

ALTA CALIFORNIA
REGIONAL CENTER



December 7, 2017

Request for Proposals (RFP)

Alta California Regional Center Community Placement Plan For Fiscal Year 2017-2018

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need for the development of specialized residential and non-residential services within the ACRC catchment area (Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba) for clients who are currently residing in a State Developmental Center (SDC), Mental Health Rehabilitation Center (MHRC), and Institutes for Mental Disease (IMD), or are at risk of admission to one of these restrictive settings. ACRC has funds available for the selected applicants to assist in the development of the identified needs.

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience, which includes providing care and supervision in a residential setting for persons with developmental disabilities, and/or knowledge and understanding of the issues relating to the needs of the project for which you are applying. Any person(s) who are employees of another Regional Center or the State of California may apply, but would have to cease their employment upon being selected for the project.

SUBMISSION OF PROPOSALS

Email your proposal to: rfp@altaregional.org

Your proposal must include all required sections outlined in Part III, proposal guidelines, below and **must be received via email no later than 3:00 pm on Thursday, January 4, 2018.**

Proposals received after this deadline will not be considered. Upon applicant submitting proposal, ACRC will send an email confirming proposal has been received.

ACRC will not accept any hard-copy proposals.

Please direct any questions to Dan Kilmer at (916) 978-6228, DeDe Peters at (916) 978-6541, Phil Perez at (916) 978-6618, Geneva Luedtke at (916) 978-6444, or email rfp@altaregional.org.

Part I

Project Description

Project ID: ACRC-SN-1718-4
Project Type: Enhanced Behavioral Supports Home (EBSH) Step-Down with HDO
Service area: ACRC Catchment Area
Number served: 4
Start-up funding: \$300,000 (provider funds)
Reimbursement rate: Negotiated

Description of project

Four (4) bed Enhanced Behavioral Supports Home (EBSH) that will provide step-down services for dual diagnosed adult clients transitioning from a Community Crisis Home (CCH), Institution for Mental Disease (IMD) or other emergency facilities. This home will be developed in collaboration with a Housing Development Organization (HDO) who will acquire and renovate the property.

Target Population

Clients targeted for this home will be adults diagnosed with a developmental disability who are receiving regional center services who are currently receiving services from the types of placements mentioned above. Said clients are expected to have severe behaviors including, but not limited to, verbal and physical aggression, property destruction, resistive to daily routines, self-injurious behaviors, and AWOL. Clients may also have psychiatric diagnoses and will require management of mental health needs.

Scope of service

Stabilize individuals with challenging needs and assist in the transition to a less restrictive environment. Placement in this EBSH will be no more than eighteen (18) months. This facility will include psychiatric supports to address mental health needs as well as intensive services and treatment to address developmental needs and prepare individuals for transition to a less restrictive setting. This home will have extensive behavioral support services utilizing highly trained staff. Provider is to develop a schedule of activities for clients who are not in, or stay home from day program.

Eligibility of applicant

Must demonstrate a strong understanding of the challenges exhibited by the target client population and clearly describe an effective process for assessing the needs of each client and services to transition clients in a relatively short time frame (6-9 month) but no more than 18 months. Understands the types of renovations that must be made to the property in order to best serve the targeted client population. Be able to work collaboratively with an HDO during the development phase of the project and complete the project in a timely manner.

Expectation of the program

Direct service hours that must meet the following criteria; (1) administrator on site at least 20 hours per week, (2) one direct care staff lead and one direct care staff on shift 24/7, and (3) have at least two awake staff on shift each hour of the day when all the clients are at home, including night time hours. Applicant must have a behavior management system that clearly and accurately identifies interfering behaviors, a strong data tracking system, and a system in place to ensure fidelity of behavior management. This home will be expected to work closely with a client's psychiatrist and other mental health service providers to address a client's mental health needs.

Part II

Applicant Criterion and RFP Process

A. PURPOSE

Community Placement Plan (CPP) is designed to assist individuals who are ready to transition from a State Developmental Center (SDC) into the community, or to assist those who are at risk of moving into an SDC with maintaining their placement in the community. ACRC solicits the community through a Request for Proposal (RFP) to seek out providers able to meet the specialized needs of this population.

B. EXPECTATIONS OF THE SELECTED APPLICANT

It is expected that the selected applicant; (1) work collaboratively and closely with the regional center, (2) provide careful and thorough planning in all aspects of the project, (3) work diligently to complete the project in a timely manner, (4) commit to providing quality services, (5) submit monthly updates and summaries detailing progress made towards meeting the project objectives, and (6) report any major delays with the project immediately to ACRC. ACRC will communicate regularly with the selected applicant, CCL, and other parties who have an interest in the development of the project. Through this RFP process, an applicant must demonstrate strength in the areas of clinical, administrative, and financial responsibility.

C. REFERRALS

All client referrals are initiated and generated through the ACRC CPP unit by the clients' Service Coordinators. ACRC, the Regional Resource Development Projects (RRDP), SDC's, and/or others work collaboratively to develop a client's transition plan. The length of the transition process varies and is dependent upon the needs of the client being referred.

D. WRITTEN PROPOSAL

Proposals submitted in response to this RFP are intended to be an overview of the applicant's expected delivery of service for the individuals identified in the project descriptions relative to the project(s) you are applying for. A more detailed description of the prospected service plan will be developed during the vendorization process. Proposal must be written in a professional manner and clearly reflect the applicant's intended delivery of service.

E. SELECTION PROCESS

The selection committee will review and score all proposals using a 100 point scale. Top points are given to the various sections of your proposal that reflect the appropriate supports and services offered to the individuals you are planning to serve. The top three applicants with an average proposal score at or above 70% will be interviewed. ACRC reserves the right to interview other applicants who may not be in the top three or have a score below 70%.

F. RFP TIME LINE

- Proposals due January 4, 2018
- Applicant interviews January 15-19, 2018
- ACRC final selection January 25, 2018

***ACRC reserves the right to modify the above timeline**

G. START-UP FUNDING

Start-up funding is available for each of the projects. Funds are meant to aid in the development of the projects, but may not cover the entire cost. The selected applicant is responsible for costs that exceed the available start-up funds.

H. LICENSURE/VENDORIZATION

These facilities will be licensed by the State Department of Social Services – Community Care Licensing Division (CCL) and will adhere to all the requirements outlined in Title 22 for the respective program.

The selected applicant will complete ACRC’s vendorization process which includes attending the following: Vendor Orientation, Behavior Management Skill Training, program design workshop, medication training, P&I training, record keeping training, SIR training, and accounting training. The vendor process includes writing a program design and cost data sheet that are approved by the regional center.

I. NON-DISCRIMINATION

ACRC shall not discriminate in the selection of an applicant on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Part III

Proposal Guidelines

When drafting your proposal, consider what will be enhanced/specialized based on the targeted client profile of the project you are applying for. Draw on your experience, education, and creativity when deciding what services and supports you need/want for the home you are applying for. Thoughtfully consider how services will be delivered, and consider how your proposal will stand out from the others. Simple, generic responses or descriptions will hinder your chance of being considered for an interview.

It is expected that this program summary highlights the specialties and enhancements of the facility you are applying for. This program summary is NOT meant to highlight every aspect of the program; a full description of the program will be developed in the program design of the selected applicant

Format. Double space, 12pt font, Times New Roman, and one inch margins.

An applicant's proposal must include all of the following eight (8) items:

1. Title page (Attachment A)
2. Applicant/Agency information (maximum 2 pages) (10pts)
3. Program summary (maximum 10 pages)
 - a. Describe how your home will be designed/upgraded/enhanced (above and beyond what's typically required for all care homes/non-residential program) in the following areas in order to effectively serve the targeted population for the project you are applying for; (1) the physical plant, (2) staffing (type/position, levels, qualifications, and duties), (3) staff training, (4) consultation, and (5) services provided to clients. (20pts)
 - b. Choose the two most critical consultants and explain why you chose them and how you plan to use them. (10pts)
 - c. Describe your enhanced/specialized training program (above and beyond what's typically required for all care homes/programs) as it relates to the types of clients you are applying to serve. (20pts)
 - d. Provide a detailed example of your preparation and process of implementing community integration for a client that matches the profile of clients for the project you are applying for. (15pts)
 - e. What is your plan in serving diverse populations, included, but not limited to, culturally and linguistically? Provide an example. (5pts)
4. Sample staff schedule (Attachment B) 10pts
5. Projected ongoing costs (Attachment C) 10pts
6. References (Attachment D)
7. Statement of Disclosure (Attachment E)
8. Resume(s)

Attachments

Attachment A

Proposal Title Page

CPP fiscal year 2017/2018

December 8, 2017 RFP

To: CPP Unit

Attention: CPP Resource Developers

Alta California Regional Center
CPP Resource Development Unit

**Proposal must be
emailed to:**

rfp@altaregional.org

Project Number and Description (*please print*)

Name of Applicant or Organization Submitting Proposal (*please print*)

Signature of Person Authorized to Bind Organization

Date

Contact Person for Project (*please print*)

(_____)_____

(_____)_____

Telephone Number/

Fax Number/

E-mail Address

Name of Parent Corporation (*if applicable*)

Mailing Address (*please print*)

Author of Proposal,

If different from person submitting proposal

Date Submitted

Attachment B

Sample Staff Schedule

Facility: _____

Week of: _____

Number of clients: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1:00am							
2:00am							
3:00am							
4:00am							
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							
TOTAL							

Weekly Total: _____

Direct Care Staff:

#1: (Admin) _____

#2: _____

#3: _____

#4: _____

#5: _____

#6: _____

#7: _____

#8: _____

#9: _____

#10: _____

#11: _____

#12: _____

Instructions: Place each staff member's name on a number. Then use the assigned number to fill out the staff schedule.

Attachment C

Complete & Submit Cost Data Sheet (Enclosed)

(Email rfp@altaregional.org to receive an electronic version to complete)

Complete the Cost Data Sheet to show the total estimated costs for operating the facility at full capacity. Provide detail for each operating and administrative cost. When completing the Cost Data Sheet, consider the costs of the enhancements and specializations for the home (i.e. staff wage and training, consultation, programming, etc.).

NOTE. The cost data sheet submitted with the proposal is reviewed and analyzed during the selection process only. Selection of an application shall not constitute as ACRC's approval of any or all aspects of the cost data sheet.

Attachment D

References

References for: (Applicant's Name) _____

Reference 1:

Name: _____

Title: _____

Agency: _____

Address: _____

Street Number

City

State

Zip Code

Phone Number: _____

Reference 2:

Name: _____

Title: _____

Agency: _____

Address: _____

Street Number

City

State

Zip Code

Phone Number: _____

Reference 3:

Name: _____

Title: _____

Agency: _____

Address: _____

Street Number

City

State

Zip Code

Phone Number: _____

