Request for Proposal (RFP)

For a

Mental Health Transitional Residential Treatment Center for Individuals with Complex Service Needs

S**an Diego Regional Center**

**Community Placement Plan**

**For Fiscal Year 2013-2014**

**AUTHORITY**

The San Diego Regional Center (SDRC) for the Developmentally Disabled, in collaboration with the Southern California Integrated Health and Living Project (SCIHLP) and nine other regional centers, has identified a need for a residential treatment center that will be used to house a total of 14 individuals served by regional centers that are exiting State Developmental Centers (DC) or at risk of entering a DC from their current living arrangement. **SDRC/SCIHLP may elect to fund all, part, or none of this project, depending on funding availability as approved by the Department of Developmental Services, and the quality of proposals received. SDRC/SCIHLP reserves the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines.** **Please note:** **Proposals submitted after the indicated timelines will not be considered.**

**APPLICANT ELIGIBILITY**

Proposals may be submitted by service provider entities that are authorized to conduct business within the state of California. Board members of San Diego-Imperial Counties Developmental Services, Inc. and employees of San Diego Regional Center are prohibited from submitting proposals.

**SUBMISSION OF PROPOSALS**

Please send all proposals **by email only** to:

Lori Blair, Resource Coordinator

[Sdrc.lblair@gmail.com](file:///C%3A%5CDocuments%20and%20Settings%5Cbillm%5CMy%20Documents%5CSCIHLP%202%5CResource%20Development%5CRFP%5C13-14%5CSDRC%5CSdrc.lblair%40gmail.com)

858-576-2872

Electronic copies (PDFs) of the proposals must be *received* at the above email address **no later than 4:00 p.m. on Friday March 28, 2014.** Proposals received after this deadline will not be considered. Faxed or hardcopy proposals will not be accepted. You will receive an email reply confirming receipt of your proposal.  **If you do not receive email confirmation, your proposal may not have been received by SDRC.** Please follow up by phone with Ms. Blair if you **do not** receive email confirmation of receipt of your proposal.

**PROJECT DESCRIPTION**

San Diego Regional Center in collaboration with other Southern California regional centers has identified the need to create a residential treatment center for 14 individuals served by regional centers. The center will be owned by a Non-Profit Housing Corporation (NPO) and leased to a service provider who will be selected through this Request for Proposal (RFP) process. The treatment center will serve individuals exiting State Developmental Centers (DC) or at risk of entering a DC from their current living arrangement. The Treatment Center will provide residential services as well as vocationally oriented day and work services. The service provider’s development team will need to work with the NPO and regional center staff to develop specifications for the physical plant structure to support the anticipated behavioral, physical, security and supervision needs of the individuals that will reside at the residential treatment center. The service provider’s development team will also need to work with the NPO and SDRC staff to ensure that the physical plant requirements of Community Care Licensing are met.

The successful service provider applicant for this RFP will need to collaborate with SDRC and SCIHLP staff and with local agencies including San Diego County's Behavioral Health Services, key county contractors including Optum Health (Medi-Cal oversight), key mental health providers, substance abuse providers, San Diego County Sheriff's department, and San Diego County's Department of Probation. This facility will support individuals with diagnoses of a developmental disability and a co-occurring mental health disorder. All of the individuals have histories of behavioral challenges and may be involved with the criminal justice system. These facilities will be California Department of Social Services, Community Care Licensing Division (CCL) licensed with delayed egress, and secured perimeter (in accordance with T-17 Emergency Regulation "Utilization of Secured Perimeters and Delayed Egress Devices"). This facility will support these individuals 24 hours a day, 7 days per week. These individuals may be identified from Porterville Developmental Center, Canyon Springs, MHRC’s, or IMD’s. These individuals may be presently incarcerated, or at high risk of being placed in a developmental center. The facility will offer state of the art, evidence-based treatments, individualized, and specifically designed to target the unique needs of this population. The focus of the program will be transitional and time-limited, serving those individuals whose needs cannot be met in less restrictive, community based settings. The facility will have delayed egress and secure perimeters. The facility will offer treatment modalities which will enhance independence, stabilize behavior excesses, teach anger/stress management, address substance abuse, teach emotional self-regulation strategies, coping skills and prepare individuals for transition into less restrictive settings. The service provider will retain medical consultants to monitor and support medical needs and assist individuals to maintain optimal health.

The 14 person Transitional Residential Facility will link to other specially developed, small (3 person) permanent residential homes that will have a treatment and support focus aligned with the goals and methodologies of the 14 capacity facility. We anticipate that these smaller homes will be part of the RFP process in future years and the successful applicant for this RFP may wish to apply to operate the smaller facilities as well. The intent of a single provider operating both types of facilities is to maximize treatment consistency across these environments. Additional smaller homes will be developed in subsequent fiscal years as driven by need and availability of funding.

The 14 person treatment facility will provide, or work in collaboration with local providers, who will offer an array of evidence-based therapies, such as cognitive behavior therapy (e.g. DBT) Applied Behavior Analysis, or Motivational Interviewing. In addition the service provider will need to provide competency (to stand trial) training for individual residents and, in some cases, provide transportation to assist individuals to meet legal obligations such as probation or court appearances. The provider and/or the local mental health providers will offer consistent mental health and recovery therapies as identified by each person's planning team.

**Funding Available**: $225,000 for Service Development Costs

Anticipated Funding: In the event that additional funding is required, as identified through development of a start-up budget to be included with this RFP, such funds will be requested from the Department of Developmental Services in subsequent fiscal years. Start-up funds are intended to cover approximately half of the total development costs. It is expected that the applicant will provide matching funds that, along with the start-up funds, would demonstrate financial capacity to complete a project.

**Key Objectives of this Project**:

1. Collaborate with SDRCand SCHILP to ensure that the requirements of this RFP are met.
2. Develop a comprehensive service design that specifies treatment approaches, staff recruitment and training, quality assurance systems, consultant types, qualifications and roles.
3. Develop, in collaboration with SDRC/ SCIHLP, a comprehensive work plan and timeline for bringing services on-line.
4. Execute a service contract with SDRC which specifies a start-up budget, on-going service rate and a SDRC/SCHILP approved service design
5. Establish a Long-Term Lease Agreement with the NPO.
6. Provide high quality, time-limited, therapeutic residential treatment services that produce positive outcomes for the individuals served.

**FORMAT AND APPLICATION REQUIREMENTS**

Proposals must comply with the instructions, format, and time-lines described in this request. Proposals should be written in 12 point font, Times New Roman or Arial preferred. All pages in the proposal must be numbered consecutively and include an identifying footer with the agency name. **Each applicant must submit an original proposal in PDF format via email. Hardcopies will not be accepted.**

**PROPOSAL CONTENT**

Each proposal will contain the following information:

* + - 1. **Service Description Summary (10 pages maximum):** Please include all headings and information requested below and provide in the same order in your document.

1. **Mission, Vision, and Value Statements**: Provide any agency MVV statements and how these were developed for the agency.
	* 1. **Agency Outcomes:** Describe anticipated outcomes of proposed service for people residing in the home and how achievement of outcomes will be measured.
		2. **Assessment and Planning:** Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
2. **Staff Training:** Describe the topics to be covered in staff training, types of training that will occur (e.g., pre-service, On the Job Training) continuing education), who will provide the training, roles of in-house vs. contract consultants, and the specific type of crisis prevention training (e.g. PCMA) that will be included. Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to individuals who have potentially dangerous behaviors.
	* 1. **Administrative / Consultant Roles**: Describe roles of licensee, administrator, assistant administrator, and consultants.
			1. Provide qualifications of Board Certified Behavior Analyst (BCBA) behavior consultant and any other licensed professionals who will assist with clinical services implemented in the home. Attach résumés.
			2. Include a brief description of theoretical orientation(s) utilized by counseling consultant and how this aligns with agency mission, vision, and values.
	1. **Methods and Procedures:** Describe how your agency will:
		1. Address the mental health treatment needs of the residents. Describe therapeutic approaches, such as trauma focused, DBT, CBM, ABA or other evidence-based therapies.
		2. Address the development of positive behavioral support plans for residents with an emphasis on functional behavioral analysis and evidence based practices.
		3. Provide work-oriented day services to residents, either on-site or off-site in highly supervised and controlled environments.
		4. Provide the close supervision these residents will require with an emphasis on mitigating risk to the community, the individual and to staff.
		5. Address education and treatment approaches for substance abuse issues frequently presented by the individuals who will utilize these resources.
		6. Teach social skills to assist the individual in learning pro-social behaviors as alternatives to self-injurious behavior, sexual/physical aggressive or assaultive behaviors.
		7. Train staff to support individuals who have involvement with the criminal justice system. This will include recognizing and managing the types of manipulative “grooming” behaviors sometimes presented by the individuals who will utilize these services.
		8. Systematically address resident motivation issues through the use of Motivational Interviewing and/or incentive systems to promote cooperation and participation in the treatment and educational aspects of the services. This may include establishment of a budget for reinforcers.
		9. Utilize the delayed egress and controlled perimeter features that will be built into the physical plant, as a part of the therapeutic milieu of the residence.
		10. Describe how psychiatric needs of individuals will be addressed, and how staff will be trained to recognize, document and report symptoms of psychiatric conditions and medication effectiveness.
	2. **Staff Recruitment and Retention:** Describe your plan to recruit, and retain quality staff. Include:
		1. Education, experience and certification for all staff positions. Note that all line level direct service professionals must have completed DSP I and II. Provide description for how these staff will be recruited or a process for how the required training will be obtained prior to hands-on service.
		2. How your agency will utilize universities, psych tech or BCBA training programs or other education, training or certification institutions to locate potential staff.
		3. Health and criminal background screening procedures.
		4. Direct care staff must be paid a minimum of 150% of minimum wage (approximately $12.50 per hour).
	3. **Staffing Schedule:** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
	4. **Transportation:** Describe how transportation will be provided for day / work services, therapy and medical appointments, recreation and other activities.
	5. **Continuous Quality Improvement (CQI):** Describe how the service agency will use data, such as agency outcomes, stakeholder satisfaction, or other existing data (e.g. incident reports, or medication logs) to identify service problems pursuant to corrective changes such as revised staff training curriculums, staff training procedures (e.g., using competency based teaching methods), agency practices and procedures or other operations (e.g., supervision, medication management, recruiting, etc.). Providers shall describe the feedback loop by which problem procedures will be identified, corrected through revised practices, and further monitored to measure the effectiveness of those changes in agency practice.
	6. **Community Outreach:** Describe how your agency will engage the local community and community agencies to engender support for this project. List which groups or agencies (e.g., city council, probation, judicial, law enforcement, mental health, homeowners associations, etc.) you will approach, how you will approach them, and how you will address their objections or ambivalence to ensure successful development of this project.
3. **Physical Plant Structure (1 page maximum):**. Include recommendations you would make to the NPO about how to structure the physical plant to support individuals. Explain how these structural considerations would complement your therapeutic / treatment / educational approach. Include any architectural features you would recommend in the configuration of living, eating, cooking, lounging and recreational spaces.
4. **Agency Information Form:** A completed and signed Applicant/Agency Information Form (Appendix A)
5. **Financial Statements:** A copy of the last 3 years’ financial statements of the provider, and a copy of any Audits conducted on those financial statements
6. **Completed Projects (1 page maximum):** A list of completed projects of the service provider which are similar in nature to this project
7. **Development Team (1 page maximum plus resumes):** A list of the members of the proposed Project Development Team including the name, address, telephone number, and resumes of the team members. At a minimum, this team should include the lead staff who will develop the response to the RFP, the service design, and the individuals with the expertise to hire skilled consultants to assist the provider in developing the project.
8. **Implementation Plan (2 page maximum):** A proposed Implementation Plan and timeline for development that includes sequenced activities necessary for overall project completion with identified realistic timeframes for the completion of each activity. The plan must specify a process that ensures compliance with all state and local licensing requirements.
9. **Start-up Budget:** A proposed Start-up Project Budget which addresses the items listed in Appendix B.
10. **Proposed Rate Structure:** A proposed rate budget which addresses the items listed in Appendix C.
11. **Applicant Disclosure Statement:** A completed and signed Applicant/Vendor Disclosure Statement (Appendix D).

**REPORTING REQUIREMENTS**

The selected project contractor will be required to submit monthly summaries describing progress made toward meeting project objectives to the San Diego Regional Center by the 3rd of each month. These summaries will be attached to the monthly invoices submitted by the contractor. The contractor will submit a final report upon completion of the project. The format for the monthly summaries and invoices will be included in each awardee’s contract.

**PROPOSAL SELECTION PROCESS**

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. The San Diego Regional Center reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. Each proposal will be evaluated by an RFP Selection Committee which is an interdisciplinary team of at least 3 members, who will score each proposal individually before coming together as a team to thoroughly review and discuss each proposal and interview applicants, if applicable, and agreeing on a final score for each proposal. The evaluation will be based on responsiveness to these RFP specifications, innovation, previous experience of applicant, and demonstrated applicant financial responsibility. The specific criteria and weighting are detailed in Appendix E, Rating Criteria. Additional information may be required from selected applicants with regard to their proposal prior to the awarding of a contract.

**RFP TIMELINE:**

**RFP Posted………………………………………………………………………….……March 3**

**RFP Responses Due………………………………………………………...…………..March 28**

**Applicant interviews (if any)………………………………………………………...……April 7**

**Proposal Selection / notification………………………………………………………...April 11**

**Negotiation and Completion of Contract………………………………………….……June 30**

**FUNDS**

Project description indicates the total amount of funds available for each project. Actual amount awarded will be contingent upon the budget submitted. With approval, additional funds may be available in subsequent fiscal years. Any project contractor who fails to develop the services specified will be required to return to the San Diego Regional Center any compensation received for start-up expenses. All funds must be expended and invoiced to SDRC by April, 2016.

**ADDITIONAL INFORMATION**

Any questions regarding the requirements of this RFP should be directed to:

Lori Blair, Resource Coordinator

[Sdrc.lblair@gmail.com](file:///C%3A%5CDocuments%20and%20Settings%5Cbillm%5CMy%20Documents%5CSCIHLP%202%5CResource%20Development%5CRFP%5C13-14%5CSDRC%5CSdrc.lblair%40gmail.com)

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