



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

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REQUEST FOR PROPOSALS

January 5, 2015

To All Interested and Qualified Parties:

Inland Regional Center (IRC) is conducting a Request for Proposal (RFP) to award Community Placement Plan (CPP) funding to qualified service providers. The provider(s) selected, must embrace IRC's core values of independence, inclusion and empowerment. Community Placement Plan is designed to assist regional centers to provide the necessary supports and services for individuals with challenging service needs. The goal is to transition individuals from the developmental centers to the community utilizing state allocated funds.

The current funding available is for one (1) day program in San Bernardino County. Inland Regional Center strongly encourages all interested and qualified parties to submit a proposal in response to items included in this RFP. Behavioral approaches utilized will emphasize systematic learning opportunities and focus on a whole-person approach. Inland Regional Center reserves the right to suspend or defer development of any of these projects depending on the funding availability, suitability or proposals received. Please refer to the General Information and Proposal Guideline for submission requirements. Inland Regional Center is looking forward to a collaborative relationship with vendors who will provide creative and innovative services.

If you have any questions, feel free to contact Sharon Han, at (909)890-3369 or via e-mail, Shan@Inlandrc.org.

Sincerely,

Tesa Patterson
Program Manager

Resource Development and Transportation Unit

sh: TP



INLAND REGIONAL CENTER

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Community Placement Plan 2014-2015 Request for Proposal

TYPE OF PROGRAM: Behavior Management Day Program with work component

GEOGRAPHIC LOCATION: Northern area of San Bernardino County

CONTRACT AWARD AMOUNT: Startup funding UP TO \$125,000.00

SERVICE DESCRIPTION: Applicant will develop a licensed, behavior management program with Tailored Day Service (see attached PDF file) component to support difficult to serve consumers in under developed area of San Bernardino County. Target consumers are male and female individuals who have significant behavioral challenges. Applicant must personalize program plans and service hours to suit the needs of individuals served, including transportation needs.

CRITERIA FOR DAY PROGRAM APPLICANTS:

- Please review item 3 found under "Selection Process" on the General Information attachment
- The applicant must employ/contract with a Board Certified Behavioral Analyst (BCBA) to provide on-going consulting hours. BCBA must have experience supporting individuals with developmental disabilities, mental health disorders and meets the requirements outlined in the California Code of Regulations, Title 17, Chapter 3, Subchapter 2, Article 3, and Section 54342(a) (11).
- Applicant may be requested to consider future vendorization for Supported Employment Options as needs of individuals changes.
- Although it may not be necessary, applicants must be willing to be vendored as an additional component to provide transportation to and from residents' place of work or program site.

TAILORED DAY SERVICE: BECAUSE ONE SIZE DOESN'T FIT ALL

Association of Regional Center Agencies
and
California Disability Services Association

Learning Objectives

- What is Tailored Day Service (TDS)?
- How are vendor rates set in TDS?
- What are some TDS models in place right now?
- What do providers need to think about when considering TDS?
- What do regional center service coordinators need to think about when considering TDS?



THE BASICS OF TDS

What is TDS?

- In short, a cost-effective alternative to traditional day program services which provides highly-customized training to individuals in the areas of employment, volunteer placement, post-secondary education, and community integration
- Developed in 2011 during the California budget process
- [Welfare and Institutions Code Section 4688.21](#)
- The goal is greater customization of services while also saving the state money
- Less service hours are typically authorized

Service Customization

- Further the development or maintenance of employment and volunteer activities
- Self-direct services
- Pursue postsecondary education
- Increase integration and inclusion

Opportunities and Challenges

- TDS will be lower cost than traditional day services, including look-alikes, supported employment, and work activity programs
- The only rules and/or directions are listed in the actual statute; there are no regulations or clarifying documents.
- The statute does not relieve other cost containment statutes, such as the median rate statute, which may limit options.

Opportunities and Challenges

Continued

- Each Regional Center may approach the establishment of the service design, the rate calculation and individual program requirements differently.
- This may allow the development of services for individuals who have historically refused traditional service options.

Before You Begin, Think About

- Individualized Service Goal
- Current Status
- Service Design/Activities
- Health/Safety Concerns
- Proposed Support Hours
- Proposed Rate



TDS RATE SETTING

TDS Rate Setting Rules

- A daily or hourly rate and maximum units of service design that does not exceed the equivalent cost of four days per week of the vendor's current rate

OR

- A rate and maximum units of service design that does not exceed the equivalent cost of four-fifths of the hours of the vendor's current rate, if the vendor has an hourly rate

Rate Setting Strategy Example

- Service Code 510 program (1:3 ratio) with a client seeking 1:1 TDS for coordination of volunteer activity and/or community college support at a satellite campus.
- Current daily rate at \$58.87 per day. The cost of four days per week of service equals \$235.48.
- Each day of typical service delivery, the program is reimbursed a maximum of \$176.61 per staff person, should the staff be serving a full ratio of service recipients ($\$58.87 \times 3 = \176.61).

Rate Setting Strategy Example

Continued

- Divide the maximum daily billable total for a full ratio (\$176.61) by the number of daily hours of service (for example, 6) presents you with a maximum billable hourly rate for the service ($\$176.61 / 6$). In this example, the hourly total arrived at would be \$29.44.

Rate Setting Strategy Example

Continued

- As \$235.48 represents 4 days of attendance at the program for the individual to be served, and this total divided by the hourly rate of \$29.44 equals 6 hours per week, the vendor could be authorized to provide up to 8 hours per week of 1:1 TDS at the calculated maximum hourly rate.
- This rate would reimburse the vendor at the same rate per staff hour as they would receive for typical service delivery.

Things to Keep in Mind

- The weekly cost cap for service remains the same, whether TDS is administered at 1:1 or any other ratio, so service ratio determines maximum service hours.
- Median rate law impacts the ability for Regional Centers to have the same flexibility in rate determination with 055/063 day program operators as they would with DDS temporary rate providers ([Welfare and Institutions Code Section 4691.9](#)).



TDS CASE STUDIES

TDS Example #1

Case History

- 22 year old recently exited school system
- Lives in the family home
- Diagnosed with Unspecified Mental Retardation and Cerebral Palsy
- Uses a g-tube, ventilator, suction machine, pulse oximeter, and oxygen machine
- Has a level of comprehension far beyond what is readily apparent, however, due to health limitations, placement in day/work program has been difficult to identify

TDS Example #1

TDS Solution

- Service code 510 provider with a design geared towards serving medically fragile individuals
- TDS to assist in receiving training towards furthering her education
- Service plan developed by the program's in-house RN and program manager to use a communication device as a first step towards participation in an online learning program and to explore vocational interests

TDS Example #2

Case History

- 39 year old living independently
- Diagnosed with mild mental retardation
- Desire to work, however, recurring substance abuse issues have resulted in a diversion program and mandated participation in a substance abuse program.
- History of unsuccessful placement in large group settings and with group instruction in general
- Does not require continuous supervision, however, would benefit from 1:1 support and guidance
- Independent with public transit
- Lack of work history and recent substance issues so not a suitable candidate for DOR referral

TDS Example #2

TDS Solution

- A Service Code 515 provider who uses job sites as a training venue with 1:3 support
- TDS service to offer individual guidance during the week and the opportunity to have a range of work experiences at various job sites that the provider is already connected with
- Reduced schedule during this transitional period with a check-in level of support after initial hands-on training
- Objective of gradual increase in work schedule and DOR referral

TDS Example #3

Case History

- 19 year old living in family home
- Recently graduated from high school with a diploma
- Diagnosed with autism
- Interested in taking classes at a community college satellite campus
- Safety limitations require more than the generic supports available through campus programs

TDS Example #3

TDS Solution

- Service Code 510 program operators who operates community college transition programs located at other colleges in the community
- TDS service to assist in increasing independence at the campus site



TDS FOR SERVICE PROVIDERS

Service Provider Considerations

General Structure

- The Tailored Day Service may only be offered in Lieu of a traditional and/or look-alike day service, Work Activity Program and/or Supported Employment and at no more than 80 % of the weekly cost of the service it is replacing. The service should be in one of the following areas:
 - Employment
 - Volunteering
 - Post-secondary education
 - Community Integration

Service Provider Considerations

Service Codes

- Existing law makes it most likely that this service will be done under a traditional service code, 505, 510, 515 versus miscellaneous service codes, such as 055 and 063.

Service Provider Considerations

Program Design

- A program design addendum for each of the four support areas seems the easiest and simplest way for a service provider to tell the Regional Center and potential consumers what areas of support they may be able to expect, as well as establish a rate and maximum number of monthly hours of service that can be provided.

Service Provider Considerations

Program Design

Continued

- A program design addendum in each support area allows the service provider to give entrance and exit criteria that deal with support levels, hours of service, and that the individual must have alternative supports for hours when the service is not being offered.
- This allows the Regional Center and the Service Provider to agree to a rate and link to an existing vendor number and provides the level of service that the individual might receive.

Service Provider Considerations

Sample Program Design Addendum

- A [sample program design](#) addendum is available for your review.
- As a reminder, different regional centers may have different requirements for this document, so this is intended to provide you with some ideas.

Service Provider Considerations

Individual Implementation

- The IDT should meet and discuss the particular needs of the individual and whether those needs be met within the service hours that are provided by the program design.
- The service provider may develop a template for the services, so a simple Individual Service Plan can be developed focusing on the identified supports needed for success.



TDS FOR REGIONAL CENTER STAFF

Regional Center Considerations

Who Would Benefit?

- Individuals who are developing skills and/or maintenance in the areas of employment, volunteer placement, pursuing post-secondary education, and in the areas of community integration. Additional areas of service can include self-employment and micro-enterprise supports
- Individuals who are looking for a more flexible schedule with fewer program hours
- Designed to be a training service, not supervision

Regional Center Considerations

Provider Selection

- Service providers choose to provide support in employment, volunteer placement, post-secondary education, and/or community integration
- Important to match individual goals with service provider's chosen focus area(s)

Regional Center Considerations

Service Limitations

- TDS expenditures are capped at 80% of the cost of traditional service, so fewer hours can be authorized.
- If someone participates in TDS, they cannot participate in another regional center-funded day or vocational service.
- Generic resources such as education and the Department of Rehabilitation must still be accessed before TDS is approved.

Regional Center Considerations

TDS or Employment Services

- Supported Employment for support in the areas of job development, placement, on-the-job support, and/or job retention
- TDS for developing vocational skills and gaining employment experience while working in some of the other category areas
- DOR offers greater flexibility in the number of service hours than TDS.

Regional Center Role in TDS

- Share the new option with clients on your caseload who would benefit from the service. This may be individuals participating in day programs that are not fully meeting their needs or individuals who have not identified a day program that can offer them the appropriate supports. Individuals looking for a program with a more flexible schedule and fewer hours may be interested in this option.

Regional Center Role in TDS

Continued

- Provide individuals and their families with Tailored Day Service options in their area and encourage them to meet the providers and learn more about their service options.
- Once the individual selects the service that would best meet their choices and needs, arrange a planning team with the individual, service provider, as well as other planning team members invited by the individual. Remember, this must be done up front. This is an individualized service design determined through the IPP process. The type and amount of service must be determined before services begin.

Regional Center Role in TDS

Continued

- During the planning team meeting, be sure to discuss other items of importance such as the weekly schedule, staff support, transportation, etc. It will also be important to discuss with the planning team that this is in lieu of any other day or supported employment program. The team will also want to consider what the person will do with their time when not participating in the Tailored Day Service Option since this service is fewer hours than a traditional program.

Regional Center Role in TDS

Continued

- Services begin and the team will re-convene for a 30 day meeting to evaluate services and ensure they are appropriate.
- The Service Coordinator will continue to monitor services. Annual and Semi-Annual reports are still expected from the provider with this option.

INLAND REGIONAL CENTER
GENERAL INFORMATION

RFP Timeline:

Tuesday, January 6, 2015 - RFP Released

Monday, February 9, 2015 - Applicant Conference

Thursday, February 26, 2015 - Proposals Due (no later than 4pm)

Thursday, March 12, 2015 - Selection Committee Meeting #1- Orientation and RFP distribution

Thursday, April 9, 2015 - Selection Committee Meeting #2- Applicant Scoring and Selection*

Friday, April 17, 2015 - Award Letters mailed**

Friday, May 1, 2015 - Start-up contract signed**

*subject to applicant interviews if required

**subject to change due to scheduling

Applicant's Conference:

IRC Resource Development staff will be available for an information session to answer questions and provide guidance to potential applicants.

Conference information:

When: Monday February 9, 2015

Time: 2:00pm to 4:00pm

Where: IRC Conference Center, Auditorium A

1425 South Waterman Ave., San Bernardino, CA 92408

Submission Information:

1. IRC will accept proposals **NO LATER THAN Thursday, February 26, 2015 by 4:00PM**
2. No late submissions will be accepted, no exceptions
3. Please provide **SIX (6) copies** of your proposal
4. Delivery options
 - a. HAND DELIVER to:
ATTN: RDTU
1365 South Waterman Ave., San Bernardino, CA 92408; OR
 - b. MAIL to:
ATTN: RDTU
P.O. Box 19037, San Bernardino, CA 92423-9037

Selection Process:

1. Qualified proposals will be forwarded from Resource Development and Transportation Unit (RDTU) to the Selection Committee.
2. Selection Committee will convene for the purpose of reviewing and ranking the proposals and will be comprised of one (1) individual from each of the following 5 categories:
 - a. Consumer/Family Representative
 - b. Community Representative
 - c. Consumer Services Division
 - d. Administrative/Financial Services
 - e. Community Services Division

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3. Proposals will be reviewed and ranked based on the following areas:

A. Agency Description
1. Application is complete (Complete RFP Application, Description of Service Proposal not exceeding 7 pages, 3 professional letters of reference, Resumes, Verified Financial Statement, Projected Start Up Budget, Monthly Operational Budget)
2. The applicant has prior relevant experience in the development disabilities and previous projects (At least 3 years of experience as a Regional Center vendored residential facility, providing direct residential care/support to persons who have developmental disabilities; 1 year of which should be providing service to persons who have severe behaviors).
3. The applicant's philosophy is positive, consumer oriented and appropriate to the goals of the project.
B. Project Description
1. Is the he applicant's expected service outcomes are clear and consistent with the goals of the proposed project?
2. Does the applicant discuss self-determination, choice, independence, self-advocacy, community integration, etc.?
3. Does the applicant have experience implementing the system of Applied Behavior Analysis to support consumers in reducing target behaviors? e.g. understanding of behavior, motivations, communication, boredom, and attention? Does applicant discuss methods of influencing behavior change, e.g. a discussion of positive behavioral supports or other clinical approaches?
4. Does the applicant demonstrate an understanding of person centered planning, positive supports, provide individualized community integration opportunities?
C. Procedures of Development/ Work Plan/Timelines
1. Does the applicant demonstrate understanding of development pragmatics, e.g. finding service sites that are appropriate for the proposed service; working with CCL and IRC?
2. Is the timeline for project development is realistic and meets deadlines?
D. Financial/ Proposal Budgets
1. Verified statement or audit? Statement permitting verification
2. Ability to complete project (at least 3 months operating expenses for Residential and Day Programs)
3. Proposal Budgets; start up budget is reasonable and demonstrates a good appraisal of actual costs involved in completing the project; includes breakout/explanation
4. Ongoing monthly line item; the estimate for on-going service rates is cost-effective and consistent with funding for similar programs?
E. Proposal Responsiveness
1. The overall proposal indicates an ability to follow directions and is an appropriate response to the RFP.
2. The proposal provides evidence of innovative practices in providing services.

4. Applicant Interviews: All applicants within a proposal category may be required to participate in an interview.

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Notice to Applicants:

1. The final decision of the Selection Committee is not subject to appeal.
2. In the event that no proposal is selected for one of the services being solicited, IRC may elect to not develop the service or may issue a new RFP to attempt to expand the pool of the potential applicants.
3. IRC reserves the right to withdraw this RFP and/or any item at any time without notice.
4. Applicants can be disqualified for any of the following:
 - a. Received a CAP, Sanction or Immediate Danger findings.
 - b. Failure to disclose any history of deficiencies or confirmed reports of consumer abuse.
 - c. Does not adhere to RFP guidelines (i.e. incomplete applications, no verification of financial statements; incomplete budget information, etc.)
 - d. Has previously failed to perform or is not willing to comply with Title 17 and IRC best practices.
5. Applicant must be willing to submit and fund a background check, should it be deemed necessary.

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PROPOSAL GUIDELINE

1. Request for Proposal (RFP) Affirmation -See attachment A. This attachment reflects your acknowledgement of submitting a proposal to Inland Regional Center, the items contained in your proposal are not falsified and you understand the terms of this proposal.
2. Request for Proposal (RFP) Application- See Attachment B.
3. Current Financial Standing -See attachment C. There are three items required in this section.
4. Monthly (Ongoing) Operational Costs -See attachment D. This is a line item description of anticipated ongoing monthly operational costs of the proposed program.
5. Projected Start- Up Costs -See attachment E. This is a line item description of anticipated start-up (projected) costs of the proposed program.
6. Applicant Business Model- Describe your organizations structure, to include founders, owners and/or investors. Please provide an organization chart, incorporation documents and an annual report that describes your experience and commitment to the project during the start-up phase as well as ongoing operations.
7. Resume(s) for all identified staff and consultants, including administrators if known.
8. A minimum of three (3) professional letters of reference for the applicant. They are required to be on letterhead, signed by the individual providing the reference. References from members of the applicant's family, staff, or governing board will not be accepted.
9. Service Description- Not to exceed seven (7) pages and to include the following:
 - A. A brief description of your experience in developing the type of project for which you are submitting a proposal.
 - B. Statement of Philosophy
 - C. A description of the services that you will provide, methods and procedures to be utilize 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.

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Attachment A:
REQUEST FOR PROPOSAL AFFIRMATION

- Attachment A: Completed RFP Affirmation
- Attachment B: Completed RFP Application
- Attachment C: Current Financial Standing
- Attachment D: Monthly (Ongoing) Operational Costs
- Attachment E: Projected Start Up Costs
- 3 Professional Letters of Reference
- Resumes
- Description of Service Proposal, Not Exceeding 7pgs.

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. **My signature below authorizes IRC to verify references and bank statements.**

Applicant Signature

Date

Applicant Signature

Date

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Attachment B: REQUEST FOR 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?
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? Which Regional Centers?
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. RESIDENTIAL APPLICANTS: Have you completed the Inland Regional Center New Residential Service Provider Orientation? If yes, what was the date of completion and please include a copy of your certificate.
13. Please include proof (certificates, transcripts, etc.) of any additional trainings, education and/or certifications that you feel will assist you with working with individuals who display challenging behaviors.

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Attachment C: CURRENT FINANCIAL STANDING

Attach the following:

- 1) Verifiable bank statements
 - a. Copies of bank statements must be attached (most current 3 months).
 - b. Must submit a signed letter that gives IRC permission to contact your banker should your statements require verification.

- 2) ONE OF THE FOLLOWING
 - a. Most current audited financial statement that expresses an unqualified opinion; **OR**
 - b. Compiled financial statements prepared by a Certified Public Accountant that adhere to Generally Accepted Accounting Principles.

Please note that financial statements that are based upon representations from the applicant, and do not adhere to Generally Accepted Accounting Principles, are not acceptable.

- 3) Assets, Liabilities, Income and Lines of Credit (can be in this format):
 - a. Current Assets (to include):
 - Cash in Banks
 - Accounts Receivable
 - Notes Receivable
 - Equipment/Vehicles
 - Inventories
 - Deposits/Prepaid Expenses
 - Life Insurance (Cash Value)
 - Investments Securities (Stocks and Bonds)
 - b. Fixed Assets (to include):
 - Building and/or Structure
 - Real Estate Holdings
 - Long-Term Investments
 - Potential Judgments and Liens
 - c. Current Liabilities:
 - Accounts Payable
 - Notes Payable (Current Portion)
 - Taxes Payable
 - d. Long-Term Liabilities:
 - Notes/Contracts Payable
 - Real Estate Mortgages
 - e. Other Income: Wages or Revenue from other sources (Specify):
 - f. Line of Credit Amount Available:

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**Attachment D:
MONTHLY (Ongoing) 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	\$ _____

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Attachment E: 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	\$ _____