Budget

- Includes all needed costs
- Used NBRC template

Director/Administrator

- Administrator and consultants
- Documented experience

Oral interview

Examples of Interview Questions

Please describe the different types of social, and recreational activities your program would offer and b) how will you facilitate and engage a client's participation in community integration activities?

What is your experience in developing homes that are governed by complex regulations such as an EBSH model?

Tell us about your experience working with individuals with developmental disabilities who have intense behavioral challenges such as: physical and verbal aggression, property destruction, self-injury, and AWOL behaviors.

What crisis intervention strategies will you use to de-escalate an individual undergoing a crisis, and protocols will you have in place involving restraints while in crisis, for their safety?

Selection

- All Team members score interview and packet submission
- Resource Developer in charge-adds up all of the scores
- References are checked
- RFP project is awarded to the highest score unless other factors such as:
 - Licensing deficiencies
 - Current corrective action plans
 - Etc.