

REQUEST FOR PROPOSALS

Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Supported Living Service- Specialized Therapeutic Services *to be located in* **Lake OR Mendocino**

We envision a system of services and supports that is determined by the individuals served. We envision a process that is complementary to the individual's own life, and which does not intrude upon the person's chosen lifestyle. We envision people residing in the living arrangement of their choice . - 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. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

Redwood Coast Regional Center is seeking proposals for a supported living service that supports the community living choices of adults with developmental disabilities and mental health support needs. This service will provide supported living services for individuals identified through the RCRC Community Placement Plan process. The Community Placement Plan (CPP) provides services and resources to assist with moving individuals who reside at State Developmental Centers into the community, as well as assists individuals who are at risk of having to move to living settings outside of his or her home area. The purpose for developing this service is to provide a supportive and therapeutic community living option for adults who have not had adequate support to remain in their home communities. Individuals referred may have spent time in locked facilities, developmental centers, mental health crisis facilities or mental health treatment settings and will require support navigating through the public mental healthcare system.

SUPPORTED LIVING SERVICE - SPECIALIZED THERAPEUTIC SERVICES

A need has been established for a supported living service to serve adults with intellectual disabilities and intensive behavior support needs in both Lake and Mendocino Counties. This service will support individuals to achieve stable living environments by teaching skills necessary for maintaining stability both in their individual homes and in the community. Prospective service providers must have an interest in supporting individuals with specialized support needs to participate in paid work if desired, make friends, learn new skills, and be included in local community activities. The service proposal must specifically describe how the applicant intends to teach individuals how to achieve control over their living options; perform life, self care and self regulation skills, as well as maintain a stable living environment.

RCRC is seeking a provider who will support adult consumers with intensive support needs.

Some individuals may need non-ambulatory accommodations, although the greatest need is for individuals who are ambulatory. Some individuals may require support in developing coping strategies for effective self-control; positive communication-based behavioral support; or significant instruction, assistance, or supervision in self-care and personal safety. A focus on building interdependent, inclusive community activities, facilitating relationships other than those of paid support people, and the creation of natural circles of supports must be incorporated into the supported living service model.

The service model will emphasize skill development, emotional support, and teach individuals how to develop and maintain a sense of mental and emotional well-being. The agency will be required to develop a plan for ensuring the competency level of all staff with an emphasis on Applied Behavioral Analysis. Staff will need to implement a Person Centered Planning process and Positive Behavioral Support principles. Staff will be able to demonstrate competency in the utilization of behavior as communication; as well as develop, implement, and support formal functional communication systems. It is essential that agency staff collaborate in an active manner with schools, work, healthcare providers (including clinicians funded by RCRC), and other community agencies so that support is consistent between all entities involved.

Each individual will maintain his or her determined quality of life through support from people who acknowledge and embrace best practices in the provision of supported living services. In selecting the successful applicant, RCRC will consider the applicant's ability to support any existing or newly developed available employment or day service, in order to promote consistent positive outcomes in the lives of the individuals they mutually support.

GOAL:

Adults with intellectual disabilities and intensive behavior support needs, who have not had adequate supports to live successfully in their home communities, will have the opportunity to live in a home of their own and receive the support necessary for stability. The supported living service will assist individuals to identify and experience their ideal quality of life through the use of person centered planning tools. The service will actively collaborate with community agencies, and promote skill development and structure through highly trained staff who are trained and motivated by the principles of Positive Behavior Supports, Person Centered Planning, and Circles of Support.

START-UP FUNDING:

Start-up funding of up to \$25,000 is available for the successful applicant to develop this new service. Start-up funding may include, but not be limited to, the following:

- Lease of office space
- Office equipment
- Staff development (recruitment, training, up to three months wages, etc.)

ELEMENTS OF SPECIALIZED SUPPORTED LIVING SERVICES:

Support staff must be experienced in, have training in, and/or have regular consultations in the following areas:

- Positive behavior supports
- Pro-ACT
- Facilitation/maintenance of circle of supports/friends
- Crisis intervention
- Activities of daily living supports
- Medication side effects/administration supports
- Conflict resolution
- Build and maintain boundaries
- Skill development
- Leisure/recreation access in local community
- Other areas of expertise as identified in each person's support plan.

The successful applicant must be dedicated to the concept that individuals not fail in their choice to live in their own homes. Rather, barriers to success should be viewed as an obligation by the service provider to work with the teams and identify additional appropriate supports so the individuals can achieve stability and security. Preference will be given to the most qualified applicant who intends to seek additional training and consultation, and has a willingness to collaborate with RCRC in meeting each individual's support need.

PROPOSALS:

All interested parties are required to submit a hardcopy proposal, **the original plus 5 copies**, to Redwood Coast Regional Center, at the below address. All proposals received by the deadline will be reviewed and scored by evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process. Proposals must include, but are not limited to, the following 9 items:

1. A cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant.

Yes or No

2. A description of applicant's education, experience, and ability to perform, with particular emphasis on experience related to supporting adults with intellectual disabilities who have intensive behavior support needs.

15 points

3. A description of applicant's knowledge of:
 - a) The principles of Supported Living
 - b) Implementation of Functional Behavior Assessments and Positive Behavior Support Plans
 - c) Principles and application of Applied Behavior Analysis
 - d) Systematic support for communication differences that provides training in formal and functional communication systems such as PECS and/or ASL.

20 points

4. A statement of applicant's goals and expected outcomes in operating the Supported Living Service. **10 points**
5. A statement of how the applicant will assure staff competency, stability and training. **10 points**
6. 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**
7. 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 the person's home. **10 points**
8. A draft proposed budget for start-up costs. **5 points**
9. A draft proposed budget for on-going services that includes:
 - a) Wage rates: applicants are required to specify the starting wage rates and benefits for proposed staff positions.
 - b) No more than 15% of the funds received by a provider with a negotiated rate from a Regional Center may be used for administrative costs. W&I Code Section 4629.7 **10 points**
10. 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. **10 point**

Proposals should be submitted to:

Leah Thompson, M.A.
Resource Coordinator- Community Placement Plan
Redwood Coast Regional Center
525 2nd Street, Suite 300
Eureka, CA 95501

***For questions contact Leah Thompson at 707-445-0893 x 321 or email: lthompson@redwoodcoastrc.org*

UPDATED TIMELINE:

Completion Date	Activity
January 5, 2018	Proposals are due to Eureka RCRC by 5:00 PM
The week of January 22, 2018	Proposals are reviewed by RCRC team
The week of February 5, 2018	RFP Interviews 9:00 AM - 4:00 PM at RCRC's Ukiah's office

RATE STRUCTURE:

This service requires the successful applicant to demonstrate a high level of skill and professionalism in the areas of supporting adults with disabilities 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 Supported Living Services- Specialized Therapeutic Service.

SERVICE DESIGN:

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

The Service Design will be written in conjunction with technical assistance as needed from RCRC staff in the Community Services Department. The Service Design component must include service provision outcomes which result in adults being successful in achieving stable and satisfactory lifestyles that will enable them to live in their own homes. Close collaboration, consultation, and communication between the supported living provider, the person's family and/or conservator, circle of support, and RCRC staff, will be necessary to ensure that all support needs are addressed. In addition, for people who wish to work or participate in day programs, collaboration between the supported living service provider, the vocational and/or day service provider, and RCRC must occur to ensure that each person's choice in how he or she spends each day can be met with adequate and consistent support.

Technical Assistance:

RCRC staff will provide the applicant selected through the RFP process with technical assistance as needed in developing and completing the Business Plan and included Service Design. Redwood Coast Regional Center is committed to being informative and supportive throughout the process of creating and maintaining quality lifestyle options for the individuals we support in our communities.

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.