



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

1365 South Waterman Ave. San Bernardino CA 92408

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REQUEST FOR PROPOSALS

TO: All Interested and Qualified Parties

DATE: July 27, 2010

DUE DATE: October 15, 2010

YOU MUST SUBMIT 4 COPIES OF YOUR PROPOSAL

LATE PROPOSALS WILL NOT BE ACCEPTED

This is a Request for Proposals issued by the Inland Regional Center (IRC). IRC has identified the services included in this RFP as priority development needs. IRC invites the community to develop a variety of resources throughout Riverside and San Bernardino Counties to serve people who have developmental disabilities. IRC strongly encourages all interested and qualified parties to construct a proposal in response to items included in this RFP. Start-Up Funding (SUF) **may** be available to assist in the development of these projects to support the agency's Community Placement Plan (CPP). See Section III for minimum qualifications. See Section V for details on start up funding and proposal submission procedures. **IRC reserves the right to suspend or defer development of any of these projects depending on funding availability or suitability of proposals.** The acceptance of a proposal does not guarantee a proposed rate of reimbursement. Rates will be negotiated at time of development.

SECTION I. RESIDENTIAL SERVICE REQUEST:

1. Adult Specialized Residential- Forensic Emphasis: Funds may be available for the development of residential services for adults who have a diagnosis of mild to moderate mental retardation and a mental health diagnosis. These consumers may exhibit institutional behaviors and may be non-ambulatory. Consumers will have severe behavioral challenges which may include all or some of the following: verbal aggression, physical aggression, property destruction, self-abuse, and elopement. Consumers may have a criminal history. Consumers may need assistance with personal care needs and may require a Restricted Health Care Plan for medical conditions. Applicant must be able to provide a highly structured setting and prepare residents for transition to a less restrictive setting. The applicant must be able to secure an experienced behavioral analyst who is BCBA certified or a consultant who meets the requirements outlined in Title 17, Chapter 3, Subchapter 2, Article 3, and Section 54342. It is recommended that the applicant possess a background of serving individuals with mental health disorders. The proposal must reflect knowledge of, and compliance with, Title 17 requirements. The facility will be vendored for a maximum of four consumers with single bedrooms and full-size to king size beds, and should accommodate non-ambulatory individuals. Consumers needing supports in this type of facility may be transitioning from a Developmental Center or deflected from an admission into the State Developmental

Center system. Applicants must provide transportation to and from residents' place of work or school as an additional component to the residential service. *Specific rate of reimbursement will be negotiated during program development.*

2. Adult Specialized Residential- Medical Emphasis: Funds may be available for the development of residential services for adults who have a diagnosis of mild to severe mental retardation and medical/health care needs which may require a Restricted Health Care Plan. It is expected that the vendor will hire a full-time CNA and provide consultations with an RN along with other types of consultants as required per each consumer's IPP goals. These consumers will exhibit institutional behaviors and may be non-ambulatory. Consumers will exhibit severe behavioral challenges which may include all or some of the following: verbal and/or physical aggression, property destruction, self-abuse, and elopement. Consumers may need assistance with personal care needs. Applicant must be able to provide a highly structured setting and prepare residents for transition to a less restrictive setting. The applicant must be able to secure an experienced behavioral consultant (BCBA required as noted in Section 1) to meet the needs of the consumers. It is recommended that the applicant possess a background of serving individuals with mental health disorders. The proposal must reflect knowledge of, and compliance with, Title 17 requirements. The facility will be vendored for a maximum of four consumers with single bedrooms and full-size beds, and should accommodate non-ambulatory individuals. Consumers needing placement in this type of facility may be transitioning from a Developmental Center or may be deflected from an admission into the State Developmental Center system. Applicants must provide transportation to and from residents' place of work or school as an additional component to the residential service. *Specific rate of reimbursement will be negotiated during program development.*

3. Teen Crisis/Transition Home: Funds may be available for the development of residential services for adolescents who have a diagnosis of a developmental disability and a mental health diagnosis. These consumers may exhibit severe behaviors and are in need of supports to maintain their community placement. Specific behavioral challenges will include all or some of the following: verbal and/or physical aggression, property destruction, self-abuse, and elopement. These consumers may need assistance with personal care needs and may be non-ambulatory. Applicant must be able to provide a highly structured setting and prepare residents for transition to a less restrictive setting. Applicant must be able to secure an experienced behavioral consultant (BCBA required as noted in Section 1) to meet the needs of the consumers. The facility will be vendored for a maximum of four consumers with single bedrooms and full-size beds, and should accommodate non-ambulatory individuals. Consumers needing placement in this type of facility may be deflected from an admission into the State Developmental Center system. Applicants are expected to offer transportation to and from residents' school as an additional component to the residential service (if necessary). *Specific rate of reimbursement will be negotiated during program development.*

SECTION II. CONSUMER AND FAMILY SUPPORTS:

4. Community Training: Funds may be available to train existing and new service providers on behavioral methods and strategies to avoid psychiatric admissions. Training will focus on understanding antecedent situations, and the process of de-escalation of potentially dangerous behavior.

5. Day Program- Job Development: Funds may be available for the development of a DAY PROGRAM to serve adults who may be transitioning from a Developmental Center or deflection from an admission into a State Developmental Center. Consumers may be non-ambulatory, may display moderate to severe behavioral challenges, and have a mental health diagnosis with on-going behavior problems. Specific behavioral challenges may include: elopement, physical aggression, verbal aggression, self-abuse, and property destruction. Applicant will develop a licensed, center-based day program and focus on pre-work and work skills as well as social skills training. The applicant must be able to secure an experienced Behavioral Consultant (BCBA required as noted in Section 1) who will provide on-going training in implementation of individual support plans with direct care staff. Applicant should identify an experienced Job Developer for the program who will work on developing competitively paid jobs in the community for qualified individuals. Applicant should consider personalizing program plans and service hours to suit the needs of individuals served, including transportation needs.

6. Day Program-Medical: Funds may be available for the development of a Day Program to serve adults who are transitioning from a Developmental Center or deflected from an admission into a State Developmental Center. Consumers may be diagnosed with mild to severe mental retardation, be non-ambulatory, display moderate to severe behavioral challenges, and have medical health care needs that require a Restrictive Health Care Plan. This Day Program will be expected to hire a full time CNA to provide daily care and assistance with the medical health needs of each consumer. This program will also provide an RN consultant to monitor each consumer's Restrictive Health Care Plan. Consumers in this program will exhibit severe behavioral challenges which may include all or some of the following: verbal and/or physical aggression, property destruction, self-abuse, and elopement. Consumers may need assistance with ADL's and personal care needs. Job development will be pursued as appropriate.

The applicant must be able to secure an experienced behavioral consultant (BCBA required as noted in Section 1) to meet the needs of the consumers. It is recommended that the applicant possess a background of serving individuals with mental health disorders. The proposal must reflect knowledge of, and compliance with, Title 17 requirements.

7. Transportation: Funds may be available for the development of TRANSPORTATION services. Safe reliable transporters are needed to transport consumers to and from their workplace or day programs. This will assist in creating new routes to accommodate consumer growth and maintain existing consumers who would otherwise have no transportation to work or day programs. Consumers needing transportation services may be transitioning from a State Developmental Center or deflection from an admission into the State Developmental Center system. This transporter must have knowledge and experience in supporting consumers who may have significant behaviors while on the bus. Transporter will need to have a van(s) that will accommodate wheelchairs, and must meet the identified unmet geographic needs of the agency. Transporter must meet certain Department of motor Vehicle and California Highway Patrol regulations and vehicle inspections. All drivers must be registered in a licensed drug/alcohol random sampling program and obtain a VDDP special driver's certificate.

SECTION III. MINIMUM QUALIFICATIONS:

A. Residential: Applicants for Level 4 or specialized residential services should have at least 3 years experience in providing direct residential care to persons who have developmental disabilities; 1 year of which should be providing service to persons who have severe behaviors. The applicant must demonstrate an understanding of person centered planning and positive supports. Applicant must have experience implementing the system of applied behavior analysis to support consumers in reducing target behaviors. Applicant must have a behavior consultant (BCBA required as noted in Section 1) available who has experience working with consumers who have developmental disabilities. Priority may be given to those applicants who currently operate a facility which is in good standing with Community Care Licensing and IRC. Preference will be given to applicants with experience in the mental health profession, those offering services for non-ambulatory consumers. Preference will also be given to those able to support consumers with various restricted health conditions; and agencies who can offer single bedrooms with full-size beds. Twin beds and shared rooms will not be accepted. Applicants are expected to offer transportation to and from residents' place of work or school as an additional component to the residential service.

SECTION IV. CRITERIA FOR ALL FACILITIES AND SERVICES:

A. All facilities and services must be located in Inland Regional Center's catchment area of Riverside and San Bernardino Counties.

B. All programs must offer maximum individualized community integration opportunities and portray a comfortable, attractive, and high quality environment. **Residential Facilities** must offer single bedrooms with, at minimum, full-sized beds.

C. The applicant who, as a licensee, administrator, or director of any program, has received any Corrective Action Plans (CAP), Sanctions, or Immediate Dangers, within the prior 24 months; will be excluded from an award without the written permission from IRC. Failure to disclose any history of deficiencies or consumer abuse shall eliminate the proposal from review and cancel any proposal acceptance to an applicant. IRC reserves the right to suspend or defer development of any of these projects depending on funding availability or suitability of proposals.

SECTION V. SUBMISSION INFORMATION - *Please read carefully*

A. Proposal Submission: Proposals shall be **delivered** to Inland Regional Center, 1365 South Waterman Ave., San Bernardino, CA 92408; or **mailed** to P.O. Box 6127 San Bernardino, CA 92412. **Proposals shall be submitted prior to October 15, 2010 at 4:00 p.m.**

NO LATE PROPOSALS WILL BE ACCEPTED. YOU MUST SUBMIT FOUR (4) COMPLETE, TYPEWRITTEN, COLLATED, AND PAGE NUMBERED COPIES. THE BODY OF THE PROPOSAL (excluding resumes, financial information, etc.) SHOULD NOT EXCEED 20 PAGES, AND MUST BE SUBMITTED IN A SEALED ENVELOPE. DO NOT SUBMIT PROPOSAL IN A BINDER. NO FACSIMILE COPIES, EMAILS OR LOOSE PAGES WILL BE ACCEPTED. LATE DELIVERIES, REGARDLESS OF THE REASON, ARE NOT ACCEPTED.

B. Selection Process: The proposals will be reviewed, scored, and selected by the Proposal Review Committee. The committee will review the proposals using the proposal guideline and scoring sheet. All applicants will be selected by the Proposal Review Committee. Interviews of applicants may be held prior to the final decision. The final decision of the Proposal Review Committee is not subject to appeal. In the event that no proposal is selected for one of the services being solicited, IRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

C. Notice to Applicants: Inland Regional Center (IRC) reserves the right to withdraw this Request for Proposal (RFP) and/or any item at any time without notice. Inland Regional Center reserves the right to reject the proposal of any applicant who, in their opinion, is not responsible or has previously failed to perform properly; or is not in a position to operate the service. Inland Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines (i.e. incomplete applications, no verification of financial statements; incomplete budget information, etc.). Applicant must be willing to submit and fund a background check.

D. Applicant Partnerships: Proposal authors **must** be identified. Partners may apply; all partners should have full knowledge of the contents of the proposal packets. Partners must demonstrate commitment to the project during the start-up phase as well as ongoing operations. If a partner's only role is to provide financial backing to the project, the financial backer need only show financial commitment.

E. Eligibility: The following agencies and their employees are not eligible for vendorization with regional centers and, therefore, are not eligible for Start Up Funding:

- Departments of the State of California;
- A Regional Center;
- An Area Board.

State, Regional Center, and Area Board employees and their immediate family members are not eligible for vendorization or SUF unless the employee terminates his/her employment with the agency. Any other adult, firm, partnership, association, corporation, private-for-profit or not-for-profit agency may apply.

F. Start Up Funds: Start Up Funds for residential and day programs are allocated by a "forgivable loan" agreement. If selected to receive start up funds, a loan agreement is developed and signed. The agreement states that IRC agrees to lend contractor and contractor agrees to borrow from IRC, the allocated funding known as the "total loan amount." The total loan amount will be forgiven in the absence of a breach of the agreement by contractor. In the absence of a breach, the loan amount will accrue no interest and will be discharged upon contractor's completion of the service in full which includes at least a sixty (60) month period from the date of the first placement. Applicant must be willing to obtain a Performance Bond for the duration of the loan terms.

INLAND REGIONAL CENTER

PROPOSAL GUIDELINE

Please submit four (4) complete copies of the following:

1. Request for Proposal (RFP) Application Form (Attachment A). Any applicant who fails to complete any section will be disqualified. Any applicant who does not appear to meet the minimum qualifications as indicated in the RFP will be disqualified. Failure to submit the proposals on or before the due date will result in disqualification.
2. Up to ten (7-10) page summary of services. This is an opportunity to present a program proposal which addresses the described service needs.
 - A) A brief description of your philosophical and clinical approaches in providing services to individuals who have developmental disabilities.
 - B) A brief description of your prior experience in developing the type of project for which you are submitting a proposal.
 - C) A description of the services you will provide, and the methods and procedures to be employed in developing and providing this service. Service description **must** reflect evidence that the applicant has an understanding of the considerations involved in providing quality, least restrictive services to individuals who have developmental disabilities.
 - D) Schedule of Development: The schedule is a step-by-step action plan which includes measurable, time-limited activities by which to develop the proposed service or facility. The project objectives should be realistically achievable within the time frames.

At least 3 professional letters of reference, for the applicant, and a statement permitting those references may be verified by Inland Regional Center. References from members of the applicant's governing board, and applicant's family members, are excluded from consideration.
3. Resume(s) for all identified staff and consultants, including administrators.
4. A verified financial statement describing financial status (See attachment B) and a statement, including names of contact persons and telephone numbers, permitting that the information may be verified by Inland Regional Center. The proposal **MUST** include verifiable bank statements, and a financial report that expresses an opinion or assures the financial status of the applicant. Compilations that are based upon representations from the applicant, and do not adhere to generally accepted accounting principles, are not acceptable. This section must be completed using the format of the provided attachment. Failure to complete this section will result in disqualification.
5. A line item description of anticipated start up (projected) costs of the proposed program (See attachment C). Actual start up costs may exceed

the amount of CPP funding offered. The applicant's verified financial documents must reflect the ability to complete the project. The start up cost budget must include a "breakdown" description for each line item, or how the amount for each item was determined. Failure to complete this section will result in disqualification.

6. A line item description of anticipated ongoing monthly operational costs of the proposed program (See attachment D). Failure to complete this section will result in disqualification.
7. Applicants must plan on **developing and submitting** a full service design, reflecting compliance with all Title 17 regulations, within 30 days of notification of the award.

Inland Regional Center

Proposal Application

1. Date Submitted:
2. Type of Service (as stated in RFP):
3. Applicant Name (as it would appear on license/ contract):
Address:
City:
State:
Zip Code:
Telephone # (s):
Facsimile (Fax) #
4. Contact Person (s):
Telephone # (s):
5. Is applicant an individual, a partnership, or a corporation?
6. If a corporation, is it non-profit or profit?
(Please include copies of corporation documents, list all members of the corporation, and clearly indicate in an organizational chart).
7. Is applicant a current vendor with any regional center?

If yes, list vendorized name(s) and types of services (include levels of residential facilities, if applicable).

8. Have you provided services to persons with severe behavioral challenges?

If yes, what types of services and how many years?

9. Have you or any member of your organization, received a Corrective Action Plan (CAP), Sanction, an Immediate Danger, an "A" or "B" citation, or any citation from a Regional Center or State Licensing Agency?

If yes, please explain:

10. Have you, any member of your organization, or your staff ever received a citation from any agency for child abuse or adult abuse?

If yes, please explain:

11. Did you have a consultant for this project?

If yes, list name, type, and license (include resume):

12. Have you completed the Inland Regional Center New Service Provider Orientation Class?

If yes, date of completion:

Copy of Certificate:

Final Test Score:

(A)

I have included four (4) typewritten, collated, page numbered copies of the following with this application, not exceeding the maximum of twenty (20) pages:

- Completed RFP Application
- Description of Service Proposal, Not Exceeding 5-7 pgs.
- 3 Professional Letters of Reference
- Resumes
- Verified Financial Statement
- Projected Start Up Budget
- Monthly Operational Budget

I affirm that the information presented in this application and proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal copies, any missing information (e.g., sections), and any proposals in excess of the maximum page allowance will also be cause for immediate disqualification. I further understand that, in the event that my proposal is selected for development, the proposal itself is not approved conclusively.

Applicant Signature

Date

Applicant Signature

Date

(B)

FINANCIAL STATEMENT EXAMPLE

- 1) Current Assets:
 - Cash in Banks
 - Accounts Receivable
 - Notes Receivable
 - Equipment/Vehicles
 - Inventories
 - Deposits/Prepaid Expenses
 - Life Insurance (Cash Value)
 - Investments Securities (Stocks and Bonds)

- 2) Fixed Assets:
 - Building and/or Structure
 - Real Estate Holdings
 - Long-Term Investments
 - Potential Judgments and Liens

- 3) Current Liabilities:
 - Accounts Payable
 - Notes Payable (Current Portion)
 - Taxes Payable

- 4) Long-Term Liabilities:
 - Notes/Contracts Payable
 - Real Estate Mortgages

- 5) Other Income: Wages or Revenue from other sources (Specify):

- 6) Line of Credit Amount Available:

(C)

**LINE ITEM DESCRIPTION FOR ONGOING MONTHLY
OPERATIONAL COSTS**

Item	Projected Ongoing Cost
Administrator's Salary	_____
Auto Gas and Oil	_____
Auto Lease	_____
Auto License/Insurance	_____
Consumer Activities	_____
Employee Wages, Benefits, and Insurance	_____
Employee/Payroll Taxes (FICA/Unemployment)	_____
Electric/Gas	_____
Food	_____
Furniture/Equipment/Appliances	_____
Household Supplies/Linens	_____
Insurance (General and Professional)	_____
Lease or Mortgage Payments	_____
Licensing Fees	_____
Maintenance/Repairs	_____
Mileage (if paid to employees)	_____
Program Consultants	_____
Program Supplies	_____
Telephone	_____
Other (Specify)	_____
TOTAL PROJECTED MONTHLY COSTS	\$ _____

(D)

LINE ITEM DESCRIPTION FOR PROJECTED START UP COSTS

Include a description of how each line item was constructed. Include only those items applicable to your proposed project. If not applicable, mark N/A.

Item	Projected Cost
Administrator's Salary or Overhead (Maximum 10% of contract amount)	_____
Advertising	_____
Auto Gas	_____
Auto Lease (First 3 months)	_____
Auto Insurance	_____
Electric/Gas	_____
Employee Wages and Benefits (For Training)	_____
Fingerprints	_____
Furniture and Major Equipment	_____
Household Supplies/Linens	_____
Improvements to Bring Facility to Standard	_____
Insurance (General and Professional)	_____
Kitchen Equipment/Small Appliances	_____
Lease/Mortgage (First 3 Months)	_____
Licensing Fees	_____
Office Supplies	_____
Program Consultants	_____
Program Supplies/Recreation Equipment	_____
Telephone/TV Cable	_____
Other (Specify)	_____
TOTAL PROJECTED START-UP COSTS \$	_____