

REQUEST FOR PROPOSALS

Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Specialized Residential Facility for the Elderly (RCFE)

to be located in Lake or Mendocino 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 for a licensed specialized Residential Facility for the Elderly (RCFE) with developmental disabilities. The purpose for developing the home is to provide a long-term supportive option for individuals, over the age of 59, who have increasingly challenging support needs. Adults 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 moving out of a State Developmental Center.

COMMUNITY CARE LICENSED RESIDENTIAL FACILITY FOR THE ELDERLY

A need has been established for a 4 bed specialized RCFE to serve adults in Lake or Mendocino County. The successful applicant will provide professionally skilled supports to aging adults in a long-term home setting. The provider will manage long-term existing and increasingly challenging support needs associated with aging. The service will be operated using positive behavior supports, mental health strategies and person centered planning philosophies. This home will support individuals who require increased medical, memory, and personal care supports. Some support needs may include diabetes management, special diets, regulating awake/sleep times, communication, skill enhancement/maintenance, and environmental adaptations. The home will also provide learning opportunities in regards to appropriate/positive relationships with peers, family members, and support agencies, social sexual skill development, daily living, and safety skills.

The skilled supports may include consultants such as a Registered Nurse, a Board Certified Behavior Analyst, Dietician, Occupational Therapist, Physical Therapist, and Marriage and Family Therapist or Licensed Clinical Social Worker. The House Administrator and Direct Support Staff should have prior experience with aging services. Successful applicants will have experience working with aging adults who may have dual diagnosis and/or behavioral support needs. Additionally, providers should have knowledge regarding how to best support individuals

who require assistance with health care plans; end of life issues; durable power of attorney and advance directives; communication with healthcare providers; Alzheimer's treatment; mobility changes; dietary needs and changes; dental care needs; and diabetes management, among others.

RCRC is seeking a provider who will serve adults with a range of support needs. Some adults may require support in developing coping strategies for effective self-control; positive behavioral supports- including the use of augmentative and alternative communication devices; medication management; or significant assistance and supervision in self-care and personal safety. The provider should have the ability to advocate and work collaboratively with generic community supports such as various community health practitioners, Area Agency on Aging, and County Mental Health, as needed.

House administrators, staff, and consultants, will implement Person Centered Planning strategies, Positive Behavioral Support principles, and principles to problem-solve during potential crisis 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. Additionally, the successful applicant will demonstrate the ability to manage long-term existing and increasingly challenging support needs associated with aging; as well as have strong connections to the local healthcare community.

GOAL:

The development of a RCFE will provide a licensed safe and supportive living environment for individuals over the age of 59, who have increasingly challenging support needs due to factors of aging. The home will provide highly skilled staff and consultants to manage and sustain medical, memory, and personal care supports. Support needs will include diabetes management, special diets, regulating awake/sleep times, communication, skill enhancement/maintenance, and environmental adaptations, communication skills- including the use of augmentative and alternative communication devices, social relationships, emotional expression, and positive behaviors. Facility staff and consultants will collaborate with/provide a linkage to generic community supports such as local health practitioners, local senior services, and County Mental Health.

START UP FUNDING:

Up to a maximum of \$100,000 in start up funds are 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 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
- Staff Development (recruitment, training, up to three months wages)
- Consultation with Professionals in the field of Aging and Developmental Disabilities
- General Program Development Costs

RATE STRUCTURE:

The Residential Facility for the Elderly (RCFE) will have a Regional Center service code 113-Specialized Residential Facility. This service, under the 113 service code, requires the successful applicant to demonstrate a high level of skill and professionalism in the areas of supporting aging adults with disabilities (including Autism) through Positive Behavioral Supports, Person Centered Planning, and building and maintaining working relationships with other community agencies. RCRC and the successful applicant will conjointly determine the rate model for the specialized RCFE.

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 October 17, 2016 no later than 5:00 PM.**

Submit Proposals to:

**Leah Thompson
Community Placement Plan Resource Coordinator
Redwood Coast Regional Center
525 2nd 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 developmental disabilities, who have increasingly challenging support needs due to factors of aging. **10 points**
3. A description of applicant's experience/knowledge of:
 - a) Community Care Licensing and adult residential services **4 points**
 - b) Aging Services **4 points**
 - c) Health Care Plans **4 points**
 - d) Person Centered Planning **4 points**
 - e) Positive Behavior Support strategies/including modes of communication **4 points**

(20 points total)
4. A statement of the applicant's goals and expected outcomes in operating the Residential Facility for the Elderly. **5 points**

5. A description of the applicant’s guiding principles and philosophy in regards to aging services and supports. **5 points**
6. A description of how your agency plan to recruit, train, and assure direct support staff and contractor/consultant stability. **10 points**
7. A description regarding how your agency will build and maintain relationships with community agencies such as Redwood Coast Regional Center (RCRC), Area Agency on Aging (AAA), Community Care Licensing (CCL), local senior services provider agencies, health care providers, County Mental Health, family members, and other service providers, such as day/employment services. **10 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 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 for service start-up costs. **10 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:

September 1 , 2016	RFP Announced via mailings and website
October 17, 2016	RFP proposal submission to RCRC by 5:00 p.m.
November 9, 2016	Evaluation of proposals by Selection Committee
Week of December 5, 2016	Interviews with invited applicants in the RCRC Ukiah Office.
December 12, 2016	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 Specialized RCFE 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 RCFE 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, aging services, as well as mental health staff may be necessary to ensure that all of the adult'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.

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

**Leah Thompson
Community Placement Plan Resource Coordinator
Redwood Coast Regional Center
525 2nd Street, Suite 300
Eureka CA 95501
Phone: 707-445-0893 x 321
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.