

## REQUEST FOR PROPOSAL

**DATE:** December 14, 2018

**RE:** Transitional Behavior Management Adult Service

**DUE:** Tuesday January 15, 2019; no later than 5:00 P.M.

**TO:** All interested parties

**SUMMARY:** Transitional Behavior Management Adult Service to implement instructional and environmental modifications to produce socially significant improvements in the behaviors of persons served through skill acquisition and the reduction of socially inappropriate behaviors, while integrating persons served to community-based activities. The direct support staff will implement Behavior Intervention Plans, as developed by the supervising Behavior Analyst. The program will support individuals with an enhanced staffing ratio of 1:1, with services based on the needs of individuals served. This program will support individuals with a wide range of behavior support needs in the severe range of impact and/or who are dually diagnosed. Services are to be provided to persons served by RCOC throughout the RCOC service catchment area. Respondents must also be prepared to coordinate transportation services for persons served by program, as needed, for community integration.

**Access California Code of Regulations (CCR), Title 17 via [www.dds.ca.gov](http://www.dds.ca.gov)**

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP). We are including specifics regarding this proposal in order to help you in the application process. **Please read all material and follow the guidelines presented within this document.** Thank you in advance for your effort in helping support persons with developmental disabilities, alongside the Regional Center of Orange County.

### **SERVICE NEED**

RCOC is seeking to develop a program to provide services to adults residing throughout RCOC's catchment area who due to the level of need for behavior support: 1) Have not been able to identify a community-based adult day service provider that can meet their individualized needs; or 2) Have attempted services provided by multiple existing community-based adult day service providers without success, and are now receiving in-home services. Also, the services provided by this program will be considered to support individuals who will be transitioning from Fairview Developmental Center to community-based residences. The program to be vendored will provide support in an enhanced staffing ratio of 1:1, and include the functional assessment or functional analysis of target behaviors and supervision provided by an individual who meets the qualifications and requirements for Behavior Analyst (Service Code 612), as defined by the California Code of Regulations (CCR), Title 17 Section 54342(a)(11).

The program design for this service must detail the program's purpose and goals, expected outcomes of services to be provided, entrance and exit criteria, curriculum and supports to be provided, attendance policy and requirements, evaluation process regarding the acquisition of new skills, functional assessment or functional analyses process to address behavior related supports, staffing ratio and supervision provided to direct support staff, job descriptions for all positions (including staff qualifications), a staff training plan, a grievance plan/process, and operating hours and office location. In addition to the staffing requirements described in CCR, Title 17 Section 54342(a)(11), all staff providing direct supports to program participants must complete all credential requirements for the Registered Behavior Technician credential, including requirements to maintain the credential (See [www.bacb.com/rbt](http://www.bacb.com/rbt) for details). Staff will be trained in approved behavior management intervention strategies, with on-going training in the areas of positive behavioral support and crisis intervention (e.g. Pro-Act and CPI). The program will utilize only evidence-based training procedures and curriculum, and focus on the acquisition of the functional skills required to participate in community-based activities and address one or more of the following areas: self-advocacy, community integration, vocational/employment, and self-care. The program shall include a certified Behavior Analyst to: develop and monitor appropriate Behavior Intervention Plans for the direct support staff to implement with program participants, this also includes completing appropriate progress reports; direct the provision of services delivered to program participants, according to the Behavior Intervention Plans developed for each program participant; monitor, track, and ensure all requirements for Registered Behavior Technicians are met and maintained by staff; and provide supervision services meanwhile programming is provided to persons served by direct support staff, within the individualized hours approved by RCOC.

As appropriate, the program to be developed may provide supports within the adult's home setting, with the goal of assisting program participants to transition to integrated environments within community-based settings. In the event that supports are to be provided in a licensed residential facility setting, the program to be developed must collaborate with the residential facility provider to comply with all applicable CCR Title 22 requirements. The program must provide all persons served with opportunities for person-centered community-based integration in accordance with the Home and Community-Based Final Rule requirements, as appropriate. Services and supports that focus on vocational training which can lead to competitive integrated employment opportunities are required features of the program to be developed, as appropriate for the individual program participants. Services and supports that focus on reducing and managing targeted challenging behaviors and teaching appropriate replacement behaviors are also required features of the program to be developed. All services and supports provided to persons served must be person-centered, and person-centered thinking and planning practices must be implemented by the program to be developed. Vended program must provide transportation supports during program hours for persons to be served by the program, which may include mobility training to include the use of public transportation options, as appropriate.

#### **PROFILES FOR PERSONS TO BE SERVED BY PROGRAM**

Applicants responding to this RFP must expect to review referrals for and be prepared to support persons with any combination of the following profile characteristics:

- Persons eligible for RCOC services
- Self-Care Deficits- May require verbal prompting, physical prompting, and/or physical assistance to complete tasks (ie- toileting, eating, hand washing, etc.).

- Challenging Behaviors- May engage in and/or have a history of moderate to severe challenging behaviors that require varying types of intervention and prevention techniques, but not including restraint. This may include challenging behaviors with the potential of the persons served harming themselves or others, which may include but not be limited to:
  - Self-Injurious Behavior
  - Physical Aggression
  - Sexual Behavior
  - Property Destruction
  - PICA
  - Intrusive Behaviors
  - Eloping
  - Fecal Smearing
- Special Dietary Requirements not requiring the support of a nurse or other certified medical professional. For persons residing in an ARFPSHN home, if support of a nurse or other certified medical professional will be needed, the support will be provided by residential care staff.
- Mental Health Diagnosis
- Male and Female
- Ambulatory
- Non-ambulatory requiring assistance with transferring in/out of wheelchair, or use of walker. For persons residing in an ARFPSHN home, if support of a nurse or other certified medical professional will be needed, the support will be provided by residential care staff.
- Special Health Needs/Restricted Health Conditions not requiring the support of a nurse or other certified medical professional. For persons residing in an ARFPSHN home, if support of a nurse or other certified medical professional will be needed, the support will be provided by residential care staff.
- Culturally and Linguistically Diverse
- History of failed participation in community-based adult day programs
- History of failed employment or no employment

## **ELIGIBLE APPLICANTS**

Refer to CCR, Title 17 Section 54314 for applicants **not** eligible.

Applicant(s) must:

- Demonstrate the ability to provide cost-effective and quality services and supports, and;
- Demonstrate knowledge of and experience in providing training in evidence-based skills teaching and behavior management procedures related to services for individuals with developmental disabilities, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain self-care related skills, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities with Special Health Needs and Restricted Health Conditions not requiring the support of a nurse or other certified medical professional, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain vocational related skills, and;

- Demonstrate knowledge of and experience in supporting adults with developmental disabilities with becoming employed in competitive integrated employment settings, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities participate in person-centered community integration activities, and;
- Demonstrate knowledge of and experience in practicing person-centered thinking and planning techniques and strategies, and;
- Demonstrate knowledge of and experience in providing supports to persons who are dually diagnosed with a mental health diagnosis, and;
- Demonstrate knowledge of and experience in supporting individuals who previously resided in State run developmental centers, and have transitioned to residing in integrated community-based home settings.
- If already vendored, be subject to a review of citations from a regional center or licensing within the last two (2) years and/or last two (2) annual evaluations whichever is longer.
- If already vendored, required to provide for review a copy two (2) years of the most recent financial statement.

All applicants are subject to approval by RCOC pursuant to CCR, Title 17 Regulations. Eligibility will also be contingent on evaluations completed by RCOC, and any citations received within the last two (2) years from a regional center or licensing agency based on the nature and severity of the violation(s). Please note that there is no obligation on the part of RCOC that a respondent will be selected for project implementation for the program to be developed.

#### **RATE OF REIMBURSEMENT**

The rate of reimbursement for this service is based upon CCR, Title 17 Regulations and the rates established by the Department of Developmental Services. There is no start-up funding associated with this RFP. Reimbursement will be provided for 1:1 therapy service hours provided by Registered Behavior Therapists, and supervision service hours provided by the Behavior Analyst, as approved through the Purchase of Service for each individual served.

#### **APPLICATION PROCESS**

Step 1: RFP applications submitted to RCOC by due date.

Step 2: Applications will be screened for acceptability based upon minimum RFP requirements.

Step 3: Applications accepted will be reviewed by an RFP Review Committee based upon the criteria specified above and the overall content of the individual submission.

Step 4: Upon review of all applications, all applicants will be notified in writing whether their proposal was selected.

Step 5: Applicants that have been selected for further consideration will be asked to meet with RCOC staff. Upon further consideration, applicant selected will be notified in writing of award notice.

Step 6: If awarded the proposal, the applicant will be required to submit a full program design and vendor application. RCOC will collaborate with the applicant to achieve an acceptable program and projected implementation date to best meet the needs of the persons to be served.

Step 7: Following the submittal of the vendor application and approval of the program design, a vendor number will be assigned.

### **PROPOSAL REQUIREMENTS**

Each proposal must include the following statements in the order listed below. Evaluation of the information will be the determining factor in the selection process.

- Agency/Individual experience and background
- Brief program design statement
- Attachments

### **PROPOSAL CONTENT REQUIREMENTS**

**\*Proposals (Section I and II) exceeding 10 pages will not be reviewed past the 10th page.\***

#### **Face Sheet (attached):**

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California. Vendor number(s), vendoring regional center(s), and facility license (if applicable). Name the author(s) of the proposal and list any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

#### **Section I**

Agency/Individual experience and background information must be presented in the following manner:

- A. Qualifications of the agency/individual. Provide information about current experience in each of the following areas: experience with behavior management services, experience in providing training in evidence-based skills teaching, experience in supporting individuals with developmental disabilities to develop self-care skills, experience in supporting individuals with developmental disabilities to develop vocational skills that can be transferred to competitive integrated employment opportunities, experience in supporting individuals with developmental disabilities with becoming employed in competitive integrated employment settings, experience in providing community integration opportunities for individuals with developmental disabilities, experience in supporting individuals who have transitioned from residing in a State run developmental center to an integrated community-based home setting, and experience in implementing person-centered thinking and planning techniques and strategies.
- B. Qualifications of leadership staff which details education, knowledge, and experience providing services to persons with developmental disabilities. Describe how the documented experience, education, and knowledge are seen as a good fit for developing this program.

## Section II

The applicant's summary program plan to include descriptions of the following key areas:

- A program summary which should include, but not be limited to, the program's philosophy, the program's purpose and goals in supporting persons served by the regional center, the program's expected outcomes for persons receiving supports through this program, and;
- Information regarding the program's entrance and exit criteria, and;
- Information regarding the program's attendance policies and requirements, and;
- A description of the evaluation process to be used in determining how the program will support the individuals served in acquiring new skills, as related to goals/objectives identified in each person's Individual Program Plan, and;
- A description of the functional assessment or functional analyses process to be used in addressing the behavioral supports to be provided, as related to the goals/objectives identified in each of the person's Individual Program Plan, and;
- Information regarding initial and ongoing staff training, including the training related to a Registered Behavior Technician and maintain the credential, and;
- Information regarding the plan for supervision required for Registered Behavior Technicians to maintain their credential, and;
- Information regarding the plan for supervision required for the direct support staff to ensure the implementation the behavior plans developed by the Behavior Analyst, and;
- Information regarding the anticipated staffing pattern(s) and the duties of staff assigned (which is to be linked to Organizational Chart), and;
- A description of the program's plan to support diverse populations, including but not limited to culturally and linguistically diverse populations, and;
- Information regarding the program's grievance plan/process.

If selected, this summary program plan may serve as the framework for Step 6 in the process which is submittal of the complete program design. This outline may be used as a guide in responding to the summary description identified above. **Do not submit a complete program design, as a more complete outline will be provided to those providers selected as a result of the evaluation process.**

### **Attachments (number of pages not counted towards the 10 page limit)**

Each of the following items is required to fulfill the proposal response.

#### **Attachment #1- References and/or Letters of Recommendation**

The proposal must include at least two (2) professional references with addresses and telephone numbers. Applicants should be aware that the selection committee may elect to contact the references provided.

#### **Attachment #2- Organizational Structure**

An organizational chart for this project must be included with full names and identification of the governing or advisory board, administrative and supervisory hierarchy, certified Behavior Analyst, and the anticipated staffing patterns, etc. Identification of the private or corporate ownership must be identified on an attached page. If the company is under corporate ownership, the owners and/or board of directors must also be identified by name, address, and telephone number.

### **Attachment # 3- Consultants & Qualifications**

The applicant is to provide information regarding any consultants (employed and/or contracted) that are anticipated to be used, including their name(s), address(es) and telephone number(s). The qualifications/credentials must be identified with each consultant's function(s), role, and/or purpose articulated in the brief program design. The proposal must include information regarding the instructional strategies that will be used during service hours when the applicant will be supporting persons served.

### **Attachment #4- Financial Statement**

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities. In addition, the applicant must document available line of credit (by authorizing institution), and provide the necessary contact information for verification by the selection committee.

### **FORMATTING REQUIREMENTS**

**Proposals will be disqualified from consideration for failure to:** follow all instructions, complete documents, submit all required documents, or meet the deadline. **No exceptions will be made.**

- Standard size (8 ½ x 11) white paper
- Typed, using a standard 12 point font, single-spaced pages with one (1) inch margins
- Every page must be numbered consecutively
- Do not place in ring binders or folders, but rather use binder clips or compressor clips
- Include a table of contents indicating each of the areas to be evaluated and corresponding page numbers
- Clearly label each Section
- Clearly label each Attachment

### **A complete RFP response must contain the following:**

- Face Sheet
- Proposal (limited to 10 pages)
  - Section I
  - Section II
- Attachments (number of pages not counted towards the 10 page limit):
  - #1 References and/or Letters of Recommendation
  - #2 Organizational Structure
  - #3 Consultants and Qualifications
  - #4 Financial Statement(s)

### **ADDITIONAL PROVISIONS:**

- RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right to not select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondents program proposals do not meet a minimum evaluation standard.

- Individuals presenting proposals in response to this request MUST submit an ORIGINAL and THREE (3) copies of all required information to RCOC.
- Completed proposals for this RFP are due by Tuesday January 15, 2019, no later than 5 pm. Proposals received after 5 pm on the due date will not be considered for the RFP. Proposals may be sent via U.S. mail to the following address:

Arturo Cazares  
Regional Center of Orange County  
P.O. Box 22010  
Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Arturo Cazares  
Regional Center of Orange County  
1525 North Tustin Ave.  
Santa Ana, CA 92705

- **Proposals will be stamped with the date and time of receipt.**



**Face Sheet**  
**(Must be used as the cover page for the proposal)**

<b>RFP#: Transition Behavior Management Service</b>	<b>RFP Due Date: 5:00 pm, January 15, 2018</b>
Applicant (Agency) Name (If applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
<p>List name of consultant and/or individuals involved in writing the proposal:</p> <p>Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.</p>	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor Number:	Vendor Number:
Regional Center:	Regional Center:
Vendor Number:	Vendor Number:
Regional Center:	Regional Center: