

REQUEST FOR PROPOSALS
Redwood Coast Regional Center
Respecting Choice in the Redwood Community

Court Competency Trainer
to be located in Del Norte or Humboldt County

Redwood Coast Regional Center (RCRC) is one of 21 locally-based, non-profit corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families, as outlined in the Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code, Chapter 5, Articles 1 and 2, Sections 4620 through 4656). RCRC serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

SCOPE OF SERVICES

Redwood Coast Regional Center is seeking proposals for a Trial Competency Trainer to teach/support juveniles and adults with developmental disabilities, who have been ordered by the court to receive Trial Competency Training in Humboldt and Del Norte Counties. Individuals served have been ordered to receive the training if after a professional assessment they were deemed either unable to participate in the judicial process because they don't understand the legal proceedings, or they are unable to assist legal counsel in their own defense.

A competency trainer implements a program that “provides intensive, individualized competency training tailored to the demands of the case and the defendant's particular competency deficits” (National Judicial College, 2012). Applicants should be familiar with competency training tools such as the Slater Method and/or other state approved training methods that support the provision of a structured training program. The competency trainer will not provide certification of competency; rather their role is to provide instruction to the individual utilizing the specific modules of information. Training modules will be provided in a sequenced manner. The applicant must be familiar with competency-specific assessment tools such as Competency Assessment for Standing Trial-Mental Retardation (CAST-MR) and the Competency Assessment Instrument-Revised (CAI-R). The applicant must have applicable teaching/advocacy experience working with persons with Intellectual Disabilities and have an understanding of the services and supports needed to assist consumers in the community. Applicants will be required to travel to various sites such as correctional and residential facilities.

Individuals supported may or may not have a co-occurring mental health diagnosis. Referrals will come from RCRC, and supervision of training activities will be provided by a lead psychologist. This service may be a new development, or may be an adjunct service of an existing vendor. This service is based on court orders and does not have a constant flow of referrals. Services provided are likely to be intermittent and may range from 0-5 in any given year.

The successful applicant will have a minimum of one year previous experience working with individuals with developmental disabilities, and experience working with the specific populations this project is intended to serve. Experience working in a protective setting (i.e. jail, locked MHRC) is desirable, but not required. The applicant should demonstrate familiarity with one or more standardized competency assessment tools. (i.e. CAST-MR, CAI-R). Experience in a mental health setting is not required but preferred. But, the applicant must be familiar with mental health symptoms. The applicant must be able to work independently.

START-UP FUNDING

Up to a maximum of \$10,000 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

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.

RFP REQUIREMENTS

All interested parties are required to submit a proposal to Redwood Coast Regional Center by **November 18, 2016**. All proposals received by the deadline will be reviewed, scored, and selected by RCRC. ALL proposals must include a cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant.

For Individual trainers the proposal packet must include the following 8 items:

1. A letter of intent including a statement confirming the applicant's commitment to participate in a required ARCA/RCRC sponsored Trial Competency Train the Trainer Event. **5 points**
2. A description of the applicant's relevant qualifications and expertise in serving people with developmental disabilities and forensic involvement; including the applicant's familiarity with competency-specific assessment tools such as Competency Assessment for Standing Trial-Mental Retardation (CAST-MR) and the Competency Assessment Instrument-Revised (CAI-R). **20 points**
3. A statement regarding the applicant's philosophy regarding providing services to the identified population. **10 points**
4. A line item budget to show how funds would be used. *Reflect realistic costs of operating the service as required by this RFP (i.e. applicant's compensation, training costs, insurance and transportation costs, operating expenses, etc.)* **10 points**

RFP 16/17: Trial Competency Trainer/ LT

5. A disclosure of all other businesses or projects that the applicant is involved with including those with other regional centers (identify the regional center). **5 points**
6. Provide the last two years tax returns. **5 points**
7. A statement outlining your plan to serve diverse populations, including cultural and linguistic diversity. Provide examples of your commitment to address the needs of culturally diverse clients and any additional information your feel is relevant to your ability to provide services in an equal and diverse manner. W&I code 4648.11 (SB 208 Lara). **20 points**
8. Regional Centers have a zero tolerance policy for child and dependent adult/elder abuse pursuant to California Penal Code Section 11166.5 (children) and W&I Code Section 15630 (elder/dependent adult). Provide your agencies policy and procedures to ensure the health and safety of the clients served by your program. **25 points**

For Organizations the proposal packet must include the following 9 items:

1. A letter of intent including a statement confirming the applicant's commitment to participate in a required ARCA/RCRC sponsored Trial Competency Train the Trainer Event. **5 points**
2. A description of the applicant's relevant qualifications and expertise in serving people with developmental disabilities and forensic involvement, including the applicant's familiarity with competency-specific assessment tools such as Competency Assessment for Standing Trial-Mental Retardation (CAST-MR) and the Competency Assessment Instrument-Revised (CAI-R). **20 points**
3. The specific staff qualifications required when hiring for this project. **5 points**
4. A statement regarding the applicant's philosophy regarding providing services to the identified population. **10 points**
5. A line item budget to show how funds would be used. *Reflect realistic costs of operating as required by this RFP (i.e. staff salaries, training costs, consultant fees, facility lease/rent, utilities, insurance and transportation costs, operating expense per in adjacent requirements, etc.).* **10 points**
6. A disclosure of all other businesses or projects that the applicant is involved with including those with other regional centers (identify the regional center). **5 points**
7. Provide a current Balance Sheet or Pro-forma cash flow. **5 points**
8. A statement outlining your plan to serve diverse populations, including cultural and linguistic diversity. Provide examples of your commitment to address the needs of culturally diverse

clients and any additional information your feel is relevant to your ability to provide services in an equal and diverse manner. W&l code 4648.11 (SB 208 Lara). **20 points**

9. Regional Centers have a zero tolerance policy for child and dependent adult/elder abuse pursuant to California Penal Code Section 11166.5 (children) and W&I Code Section 15630 (elder/dependent adult). Provide your agencies policy and procedures to ensure the health and safety of the clients served by your program. **20 points**

Submit proposals to Leah Thompson, CPP Resource Coordinator, no later than November 18, 2016 at 5:00 PM via email to: lthompson@redwoodcoastrc.org

Should you have questions prior to submission please contact:

**Leah Thompson, M.A.
CPP Resource Coordinator
Redwood Coast Regional Center
525 2nd Street Suite 300
Eureka, CA 95501
(707) 445-0893, ext. 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.