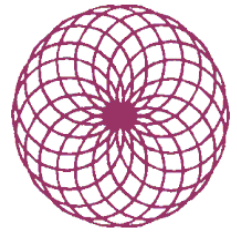


NORTH BAY REGIONAL CENTER

10 Executive Ct. • P.O. Box 3360 • Napa, CA 94558 • (707) 256-1100
TTY • (707) 252-0213



Nancy E.S. Gardner
Executive Director

TO: ALL POTENTIAL "REQUEST FOR PROPOSAL " RESPONDENTS

FROM: LAURA CEPOI, RESOURCE DEVELOPMENT/QA SUPERVISOR
ADELE BUTLER, COMMUNITY RESOURCE CONSULTANT

DATE: SEPTEMBER 27, 2007

RE: NEW SERVICE DEVELOPMENT--REQUEST FOR PROPOSAL

We would like to announce the opportunity to develop and create a new service at North Bay Regional Center. To meet both expanding and existing consumer needs NBRC is requesting applicants to submit proposals to develop a "Train the Trainer (Parent) --Family Behavioral Support Intervention" program to empower care takers of persons with developmental disabilities. The attached Request for Proposal (RFP) reflects this priority development need in the NBRC catchment area, which includes Napa, Solano and Sonoma Counties.

The agency encourages those providers who have shown commitment to our clients and who have served or are eager to serve as active partners with NBRC to respond to this RFP. All potential applicants are encouraged to attend the **RFP Orientation Session on October 10, 2007, from 10 to Noon** at the Napa office, 10 Executive Court in Room 4A/B. During this orientation session, questions will be answered with regard to the selection process.

Submission deadline for this project is **October 30, 2007** at 5 p.m. All project submissions must be received at the NBRC office located at 10 Executive Ct., Napa by the 5 p.m. deadline. Six copies of the proposal must be submitted. Interviews will be scheduled for those respondents whose proposals most closely meet the project needs and specifications.

For further information please feel free to contact Adele Butler, Community Resource Consultant at (707) 256-1209. We look forward to your proposals and thank you in advance for your time and interest in serving our consumers at North Bay Regional Center.

North Bay Regional Center
Request For Proposals and General Instructions
2007 - 2008

Introduction

North Bay Regional Center (NBRC) is a private non-profit agency under contract to the Department of Developmental Services to provide services to people of all ages with developmental disabilities in Napa, Solano, and Sonoma counties. NBRC is seeking applicants for this **Request for Proposal, which is a pilot project**, to develop a new instructional program to provide training in parenting and behavioral intervention as support to families with a child with a developmental disability. **Start - up funds are not available for this project.**

Description of Need

The enclosed Attachment A, RFP 2007-2008 describes the program for which a Request for Proposal is being sought. This request is limited to new program development only. Proposals *must* reflect the needs and expectations as stated in Attachment A.

Orientation Session

Where: North Bay Regional Center- Napa Office
10 Executive Court, Napa, CA 94558
Date: Wednesday, October 10, 2007
Time: 10 AM to Noon

The orientation session is open to individuals interested in making application for this project. Information will be provided regarding the identified need for this service as well as proposal expectations and selection process. Attendees will have the opportunity to ask questions. Reservations are not required to attend. If additional clarification is needed call Adele Butler, Community Resource Consultant, at (707) 256-1209.

Instructions for Submitting Proposal

The following must be submitted in order for the proposal to be considered:

1) Proposal Title Page (Attachment B)

2) Resume and Statements of Qualifications must include:

- Statement of professional qualifications to carry out the project including:
 - A) Documentation of experience in instructing adult learners.
 - B) Documentation of experience developing positive parenting and behavioral intervention curriculum based upon Best Practices.
 - C) Documentation as to experience in behavior management and supporting families with children with developmental disabilities.
- Statement of business qualifications and/or practical experience relating to the management of personnel and fiscal resources necessary for

providing such services including:

A) Evidence that the applicant possesses the organizational skills, education and/or experience necessary to complete a project of the scope for which they are applying.

B) List of professional references with name, address, and phone number of at least one person/agency to verify fiscal stability and at least one person/agency to verify program/administrative experience.

C) Statement with evidence of ability to work interactively and cooperatively with NBRC and the diverse population of families within the NBRC catchment area.

D) Statement of evidence of ability to work within the scope of Title 17 regulations governing vendorization and NBRC policies and procedures.

3) Program Description

A complete training curriculum detailing a "Train the Trainer (Parent) -- Family Behavioral Training" as described in Attachment "A" is preferred but not required at this time. A full training curriculum and program design of the service will be required from all applicants selected to develop these programs. Pertinent regulatory sections can be found in Title 17, Division 2 Chapter 1: General Provisions and Chapter 3.

All proposals submitted must at a minimum, however, address all of the following concepts:

- Statement of purpose, philosophy and attitudes towards promotion of training of family members to have knowledge, and skills to support their disabled family member as an independent and self sufficient person with in the home and community.
- Description of proposed training modules including instructional methods, program structure assessment process and anticipated outcomes.
- Description of instructor student ratio, class duration, and length of series.
- Referral criteria, participant expectations, intake process, and exit criteria.
- Geographic area of intended service with specific location, if known.

4) Financial

- All applicants must submit Attachment C: Estimated Cost Worksheet & Reimbursement Statement

5) Timeline Schedule

Submit a timeline on how the description of need will be addressed and how the scope of work will be completed for this project. Preference is to have program ready for implementation no later than March 2008.

**North Bay Regional Center
Requests for Proposal
2007-2008**

Train the Trainer (Parent) - Family Behavioral Support Intervention
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North Bay Regional Center is seeking vendors to establish a family and behavioral education program to support and empower parents and caretakers of persons with developmental disabilities. This program shall be composed of a series of trainings following an established curriculum. It is expected that family participants will increase their knowledge and information of evidence based behavior concepts, vocabulary and positive techniques so that they may determine what will work best for their family to establish an optimum home and community environment. We hope that parents will be in control of their child's progress and reduce dependency on "professional" interventionists. Additionally, the vendor will be expected to develop on-going family training support groups and/or direct behavioral intervention, once the initial training is completed and it is determined to be necessary by the planning team.

Service Need: Train the Trainer (Parent)
 Family Behavioral Intervention Program
Service Area: Solano, Sonoma, Napa
Number Served: Estimated class size 6-10 family members
Format:* Weekly series of classes for pre-determined length of time

For the purpose of this pilot project the selected vendor will have access to an NBRC Napa office conference room for the duration of the initial pilot. It is hoped that once the initial pilot is completed that this service will be expanded to multiple vendors who will offer similar courses at accessible community sites throughout Napa, Solano and Sonoma Counties.

The expectation is that this service will:

- Establish a positive, safe, nurturing small group adult learning environment.
- Develop a Program Design and course curriculum based upon Best Practices that describes instructional methods that will be implemented for parents to learn behavior intervention and parenting techniques.
- Curriculum must include topics specific to addressing challenging behavioral issues of persons of all developmental disabilities including: full spectrum autism, all ranges of mental retardation as well as those with a dual diagnosis of mental illness.
- Curriculum must include information and techniques for families to develop social and recreational groups within their local community.
- Through instruction of a pre-set curriculum family members will learn evidence based behavioral methods that families may use with practical application and outcomes with in the home environment.

Request for Proposal Process:

1. **RFP Orientation Session** -- October 10th, 10AM to Noon as described above.
2. **Submission Deadline: Tuesday, October 30th by 5:00 p.m.**
3. ***Six (6) copies of the proposal must be RECEIVED by 5 PM at the Napa office of North Bay Regional Center.*** Postmarks of October 30th will not be accepted unless the proposal is received by 5pm on that date. Proposals that are late, FAXED, or e-mailed will not be accepted.

Proposals may be mailed or delivered to:

Adele Butler
Community Resource Consultant
North Bay Regional Center
10 Executive Court
P.O. Box 3360,
Napa, CA 94558

4. Interviews

- Interviews with the Selection Committee will be scheduled in November. Dates to be determined.
- Applicants whose proposals most closely meet the stated project needs will be selected for interviews.
- Applicants may be requested to make a short presentation in the interview to demonstrate their instructional and delivery methods.
- Interview questions will not be provided to applicants prior to the interview.
- All interviews will be at the NBRC office in Napa.

5. Selection Decisions: Adele Butler will notify all applicants in writing of the Selection Committee's decision related to their proposal in December. In the event that no proposals are selected, NBRC may re-solicit, withdraw the RFP, or negotiate with any potential provider NBRC identifies as being able to meet the need. The decision of NBRC is final and **not** subject to an appeals process.

Time Lines Summary:

RFP Orientation: October 10, 2007 -- Napa office of NBRC

Proposal DUE: Tuesday, October 30, 2007 by 5:00PM

Interviews: To be held in November.

Notifications: Status notification letters will be mailed in December.

**North Bay Regional Center
Requests for Proposal
2007-2008**

- ❑ Instruct families on positive parenting and behavior intervention methods including: de-escalation techniques which preserve dignity and respect of the child and family.
- ❑ Provide professional instruction and guidance to family participants who may have highly diversified learning styles, and educational levels.
- ❑ Nurture the establishment of relationships within the participants to create natural support groups.
- ❑ Describe follow – up training and support services for families who have successfully completed the initial parenting program.
- ❑ Specify any accommodation for second language speakers.
- ❑ Establish easily accessible (ADA) community sites at which to hold future training sessions, including: vendor offices, library rooms, community centers, Adult Education/ROP classrooms, YMCA or YWCA buildings, Boy's and Girl's Clubs or other available facilities.
- ❑ Establish measurements of program assessment for curriculum and instruction effectiveness

* Alternative schedule and formats are welcome. However, a fundamental goal of the program is to allow participants time for implementation with the benefit of practical take home assignments, sharing outcomes and problems with instructors over a period of time. It is hoped that multiple meetings will allow natural supports to develop among participants.

Attachment B

**TITLE PAGE
Request for Proposal**

TO: Selection Committee
North Bay Regional Center
10 Executive Court
(PO Box 3360)
Napa, CA. 94558
ATTENTION: Adele Butler

Program Title: **Train the Trainer (Parent) – Family Behavioral Program**

Name of Applicant or Organization: _____

Name of Parent Corporation (if any): _____

Applicant or Organization Contact Person:

Address:

Applicant or Organization Contact Person: _____

Contact Numbers (Include Area Code) Phone: _____
Fax: _____ Cell: _____

Names of any Program(s) the applicant currently manages that are vendored by any Regional Center:*

Author(s) of the Proposal: The name of the applicant if he/she wrote the proposal, or the name of the consultant who wrote the proposal for the applicant.

Applicant(s) Signature

* Currently vendored programs must be in good standing with their Regional Center to be considered for this proposal

**ESTIMATED COST WORKSHEET
&
REIMBURSEMENT STATEMENT**

All applicants must complete this worksheet.
A reimbursement statement must also be submitted itemizing the proposed rate structure for the new services.

Check if costs are calculated using a monthly budget or flat cost averaged over the length of the trainings. Monthly ____ Series ____ If series, specify length _____

Staff and Administrative Costs	
Staff Salaries and Wages: Specify details- attach details if needed	\$
Staff Benefits including Workman's Compensation: Specify details- attach details if needed	\$
Administrative Overhead	\$
Program Consultant Fees	\$
Staff Training Costs	\$
Travel Expenses	\$
Business/ Office Related Costs	
Communication Costs	\$
Office Supplies	\$
Office Equipment/ Rental & Maintenance Costs and Supplies	\$
Building and Facility Program Related Costs*	
Space Costs-Rental or lease	\$
Utilities Costs	\$
Insurance Costs	\$
Fire Safety Costs/Maintenance	\$
Facility Maintenance	\$
	\$
Specific Training Costs: Specify	\$
	\$
	\$
	\$
Other Costs: Specify	\$
	\$
	\$
	\$
TOTAL MONTHLY COSTS	\$

*Some of the costs may not be applicable to all applicants. Please state N/A for those items.

Note: This information is being requested for the purposes of ensuring that potential vendors have fully considered estimates on all possible costs that might arise in the implementation of this program, and to help determine reasonable reimbursement amounts for these services by the Selection Committee.