

**North Bay Regional Center  
Announces Requests for Proposals  
2008- 2009**

**Project Number 1: Residential/Behavioral**

Service Need: High Level 4 Home- Adults (18-59)  
Service Area: Napa, Solano or Sonoma County  
Number Served: 4 or fewer persons, one or two may be non-ambulatory;  
private rooms preferred

The expectation is that this home will:

- The administrator or licensee must be either a licensed behaviorist or must have a Master's degree in psychology and have relevant experience working with developmental disabilities.
- Provide a highly structured environment to serve people who require self-care and behavioral interventions. Consumers being referred to this home will have a history of severely disruptive and/or self-injurious behaviors and may have limited cognitive or self-care skills.
- Develop a description of an initial assessment planning process for developing and implementing individual behavioral treatment intervention plans.
- Be knowledgeable of de-escalation techniques which preserve dignity and respect.
- Maintain protocol to address assaultive behavior.
- Emphasize person-centered planning, community access and normalization.
- Develop positive relationships with community resources and family members.
- Promote opportunities to use independent living skills and to teach adult living responsibilities including informed decision making.
- Prepare a Program Design that includes consistent and systematic staff training.
- Accept consumers in crisis, some of whom may have judicial involvement or substance abuse issues.

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**Project Number 2: Residential/Transition (2)**

Service Need: High Level 4 Home- Adults (18-25 Young Adult)  
Service Area: Napa/Solano and Sonoma County (accessible to Community College)  
Number Served: 4 or fewer per home, one or two persons may be non-ambulatory;  
private rooms preferred.

The expectation is that this home will:

- Provide structure and support to young adults around issues of community safety, sexual safety, defensive practices, and promoting positive relationships.
- Ability to educate young adults in self advocacy.
- Provide guidance and support around accessing post secondary educational opportunities; be open to scattered scheduling as clients may be in school part time and then have a part time job later in the day or weekend. Clients will not necessarily be out of the home during typical "day program hours".
- Emphasize person centered planning, community access and normalization.
- Be willing to actively provide and promote positive adult role models and behavior

- ❑ Provide activities that are stimulating to young adults which will also promote self growth in a fun environment
- ❑ Develop positive relationships with community resources and family members.
- ❑ Provide a Program Design that includes consistent and systematic staff training to include: promoting self advocacy, sexual education, social roles/relationships (i.e. CIRCLES training)
- ❑ Promote opportunities to use independent living skills and to teach adult living responsibilities.
- ❑ Encourage informed decision making.

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**Project Number 3: Residential/Children**

Service Need: Level 4 Home- Children (5-12)  
Service Area: Napa/ Solano County  
Number Served: 4 or fewer per home, one or two persons may be non-ambulatory; private rooms preferred

The expectation is that this home will:

- ❑ Provide a positive, highly structured home for children who have behavioral and self-care deficits.
- ❑ Develop and implement individual behavioral intervention plans.
- ❑ Be knowledgeable of de-escalation techniques which preserve dignity and respect.
- ❑ Maintain protocol to address assaultive behavior.
- ❑ Emphasize person-centered planning, community access and normalization.
- ❑ Develop positive and proactive relationships with family members and schools.
- ❑ Provide a warm supportive environment for children to play and develop social skills
- ❑ Utilize positive behavioral supports to redirect behavior
- ❑ Hire consultants with expertise in addressing the needs of this age group.

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**Project Number 4: Residential/Adolescents**

Service Need: Mid Level 4 Home- Adolescents (12-18)  
Service Area: Sonoma County  
Number Served: 3-4 consumers, preference for private rooms. License for a minimum of at least one non-ambulatory person preferred.

The expectation is that this home will:

- ❑ Provide a positive, highly structured home for adolescents with challenging behaviors. Some children may have autism or display autistic-like behaviors.
- ❑ Develop and implement individual behavioral intervention plans. Be knowledgeable of de-escalation techniques that preserve dignity and respect.
- ❑ Maintain protocol to address assaultive behavior.
- ❑ Emphasize person-centered planning, community access and normalization activities.

- ❑ Develop positive and proactive relationships with educational systems, community resources and family members.
  - ❑ Hire consultants with expertise in addressing the needs of this age group.
  - ❑ Pursue a license to serve at least one person who is non-ambulatory (preferred).
  - ❑ Provide a Program Design that includes consistent and systematic staff training.
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### **Project Number 5: Residential/ICF-DDN (2)**

Service Need: ICF-DDN- serving the Elderly with nursing needs

Service Area: Solano, Sonoma or Napa

Number Served: Two homes serving no more than 6 individuals to each home, non-ambulatory license, private rooms preferred

The expectation is that this home will:

- ❑ Provide a positive and nurturing home to elderly consumers with higher self-care needs, needing assistance with all daily living skills, who have chronic medical conditions which require monitoring.
  - ❑ Residents may show early signs of dementia.
  - ❑ The provider will need to use a psychologist, RN, PT /OT, and/or Nutritional consultation to meet the service needs of the residents.
  - ❑ Develop a description of initial assessment planning process for developing and implementing individual health treatment and maintenance plans.
  - ❑ Emphasize person centered planning, community access and normalization.
  - ❑ Develop positive relationships with community resources and family members.
  - ❑ Prepare a Program Design that includes consistent and systematic staff training to meet the needs of residents and to ensure personal choice and safety.
  - ❑ Develop and monitor chronic medical conditions.
  - ❑ Allow for flexible daily schedules- partial program or retirement.
  - ❑ Serve non-ambulatory clients.
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### **Project Number 6: Residential**

Service Need: Dual Diagnosis Step-down home for clients being discharged from locked psychiatric settings

Service Area: Solano, Sonoma or Napa

Number Served: Four consumers, preference for private rooms and at least one non-ambulatory position.

The expectation is that this home will:

- ❑ Be knowledgeable of mental health issues, the administrator/ licensee should have at least two years paid work experience working with people with dual diagnosis and have a degree in psychology. Additional experience can be substituted for the degree requirement.

- ❑ Develop a description of an initial assessment planning process for developing and implementing individual intervention plans.
  - ❑ Be prepared to re-integrate consumers back into the community after spending time in locked or delayed egress psychiatric treatment centers- administration should be able to work with these programs to ensure continuity of care and to preserve stabilization.
  - ❑ Be knowledgeable of de-escalation techniques which preserve dignity and respect.
  - ❑ Maintain protocol to address assaultive behavior.
  - ❑ Emphasize person-centered planning, community access and normalization.
  - ❑ Develop positive relationships with community resources and family members.
  - ❑ Promote opportunities to use independent living skills and to teach adult living responsibilities including informed decision making.
  - ❑ Prepare a Program Design that includes consistent and systematic staff training with particular attention to medication management, psychiatric issues, and being attentive to medication side effects.
  - ❑ Accept consumers in crisis, some of whom may have judicial involvement or substance abuse issues.
  - ❑ Maintain positive relationships with county mental health services.
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## **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** to develop new programs to address the needs of our clients. All community care licensed homes will be vendored for four or fewer beds per NBRC policy. Some funding may be available depending on need and project, to be determined.

## **Description of Need**

The enclosed Attachment A, RFP 2008-2009 listing, describes the programs for which Requests for Proposals are being sought. This request is limited to new program development only. Proposals *must* reflect the needs and expectations as stated in Attachment A. Applicants whose proposals most closely meet the stated needs will be selected for interviews by the review committee.

## **Orientation Session**

**Where:** North Bay Regional Center- Napa Office  
10 Executive Court, Napa

**Date:** February 10, 2009

**Time:** 1:30 to 3:00 p.m.

Specific information will be provided regarding the service needs and the selection process of the proposed homes. Attendees will have the opportunity to ask questions. Please visit the NBRC website for additional details as we will be unable to answer individual phone calls.

## **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 which must include:**

- Documentation of education and/or experience in working with the population described in the project for which you are making the application.
- Statement of educational background and/or practical experience relating to assisting individuals described in the target population. Minimum requirement is one year experience working with people with developmental disabilities.

- Statement of background and/or practical experience relating to the management of personnel and fiscal resources necessary for providing such services.
- Statement of qualifications to carry out the project.
- 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.
- 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.
- Statement with evidence of ability to work cooperatively with NBRC and Licensing agencies in meeting consumers' needs and in complying with laws and regulations that govern the proposed service design.

### **3) Program Description**

A complete Program Design as stipulated in Title 17 is preferred but not required at this time. A Program Design will be required from all applicants selected to develop these programs. Pertinent regulatory sections can be found in Title 17, Chapter 3. Residential services criteria are in Subchapter 4- Residential Services and Quality Assurance Regulations.

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

- Statement of purpose, philosophy and attitudes towards promotion of maximum independence, community integration, self-advocacy and choice for persons with development disabilities.
- Description of proposed services, assessment process, program methods, and service outcomes. Proposal must include a description of services to enhance the skills of persons with challenges in self-help skills and/or challenging behaviors. The applicant must also describe the use of community resources, instructional methods and techniques, including data collection systems to be used in achieving service outcomes.
- Staffing patterns and tentative program schedule.
- Entrance and Exit criteria.
- Description on how staff will be trained to understand the program philosophy and objectives, individual program planning for consumers, implementation of program methods and treatment plans, pertinent regulations and other necessary facets of the program.

### **4) 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.

### **Request for Proposal Process:**

1. There is currently not a designated contact person for this project, proposals will be reviewed by a team. Please use the NBRC website for any additional information you may require.
2. The orientation session will be held on February 10, 2009 at 1:30 p.m. as described above.
3. The applicants will submit four (4) copies of their proposal to NBRC, Napa office by February 25, 2009 at 5:00 p.m.
4. Interviews will be held the first week of March 2009.
5. All applicants will be notified in writing of the Selection Committee's decision related to their proposal. 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.

### **Summary of Time Lines for Requests for Proposals:**

#### ***February 10, 2009***

Orientation meeting for people interested in the Request for Proposal. The meeting will be held at NBRC's Napa office 1:30-3:00 PM. Reservations are not required.

#### ***February 25, 2009***

**Four (4) copies of each proposal, RECEIVED by 5 pm at North Bay Regional Center. Proposals received after this deadline will be reviewed after the initial proposals have been processed. Postmarks of *February 25* will not meet the initial deadline unless the proposal is received by 5pm on that date.** Proposals may be mailed or dropped off to

ATTENTION: Living Arrangement Committee  
North Bay Regional Center  
10 Executive Court  
P.O. Box 3360  
Napa, CA 94558.

#### ***March 2009***

Finalists will interview with the review committee during the first week of March. Interview questions will not be provided to applicants prior to the interview.

#### ***March 2009***

Letters mailed to inform applicants of the status of their proposals.

**Attachment B**

