

**North Bay Regional Center  
Request For Proposals  
September 2011**

**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 an Independent Assessor for Supported Living Services (SLS).

**Description of Need:**

Recent legislation mandates regional centers to provide Independent Assessments for consumers who are currently in or who are entering supported living arrangements whose current or recommended service costs exceed 125% of the annual statewide average cost of such services as determined by the Department of Developmental Services (DDS).

The Independent Assessor will be responsible for assessing whether the current or recommended supported living services are appropriate, sufficient, and cost-effective to meet the person's choice and needs, as determined by the comprehensive SLS assessment and the planning team.

The Independent Assessment is not intended to replace or repeat the service provider's comprehensive assessment but will provide an additional look at the services being provided or proposed. Assessments will be conducted using a standardized assessment tool and will include the following:

- The use of natural and generic supports, including In Home Support Services (IHSS)
- Technology that provides support otherwise necessary through direct staffing hours
- Review of the possibility of and appropriateness of shared housing
- Exploration of support alternatives
- Identification of the type and frequency of daily supports, such as, but not limited to: grooming, meal preparation, communication, mobility, transportation, medication management, household responsibilities, personal needs, interpersonal relationships, behavioral and medical supports, and emergency procedures.
- Allowance for exposure to normal risks and natural learning opportunities
- Possible impacts on the individual, due to recommended changes or reduction of services

The Independent Assessor will be required to submit a final Assessment Report including findings and recommendations no later than 10 days following the initial referral for each consumer.

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**Applicant Eligibility:**

The agency(s) or individual(s) selected to provide the Independent Assessments must meet the following requirements:

- A bachelor's degree and a minimum of 2 years of experience in the management of a human services delivery system.
- Demonstrated understanding of the principles and operational requirements, per Title 17 of the California Code of Regulations, of supported living services.
- Comprehensive knowledge of the regional center system, including a demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California.

In order to avoid any potential conflict of interest, the applicant shall not be an employee of NBRC.

**Reimbursement Information:**

\$125 per assessment; assessments must be received prior to reimbursement. (Please note that there is a State mandated 4.25% discount on rates). Start-up funds are not available for this project.

**Proposals Submission:**

**Four (4) typed copies of each proposal including a sample assessment tool and report must be received at the North Bay Regional Center office located at 10 Executive Court, Napa, CA 94558.** All proposals should be submitted to the attention of Cherie Lanam, Community Resource Consultant.

If no applicants are selected, NBRC will review submissions until the project is awarded.

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**Format and Content Requirements:**

Proposals must include:

- a. A Cover Page (Attachment A)
- b. Conflict of Interest Statement (Attachment B)
- c. A description of your education, training and experience working with persons with developmental disabilities (see "Applicant Eligibility").
- d. Anticipated number of employees
- e. Qualifications, experience, management and training for any staff who will participate in completing assessments.
- f. A description of the tools and methods which will be used to complete the Independent Assessments, include samples of the assessment tool.
- g. The process for determining the necessity, sufficiency and cost effectiveness of supported living services.
- h. A description of the types of resources that might be recommended to replace or supplement regional center funded services and supports.
- i. A description of how you will track the assessment process from referral through submission of results and recommendations. Include how you will meet the 10-day turnaround deadline.
- j. The process for determining and reporting potential impacts of changes or reduction of services recommended as a result of the Independent Assessment. Please include sample of Independent Assessment Report.

**Proposal Section Process:**

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. North Bay Regional Center reserves the right to reject any or all proposals at its discretion. Each proposal will be evaluated by a selection committee. This evaluation will be based on responsiveness, innovation, previous experience of applicant, and the applicant's potential for providing quality cost-effective services and supports. Additional information may be required from selected applicants with regard to their proposal prior to the awarding of a contract.

**Additional Information:**

Any questions regarding the requirements of this RFP should be directed to:

Cherie Lanam, Community Resource Consultant  
North Bay Regional Center  
10 Executive Court  
Napa, California 94558  
Phone: (707) 256-1107

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INDEPENDENT ASSESSOR- SLS

COVER PAGE

(ATTACHMENT A)

Agency Name: \_\_\_\_\_

Name of individual or organization  
submitting proposal: \_\_\_\_\_

Business Address:  
\_\_\_\_\_

Mailing address  
(if different from above):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Author of Proposal: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

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**INDEPENDENT ASSESSOR- SLS**

**CONFLICT OF INTEREST STATEMENT**

**(ATTACHMENT B)**

1. Are you now, or have you ever been a vendor of North Bay Regional Center?  Yes  No

If yes, list all vendored services. Include the name of the business and location.

2. Have you ever been an employee of or associated with any organization or business that is vendored by NBRC to provide supported living services?  Yes  No

3. Do you have any other professional/business operations that provide services to developmentally disabled persons?  Yes  No

If yes, provide business name, location and type of service.