

REQUEST FOR PROPOSALS

Redwood Coast Regional Center
Respecting Choice in the Redwood Community
Community Resource Development Plan (CRDP) FY 25/26
Dental Desensitization Training Development and Implementation
in Humboldt and Mendocino counties

“We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. We envision full access to a complete array of health services through life.”

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.

RCRC received start-up funding from the State Department of Developmental Services (DDS) to carry out RCRC's Fiscal Year (FY) 2025-2026 Community Resource Development Plan (CRDP). CRDP funding is provided by DDS to meet the following objectives: **A)** Expand the availability, accessibility, and types of services and supports to meet the current and future needs of individuals and their families in the community. **B)** Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community. **C)** Develop services that are person-centered and represent the diversity of the regional center's catchment area.

RCRC is seeking a qualified **Board-Certified Behavior Analyst (BCBA) or Adaptive Skills Trainer, Professional (AST)** to develop and implement a dental desensitization service for RCRC clients with intellectual and/or developmental disabilities (I/DD) in both RCRC's Eureka and Ukiah offices. The RCRC clients referred to this service may have behavioral, physical, and cognitive support needs that make receiving dental services in a traditional setting difficult. Desensitization allows for gradual exposure to new experiences with increasing intensity. Some examples of the training activities that may occur include, but are not limited to: Practice visits to a dental office; sitting in a dental chair (with no other expectations); practicing opening and closing their mouth; letting someone look inside their mouth; having dental objects placed near and/or inside the mouth; exposure to bright lights and reclining seats; hearing noises associated with dental work (e.g. drills); tolerating various flavors; tolerating having objects placed on the body (e.g. paper 'bib', X-ray vest); following instructions related to dentistry such as spitting material out when asked; remaining still during exams; and cooperating with requests to change position and waiting. The service includes provision of a simulated dental appointment/procedure and would include strategies to minimize stress and reduce anxiety related to routine dental care. The goal of this project would be for RCRC clients to become more comfortable utilizing the dental chair and tolerating related sensory experiences for routine care and therefore reducing the use of dental sedation.

SCOPE OF SERVICES IN START-UP PHASE BCBA APPLICANTS

The chosen BCBA will contract with RCRC to develop/procure a program curriculum and develop a service design to provide dental desensitization services for RCRC clients. Once the curriculum and service design are completed and approved by RCRC, the BCBA will train and supervise two Registered Behavior Technicians (RBT) or Behavior Management Assistants (BMA)- one RBT/BMA to be located in Eureka and one RBT/BMA to be located in Ukiah- to implement the service; or the BCBA may provide the service on an ongoing basis as per their RCRC approved service design, . The service will be supervised by the contracted BCBA in collaboration with RCRC vendored Registered Dental Hygienist in Alternative Practice (RDHAP). Additionally, during start-up, the BCBA will purchase training materials and non-medical clinic supplies to carry out the service in both the Eureka and Ukiah clinics. Some examples of non-clinical supplies to be purchased with start-up funding may include dental themed décor for walls, visual countdown timer, bookshelf, books, puzzles and rack, teeth and mouth toys, dental kits, sensory lights, noise cancelling headphones, sunglasses and other sensory dampening items, reinforcers, materials for creating visual supports and social stories, among others.

SCOPE OF SERVICES IN START-UP PHASE AST PROFESSIONAL APPLICANTS

The chosen AST Professional will contract with RCRC to develop/procure a program curriculum and develop a service design to provide dental desensitization services for RCRC clients. Once the curriculum and service design are completed and approved by RCRC, the AST Professional will train two AST Specialists- one AST Specialist to be located in Eureka and one AST Specialist to be located in Ukiah- to implement the service; or the AST Professional may provide the service on an ongoing basis as per their RCRC approved service design. The service will be supervised or implemented by the contracted AST Professional in collaboration with RCRC vendored Registered Dental Hygienist in Alternative Practice (RDHAP). Additionally, during start-up, the AST Professional will purchase training materials and non-medical clinic supplies to carry out the service in both the Eureka and Ukiah clinics. Some examples of non-clinical supplies to be purchased with start-up funding may include dental themed décor for walls, visual countdown timer, bookshelf, books, puzzles and rack, teeth and mouth toys, dental kits, sensory lights, noise cancelling headphones, sunglasses and other sensory dampening items, reinforcers, materials for creating visual supports and social stories, among others.

SCOPE OF ONGOING SERVICES

Upon completion of start-up activities, the BCBA/AST Professional, and if applicable, supervised staff will become vendored to provide ongoing dental desensitization training for referred RCRC clients in both the RCRC dental clinic offices and community dental settings. The BCBA/AST Professional will develop an individualized plan for each client referred to the service that outlines the goals and objectives for participation. The BCBA/AST Professional or supervised staff will provide a simulation of how a dental appointment/procedure occurs, under supervision of the selected BCBA/AST, implementing the individualized plan created by the BCBA/AST Professional and in conjunction with the RDHAP for clinical activities. Once the RCRC client is comfortable and ready, a dental provider/hygienist will conduct a dental exam and provide a referral for dental services. The service outcomes will include preventing deterioration of the teeth, gums and bone structures

of the mouth; reducing the number of cavities and the need for general anesthesia; and providing an appropriate maintenance schedule.

ONGOING RATE STRUCTURE

Ongoing services will be funded under **Service Code 612 for the BCBA and Service Code 616 for the RBTs or 615 if a BMA** is utilized in the implementation of the service, as per the table below.

Provider	Billing unit	Full Rate	Service Code
Board-Certified Behavior Analyst	Hourly	\$145.20	612
Behavior Management Assistant	Hourly	\$74.50	615
Registered Behavioral Technician	Hourly	\$71.35	616

Ongoing services will be funded under **Service Code 605 for the AST Professional and AST Specialist**, as per the table below.

Provider	Billing unit	Rate	Service Code
Adaptive Skills Trainer Professional	Hourly	\$143.38	605
Adaptive Skills Trainer Specialist	Hourly	\$106.01	655

APPLICANT ELIGIBILITY:

Applicants must have experience working with individuals with I/DD; meet California Code of Regulations Title 17 requirements for vendors who provide Behavior Analyst Services [Cal. Code Regs. Tit. 17, § 54342(11)]; or meet California Code of Regulations Title 17 requirements for vendors who provide Adaptive Skills Trainer Professional Services [Cal. Code Regs. Tit. 17, § 54342(3)]. Successful applicants will have experience providing desensitization services in clinical settings; and have the ability to conduct a site visit at an existing Dental Desensitization Program with Central Valley Regional Center (CVRC).

GOAL:

The goal of this project is for RCRC clients to become more comfortable utilizing dental services in the least restrictive manner, and to become more comfortable experiencing the sensory stimuli associated with routine dental care; thereby reducing the need to use dental sedation and other restrictive practices in accessing routine dental services.

START UP FUNDING:

Up to \$50,000 is available for this project to develop two dental desensitization services to operate in both Eureka and Ukiah. The funding awarded for this project will be **divided among RCRC selected applicants, should applicants request to serve only one clinic location**; actual funding received by selected applicants(s) will depend upon the service locations they are able to support. Start-up funding may be used for the following: Curriculum purchase/development, service design development, training qualified staff to implement the service, travel costs, purchasing educational and non-clinical supplies to operate the clinic, and other RCRC approved items. It is expected that the service provider will identify supplementary funds to use towards development costs in addition to the start-up funds awarded by RCRC.

PROPOSALS:

All interested parties are required to submit an electronic copy of their proposal to the following email address, lthompson@redwoodcoastrc.org **no later than 3/6/2026 by 5:00 PM.** All proposals 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 the following 8 items:**

1. A cover page that lists the applicant's name, address, phone number, email, and name of person preparing proposal, if other than the applicant, and geographic area(s) the applicant is proposing to provide this service (Eureka AND Ukiah or only Eureka OR only Ukiah).	5 points
2. Provide a description of your current practice, including: <ul style="list-style-type: none"> • The number of clients you currently support • The age group(s) you serve • Specific populations you serve • Geographical location(s) you serve • Any specializations you offer • What languages, if any, are you fluent in other than English? • A current resume' or Curriculum Vita <i>Priority will be given to applicants who speak Spanish or offer a clear plan for supporting Spanish speaking clients.</i>	10 points
3. A description of applicant’s credentials and experience related to providing behavior support services and/or skills acquisition specifically related to desensitization training for people with I/DD in clinical settings, work on similar projects, ability to complete start-up activities within a 2-year period, and a timeline for all start-up activities.	15 points

4. Provide a statement outlining your experience serving diverse populations, including culturally and linguistically diverse populations. Discuss information on how you will promote equitable access to services and supports to reduce disparity while flexibly tailoring services to respond to the unique needs of the client that is respectful of the language, ethnicity, and culture of the person receiving services.	15 points
6. A statement that describes the steps the applicant will take to ensure client safety and reduce the risk of clients being abused, including the agency's Zero Tolerance for Abuse procedures AND the implementation of trauma informed care in services provided.	10 points
7. A draft proposed budget for start-up costs with a brief narrative description for each line item identified. The start-up budget should include both costs to be paid through the CRDP funds as well as costs that will be paid by the applicant and/or other funding sources. Attachment A	10 points
8. An estimated Cost Statement for ongoing Services. Attachment B <i>** 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</i>	10 points
TOTAL	75 points

TIMELINE:

Completion Date	Activity
10/28/2025/2/5/26	RFP Release Date
3/6/2026	Emailed Proposals are due to RCRC by 5:00pm
Week of March 16, 2026	Proposals are reviewed by a chosen team of evaluators
Week of March 30, 2026	RFP interviews of selected applicants Via Zoom
Week of April 6, 2026	Notification of contract awards for selected applicant(s)

Before beginning work on the proposal and if there are any questions regarding this RFP, it is strongly recommended that applicants contact

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CPP/CRDP Resource Consultant
Redwood Coast Regional Center
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(707) 616-2206

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 able to operate within the service parameters.

ATTACHMENT A- SAMPLE Start-Up Costs

Start-Up Activity	Description	CRDP Funding Amount	Other Funding Amount Source_____
Curriculum Development/Purchase *Specify			
Service Design Development			
Development Training Activities			
Travel Costs			
Program Supplies			
Insurance			
Other_____			
Total Cost			

ATTACHMENT B- SAMPLE 12 Month Estimated Ongoing Budget

	ADMIN	DIRECT SUPPORT	TOTAL
SALARIES & WAGES			
BENEFITS & PAYROLL TAXES			
TOTAL PAYROLL EXPENSES			
AUDIT AND ACCOUNTING EXPENSE			
ACCOUNTING EXPENSE/BANK CHARGES			
BUILDING/FACILITY MAINTENANCE			
BUILDING/FACILITY RENT			
CONSUMER ACTIVITIES			
COMMUNICATIONS			
CONSULTANTS			
DEPRECIATION			
EQUIPMENT MAINTENANCE			
EQUIPMENT PURCHASE/LEASE			
EXPENDABLE EQUIPMENT			
FINGERPRINTING			
INSURANCE AND BONDS			
LEGAL AND OTHER PROFESSIONAL FEES			
LICENSES AND PERMITS			
OFFICE SUPPLIES			
PRINTING AND COPYING			
POSTAGE			
PROGRAM SUPPLIES			
STAFF RECRUITING COSTS			
STAFF TRAINING			
TAXES			
TRAVEL/MEALS/MILEAGE REIMB			
UTILITIES			
OTHER			
OTHER			
OTHER			
TOTAL OPERATING EXPENSES			
TOTAL ALL EXPENSES			
PERCENTAGE of Admin and Direct Support			