

# REQUEST FOR PROPOSALS

## Redwood Coast Regional Center *Respecting Choice in the Redwood Community*

### Support Services for Individuals with Forensic Involvement to be located in Del Norte or Humboldt County

*We envision a system of services and supports that acknowledge the person's age, lifestyle preferences and culture, and which is fluid and ever changing... 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 from agencies currently vendored by a Regional Center to expand and enhance their existing agency** by providing a Support Service for Individuals with Forensic Involvement who have a developmental disability. The purpose for developing this service is to provide training regarding the judicial system, and requirements to fulfill probation/parole/diversion and/or recidivism plans. Individuals who will use this service will be identified through RCRC's Community Placement Plan (CPP) - Deflection and Placement 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, as well as those who are moving out of a State Developmental Center.

#### **SUPPORT SERVICES FOR INDIVIDUALS WITH FORENSIC INVOLVEMENT**

A need has been established to develop a *Support Service for Individuals with Forensic Involvement* that provides short-term training for individuals located in Del Norte and Humboldt County. This agency will provide training regarding the judicial system, including probation/parole/diversion and/or recidivism plans. Specific training activities may include: training/supporting clients to recognize the antecedents involved with their crime, the consequences of their crime, and implementing strategies to reduce the likelihood of re-offense; supporting clients in finding and utilizing generic resources as related to court involvement; supporting clients to develop a schedule regarding attendance at probation/parole appointments, as well as other court reporting requirements; supporting clients to understand and complete necessary documentation as related to their court involvement; and supporting clients to attend required court appointments within specifically defined parameters.

The chosen applicant will utilize teaching methods and curriculum that are specifically tailored to the developmental needs of identified clients. The successful applicant will implement a Person Centered Planning process, Positive Behavioral Support principles, and principles to problem-solve potentially dangerous situations (i.e. Pro-Act). A “whole person” approach, which

incorporates the physical, mental, behavioral, and social components of the adult's overall health, will be addressed.

Please note, that given the specialized nature of these services, it is likely that services provided will be intermittent and may range from only 0-5 clients supported in any given year. Therefore, RCRC is seeking a provider, which is currently vendored by a Regional Center to expand/enhance their existing agency.

**GOAL:**

The development of a short-term training service to provide forensic support for individuals located in Del Norte and Humboldt County, so that individuals can participate in court ordered activities such as court appearances, court ordered treatment supports, and forensic service requirements. The service will provide highly skilled staff to develop and implement Individual Service Plans as related to forensic involvement. Agency staff will collaborate with local community agencies including law enforcement, the judicial system, and County Mental Health. Staff will be trained and motivated by the philosophies of Person Centered Planning, Circles of Friends, and Positive Behavior Supports to aid in the implementation of Forensic Service Plans.

**START UP FUNDING:**

Up to a maximum of \$30,000 in start up funds is available for the successful applicant. The funds will be awarded to the successful applicant depending on availability of funds and budget proposal. Start-up funding is provided by a separate contract process, and is to be used toward the development/expansion of this service, which may include but is not limited to:

- Office Equipment
- Staff Development (recruitment, training, up to three months wages)
- Consultation with Professionals in the Field of Developmental/Forensic services
- General Program Development Costs

**RATE MODEL/SERVICE CODE:**

The chosen applicant and Redwood Coast Regional Center's Community Services Department will determine the service code and rate in coordination with rate setting as defined in Title 17.

**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 November 29, 2016, no later than 5:00 PM.**

**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 developmental disabilities, who have forensic backgrounds and mental health support needs. **10 points**
  
3. A description of applicant's experience/knowledge of:
  - a) Working with the court system; **5 points**
  - b) Diversion Plans and Probation; **5 points**
  - c) Person Centered Planning; **5 points**
  - d) Positive Behavior Support and Risk Reduction strategies. **5 points****(20 points total)**
  
4. A description of the applicant's guiding principles and philosophy in regards to supporting individuals with forensic involvement in a community setting. **10 points**
  
5. A statement of the applicant's goals and expected outcomes in operating the Support Service for Individuals with Forensic involvement. **5 points**
  
6. A brief description of the applicant's current service provision which includes current service location(s); number of staff employed and clients supported; number of years of service/operation; agency mission; agency specializations or strengths in regards to populations supported. **15 points**
  
7. A description regarding how your agency will build and maintain relationships with community agencies including but not limited to, law enforcement, the judicial system, County Mental Health, Redwood Coast Regional Center, and other service providers, such as residential/day/employment service. **5 points**
  
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. **10 points**
  
9. A statement that describes the steps the applicant will take to ensure client and community safety and reduce the risk of individuals supported from being abused, both within and outside of the agency. **10 points**
  
10. A draft proposed budget for service start-up costs AND ongoing service costs (include a budget narrative that describes individual line items). *\*\* 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* **10 points**
  
11. Specific timelines for completion of this project that covers all major steps in the development process leading up to the targeted opening date of services. **5 points**

**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**

**TIMELINE:**

<b>September 1, 2016</b>	RFP Announced via mailings and website
<b>November 29, 2016</b>	RFP proposal submission to RCRC by 5:00 p.m.
<b>December 15, 2016</b>	Evaluation of proposals by Selection Committee
<b>Week of January 9, 2017</b>	Interviews with invited applicants at RCRC in Eureka, CA.
<b>January 23, 2016</b>	Written notification of proposal acceptance

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

**SERVICE DESIGN:**

If a proposal for the *Support Service for Individuals with Forensic Involvement* is selected, the applicant will be required to develop a written Service Design, pursuant to California State regulations as delineated in Title 17 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 *Support Service for Individuals with Forensic Involvement* service model. The Service Design must include service provision outcomes, which result in adults being successful in achieving service plan goals. The Service Design will include strategies that address each adult's court ordered requirements and support needs. The focus will be on individualized supports tailored for each individual, and with the individual's participation, rather than having the client "fit" into an existing "program." Strategies that will be used to structure the environment as needed by each client 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 the individual's 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 client'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. Redwood Coast Regional Center is committed to being supportive throughout the process of enhancing living arrangements for individuals in our communities.

**Before beginning work on the RFP or if there are any questions regarding this RFP, it is strongly recommended that interested parties 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)**

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.