



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

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FY2019-2020

Service Provider Request for Proposal (RFP)

FY2019-2020 Project #2: Enhanced Behavioral Support Home for Adults

GEOGRAPHIC LOCATION: Apple Valley

CONTRACT AWARD AMOUNT: Startup funding UP TO \$150,000

SERVICE DESCRIPTION: The Enhanced Behavioral Support Home (EBSH) is a residential facility certified by the Department of Developmental Services and licensed by the Department of Social Services.

Applicants must have the following qualifications (per Title 17 Section 59060):

- An Administrator Must:
 - Have a minimum of two years prior experience providing direct care or supervision to individuals with developmental disabilities and be one of the following:
 - A Registered Behavior Technician
 - A licensed Psychiatric Technician
 - A qualified Behavior Modification Professional (as defined in Title 17 Section 59050 (v))
- Applicant/Administrator must attend IRC's New Residential Service Provider Orientation.
 - If you do not have a current NRSPO certificate, you will be required to attend an orientation within 3 months of being awarded.
- The applicant may be requested to 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 meet the requirements outlined in the California Code of Regulations, Title 17, Chapter 3, Subchapter 2, Article 3, and Section 54342(a)(11).
- IRC's best practice requires that the applicant must have a minimum of two years' experience providing direct care or supervision in a Specialized Residential Facility or above.

The EBSH exceeds the minimum requirements of a Specialized Residential Facility (SRF) by providing enhanced supports, staffing, and supervision as defined in Section 4684.80 of the Welfare and Institutions Code. The EBSH will have a maximum capacity of four (4) individuals, all of whom must have a qualifying Regional Center diagnosis. Individuals targeted for this home will need intensive supports and services due to forensic involvement, severe psychiatric, emotional, and behavioral challenges. Evidence-based treatments with an emphasis on person-centered planning, community access, and normalization will also be provided. Must work with a Housing Developer who will be leasing the home to the RFP awardee.

FY2019-2020 Project #4: Enhanced Behavioral Support Home for Children

GEOGRAPHIC LOCATION: Apple Valley

CONTRACT AWARD AMOUNT: Startup funding UP TO \$150,000

SERVICE DESCRIPTION: The Enhanced Behavioral Support Home (EBSH) is a residential facility certified by the Department of Developmental Services and licensed by the Department of Social Services.

Applicants must have the following qualifications (per Title 17 Section 59060):

- An Administrator Must:
 - Have a minimum of two years prior experience providing direct care or supervision to individuals with developmental disabilities and be one of the following:
 - A Registered Behavior Technician
 - A licensed Psychiatric Technician
 - A qualified Behavior Modification Professional (as defined in Title 17 Section 59050 (v))
- Applicant/Administrator must attend IRC's New Residential Service Provider Orientation.
 - If you do not have a current NRSPO certificate, you will be required to attend an orientation within 3 months of being awarded.
- The applicant may be requested to 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 meet the requirements outlined in the California Code of Regulations, Title 17, Chapter 3, Subchapter 2, Article 3, and Section 54342(a)(11).
- IRC's best practice requires that the applicant must have a minimum of two years' experience providing direct care or supervision in a Specialized Residential Facility or above.

The EBSH exceeds the minimum requirements of a Specialized Residential Facility (SRF) by providing enhanced supports, staffing, and supervision as defined in Section 4684.80 of the Welfare and Institutions Code. The EBSH will have a maximum capacity of four (4) individuals, all of whom must have a qualifying Regional Center diagnosis. Individuals targeted for this home will need intensive supports and services due to forensic involvement, severe psychiatric, emotional, and behavioral challenges. Evidence-based treatments with an emphasis on person-centered planning, community access, and normalization will also be provided. Must work with a Housing Developer who will be leasing the home to the RFP awardee.

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RFP GUIDELINES for Service Providers
FY2019-2020 (Project# 2 & 4)

Request for Proposal Must Include:

1. **Request for Proposal (RFP) Application & 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. **Resume(s), Credentials and Letters of Reference** for all identified staff and consultants, including administrator. **See Attachment B.**
3. **Service/Project Description-** Not to exceed three (3) pages to include items on **Project Description** and **Score Sheet.** **See Attachment C.**
4. **Projected Start- Up Costs -See Attachment D.**
5. **Current Financial Standing -.** There are two (2) items required in this section. **See Attachment E**

Notice to All Applicants:

1. The final decision of the Board of Trustees 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 Corrective Action Plan (CAP)/Plan of Correction (POC), 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. Delinquent in payments with IRC for POS over payment funds
 - e. 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, if deemed necessary.

Submission Deadline:

1. Please submit your proposals to Amcguire@inlandrc.org.
2. Proposals will only be accepted via e-mail; any proposals submitted by mail or hand delivered will be discarded and will result in an automatic disqualification.
3. Proposals must be received by IRC, **NO LATER THAN 12pm on Tuesday, March 31, 2020.**
4. Any submissions received after the deadline will be discarded without review. No exceptions.

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Selection Process:

1. The review and evaluation of the RFP submissions will be done by a five (5) member selection committee made up of individuals who are representative of the following categories: client/family representative; community representative; case management representative, non-vendor community services representative and administrative or fiscal representative.
2. The selection committee will review and score all submissions on the following criteria: curriculum of service provision, goals, objectives, methodology, reporting format, budget and financials including, if applicable, an audited financial statement of the applicant. The applicants will be scored numerically from the highest scoring submission to the lowest.
3. The selection committee will then forward the submissions and their respective scoring to the Executive Committee of the IRC Board of Trustees. The Executive Committee will review the submissions and make their recommendations to the Board of Trustees. The Board of Trustees will make the final decision regarding the selection of the winning submission and the awarding of the Contract.

**Attachment A:
REQUEST FOR PROPOSAL(RFP) APPLICATION & AFFIRMATION**

1. Type of Service (Residential):
2. Applicant Name (as it would appear on license/ contract):
Address:
Telephone #(s):
Email Address:
Contact Person(s):
3. 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).
4. Have you provided services to persons with severe behavioral challenges? If yes, what types of services and how many years? Which Regional Centers?
5. 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:
6. 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:
7. 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.
8. 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.

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

Attachment B
Resume(s), Credentials and Letters of Reference

Please attach the following items:

1. Resume(s) for all identified staff and consultants, including the administrator.
 - a. All resumes should indicate relevant experience as indicated on the project description page.
2. Credentials for all identified staff and consultants, including the administrator
 - a. Administrator Credentials- As outlined on the project description page, please provide proof of the following:
 - i. Have a minimum of two years prior experience providing direct care or supervision to individuals with developmental disabilities
 - ii. One of the following credentials:
 1. Registered Behavior Technician Certification
 2. Psychiatric Technician License
 3. Qualified Behavior Modification Professional (as outlined in Title 17, Section 59050(v))
 - b. Consultant Credentials- for any consultants identified, please provide current credentials that meet the requirements as outlined in Title 17, Section 54342(a) (11).
3. A minimum of two (2) 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.

Attachment C
Service/Project Description

Using the score sheet below (**Section B**), please complete and attach a service/project description which **may not exceed three (3) pages.**

A. Agency Description (25 total points)
1. Application is complete-Complete RFP Application, Description of Service Proposal not exceeding 3 pages, minimum of 2 professional letters of reference, resumes of applicant, administrator and proposed consultants.
2. The applicant has prior relevant experience in successfully operating specialized/enhanced services for persons with developmental disabilities.
3. The applicant's mission, vision and values are positive, person centered and appropriate to the goals of the project.
B. Project Description (25 total points)
1. The applicant's projected service description and outcomes are clear and consistent with the goals of the proposed project (RFP service description information).
2. The applicant discusses how services offered will be person centered.
3. The applicant demonstrates an understanding of behavior, motivations, e.g. communication, boredom, and attention? Does applicant discuss methods of influencing behavior changes e.g. discussion of positive behavioral supports or other clinical approaches?
C. Financial/ Proposal Budgets (50 total points)
1. Verified statement or audit? Statement permitting verification is included?
2. Ability to complete project (at least 6 months operating expenses for Residential or 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?

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**Attachment D:
PROJECTED START UP COSTS**

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

Item	Projected Cost
Administrative Overhead (Maximum 15% of contract amount)	_____
Advertising	_____
Auto Gas	_____
Auto Lease (First 3 months)	_____
Auto Insurance	_____
Electric/Gas	_____
Employee Wages and Benefits (For Training)	_____
Fingerprints	_____
Office Furniture and Major Equipment	_____
Office Supplies	_____
Insurance (General, Professional, Worker's Comp)	_____
Office Lease (First 6 Months)	_____
Licensing Fees	_____
Program Consultants	_____
Program Supplies	_____
Telephone	_____
Other (Specify)	_____
TOTAL PROJECTED START-UP COSTS	_____

Attachment E
CURRENT FINANCIAL STANDING

Please 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

 - 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.