

**REQUEST FOR PROPOSALS**  
**Redwood Coast Regional Center**  
*Respecting Choice in the Redwood Community*  
**Specialized Residential Facility for Adults**  
**with Complex Medical Conditions**  
**In Del Norte, Humboldt, Lake, or Mendocino County**

*We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. ” —From RCRC Vision*

Redwood Coast Regional Center (RCRC) is one of 21 locally-based nonprofit private corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families. RCRC serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

**RCRC** is seeking proposals for a licensed specialized Residential Facility for adults with complex medical conditions and intellectual/developmental disabilities. The purpose for developing the home is to provide a long-term supportive option for individuals, between the ages of 18 and 59, who have complex medical needs. Adults who will use this service will be identified through RCRC’s Community Placement Plan (CPP) - Deflection process. The Community Placement Plan provides services and resources to help a person who is at risk of moving to living settings outside of his or her home area.

**COMMUNITY CARE LICENSED RESIDENTIAL FACILITY FOR ADULTS**

A need has been established for a 4 bed specialized residential facility to serve adults with health care support needs. The successful applicant will provide professionally skilled supports for adults with medical conditions in a long-term home setting. The home will be operated using person centered planning philosophies including the development of person centered health care plans. Some support needs may include special diets, intermittent catheterization, diabetes management, suctioning, skill enhancement/maintenance, environmental adaptations and restricted healthcare plans. The home will also provide learning opportunities in regards to appropriate/positive relationships with peers, family members, and support agencies, social skill development, daily living, and safety skills.

The House Administrator/manager will hold a current Registered Nurse (RN) licensure and Direct Support Staff will hold current Certified Nursing Assistant (CNA) licensures; however, other proposed ideas that include relevant clinical licensures will be considered. Staff should have previous experience supporting people with intellectual/developmental disabilities. Additional skilled supports for the home may include clinical consultants such as a Physician, Registered Nurse Practitioner, Occupational Therapist, Physical Therapist, Pharmacist, Registered Dietician, and a Board Certified Behavior Analyst. Successful applicants will have experience supporting adults who require assistance with health care plans, end of life issues,

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durable power of attorney and advance directives, communication with healthcare providers, mobility changes, dietary needs and changes, dental care needs, and diabetes management among others.

RCRC is seeking a provider who will support adults with a range of support needs. Some residents may require support with the use of augmentative and alternative communication devices; medication management; or significant assistance and supervision in self-care and personal safety. The successful applicant will have a demonstrated ability to advocate and work collaboratively with community supports including local healthcare providers. Residents will be seen by their primary care physician at least quarterly, and there will be an expectation of a full-body assessment for each resident conducted monthly, in-house, by an RN. Staff trainings, presented by licensed clinicians, will occur at least monthly and will include topics such as skin care, basic ADL support, nutrition, hygiene and medication administration.

House administrators, staff, and consultants, will implement Person Centered Planning strategies and Positive Behavioral Support principles. The home will utilize a “whole person” approach in service provision, which incorporates the physical, mental, behavioral, and social components of each resident’s overall health.

## **GOAL:**

The development of a specialized Adult Residential Facility will provide a licensed safe and medically supportive home for adults aged 18-59. The home will provide licensed, highly skilled staff and consultants to support individual’s healthcare needs and collaborate with/provide a linkage to community supports including local health practitioners.

## **START UP FUNDING:**

Up to a maximum of \$75,000 in start up funds are available for the successful applicant. The funds will be awarded depending on availability of funds and budget proposal. Start-up funding is to be used toward the development/expansion of this service, and may include but is not limited to:

- Securing a Site
- Office Equipment
- Home furnishings
- Environmental Adaptations
- Staff Development (recruitment, training, up to three months wages)
- Consultation with Professionals in the field of Intellectual/Developmental Disabilities
- General Program Development Costs

## **RATE STRUCTURE:**

The Adult Residential Facility will have a Regional Center service code 113- Specialized Residential Facility. Service Code 113 requires the successful applicant to demonstrate a high level of skill and professionalism in the areas of supporting adults with complex medical conditions using a medical framework; which includes Person Centered Planning, and building and maintaining working relationships with other community agencies. RCRC and the successful applicant will work together collaboratively to determine the rate model for the specialized

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home.

### PROPOSALS:

All interested parties are required to submit a proposal to Redwood Coast Regional Center. All proposals received by the deadline will be reviewed and scored by a team of evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process. *Please provide 5 copies (stapled or clipped only) to the address below (please do not bind proposals).* **The DEADLINE for submission is December 6, 2018 no later than 5:00 PM.**

### Submit Proposals to:

**Leah Thompson  
Community Placement Plan Resource Coordinator  
Redwood Coast Regional Center  
525 2<sup>nd</sup> Street, Suite 300  
Eureka CA 9550**

### Proposals must include the following 11 items:

1. A cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant **Yes\_\_\_ No\_\_\_**
2. A description of applicant's education, experience, and ability to perform, with particular emphasis on experience related to supporting adults with intellectual/developmental disabilities, who have complex medical conditions. **10 points**
3. A description of applicant's experience/knowledge of:
  - a) Community Care Licensing and adult residential services **5 points**
  - b) Collaborating with interdisciplinary teams **5 points**
  - c) Person Centered Planning **5 points****(15 points total)**
4. A description of the applicant's experience with and knowledge of developing and implementing healthcare plans. **15 points**
5. A description of the applicant's guiding principles and philosophy in regards to healthcare services and supports. **5 points**
6. A description of how your agency plans to recruit, train, and assure direct support staff and clinical contractor/consultant stability. **10 points**
7. A staff training plan, which includes training topics for new staff orientation as well as ongoing training activities for all staff. **10 points**

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8. A statement outlining the applicant’s plan to serve diverse populations, including, culturally and linguistically diverse populations; examples of the applicant’s commitment to addressing the needs of those diverse populations; and any additional information that the applicant deems relevant to issues of equity and diversity. **5 points**
  
9. A statement that describes the steps the applicant will take to ensure client safety and reduce the risk of individuals supported from being abused, both within and outside of the facility. **10 points**
  
10. A draft proposed budget AND timeline for service start-up costs and activities. **5 points**
  
11. A draft proposed budget for on-going services that includes but is not limited to:
  - a) Sample staff schedule
  - b) Consultation
  - c) Housing costs
  - d) Staff wages and benefits. **10 points**

*\*\* No more than 15% of the funds received by a provider with a negotiated rate from a Regional Center for ongoing costs may be used for administrative costs. W&I Code Section 4629.7*

**TIMELINE:**

<b>November 2, 2018</b>	<b>RFP Announced via email and website</b>
<b>December 6, 2018</b>	<b>RFP proposal submission to RCRC by 5:00 p.m.</b>
<b>Week of December 17, 2018</b>	<b>Evaluation of proposals by RCRC Selection Committee</b>
<b>Week of January 7, 2019</b>	<b>Interviews with invited applicants in the RCRC Eureka Office.</b>
<b>January 21, 2018</b>	<b>Written notification of proposal acceptance</b>

**\*\*Please reserve 9:30 a.m. to 4:00 p.m. for panel interview\*\***

**Before beginning work on the Specialized Residential Facility RFP or if there are any questions regarding this RFP, it is strongly recommended that applicants view the Community Care Licensing guidelines for ARF development at <http://ccl.d.ca.gov/> and contact:**

**Leah Thompson**  
**Community Placement Plan Resource Coordinator**  
**Redwood Coast Regional Center**  
**Phone: 707-445-0893 x 321**  
[lthompson@redwoodcoastrc.org](mailto:lthompson@redwoodcoastrc.org)

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### **SERVICE DESIGN:**

If a proposal is selected, the applicant will be required to develop a written Service Design, pursuant to California State regulations as delineated in Title 17, Title 22, and the Lanterman Act. Both Regional Center approval of the Service Design, as well as successful negotiation of a contract for services, shall be a condition of vendorization.

The Service Design will be written after the completion of a formal orientation process with RCRC which will provide a forum for understanding the specialized ARF support model. The Service Design must include service provision outcomes, which result in individuals being successful in achieving stable and satisfactory lifestyles. The Service Design will include strategies that address each individual's preferred daily activities and support needs. The focus will be on individualized supports tailored for each person, and with the individual's participation, rather than having the individual "fit" into an existing "program." Strategies that will be used to structure the environment as needed by each individual include clear and known expectations and boundaries for all parties. Provisions for training and retaining stable staff must be incorporated in the Service Design.

Close collaboration between individuals supported, their family and/or legal representative, RCRC, specialists in behavioral issues, as well as mental health staff may be necessary to ensure that all of the resident's support needs are addressed.

### **TECHNICAL ASSISTANCE:**

RCRC staff will provide the person(s) selected through the RFP process with technical assistance as needed in developing and completing the Service Design.

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the service design.