



# **KERN REGIONAL CENTER**

Supporting Equality, Independence & Opportunity

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3200 No. Sillect Avenue, Bakersfield, CA 93308  
661-327-8531, 661-324-5060, TDD 661-327-1251

## **REQUEST FOR PROPOSAL (RFP):**

### **SERVICE PROVIDERS**

Residential Care in the Home owned by the Housing NPO

And \*Other Resource Developments

Fiscal Year 2016-2017

## RFP Community Placement Plan Fiscal Year 2016-17

Kern Regional Center (KRC) is a community-based, private non-profit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. The Lanterman Act [California Supreme Court in ARC-CA vs. DDS] determined that a primary function of regional centers is to “prevent or minimize the institutionalizations of developmentally disabled persons”. Kern Regional Center (KRC) will use Community Placement Plan (CPP) funds to acquire and develop permanent, accessible homes in the community, owned by non-profit housing corporations, for the use of individuals at risk of or currently residing in, state developmental centers. The philosophy of the CPP is consistent with the 1999 Olmstead decision that determined that the state shall eliminate unnecessary segregation of persons with disabilities and ensure that they receive services in the most integrated setting appropriate to their needs. KRC is one of 21 Regional Centers throughout California serving individuals and their families who reside within Kern, Mono, and Inyo counties. KRC receives funds from the Department of Developmental Services to develop a CPP.

- **Per the announcement of the 2019 closure of the Porterville Developmental Center (PDC), KRC is focused on developing resources for the PDC residing individuals moving into the community. KRC will make every effort to collaborate with PDC and DDS to ensure a smooth transition to support the residents, families, and PDC staff.**
- If you have questions please come to the RFP Orientation listed on this announcement.
- KRC and DDS reserve the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines. Proposals submitted after the indicated time will not be considered.

### **DEFINITIONS:**

#### **(NPO): Housing Non-Profit Organization**

KRC will contract with an established non-profit housing agency to develop permanent housing through the “Buy It Once Model”, where NPO's purchase residential property that will be used exclusively by Regional Center consumers in perpetuity.

#### **SERVICE PROVIDERS:**

KRC will contract with Service Providers to provide residential care in the home owned by the Housing NPO. \*Service Providers developing day programs or other homes will develop sites independently of the Housing NPO.

#### **Adult Residential Facility (ARF):**

ARF is licensed by Community Care Licensing (CCL) to serve individuals ages 18-59.

**Adult Residential Facilities for Persons with Special Health Care Needs (ARFPSHN):** Adult residential facility that provides 24-hour health care and intensive support services in a homelike setting licensed by Community Care Licensing, certified by DDS, and vendored by Regional Centers associated with the closure of any developmental center statewide (Also known as 962/853 homes).

**Community Crisis Homes (CCH):** A facility certified by DDS and licensed by DSS as an adult residential facility, providing 24-hour non-medical care to individuals in need of crisis intervention services, who would otherwise be at risk of admission to the acute crisis center at Fairview or Sonoma Developmental Center, an out-of-state placement, a general acute hospital, an acute psychiatric hospital, or an institution for mental disease. A CCH shall have a maximum capacity of eight consumers; however, based on stakeholder input, regional centers are developing homes with a maximum capacity of four. Regulations are under development.

**Enhanced Behavioral Supports Homes (EBSH):** A pilot project certified by DDS and licensed by DSS. These homes provide non-medical care for individuals who require enhanced behavioral supports, staffing and supervision in a homelike setting. They also have enhanced monitoring by regional center case managers, regional center behavior professionals, and DDS. Additional enhancements include more staffing and staff training. Regulations for the Enhanced Behavioral Supports Homes were released for public comment in January 2016.

#### **Residential Care Facility for the Elderly (RCFE):**

RCFE is licensed by CCL. Licensed to serve individuals ages 60 and up.

## **RFP TIMELINE**

Friday, January 46, 2017	RFP Released
Monday, January 23, 2017	RFP Orientation 10am KRC Malibu Conference Room 3200 No. Sillect Avenue, Bakersfield, CA 93308 RSVP: <a href="mailto:cmallinson@kernrc.org">cmallinson@kernrc.org</a> - limit 2 per agency
Friday, March 3, 2017	Proposal Due (no later than 4pm, no exceptions)
Monday & Tuesday, April 3-4, 2017	Interviews (Time and Location TBA)
Monday, April 24, 2017	Applicant Scoring and Selection *
Monday, May 15, 2017	Award letters mailed*
Monday, June 5, 2017	Contract signed*

\*subject to change due to scheduling

<b>Project: KRC-1617-1 and/or KRC 1617-9</b>	<b>Adult Residential Facilities For Persons With Healthcare Needs (ARFPSHN).</b>
<b>Service Provider:</b>	To provide residential care to individuals for Persons with Special Health Care Needs (applicants may apply for one or more).
<b>Service Area:</b>	Kern County
<b>Number Served:</b>	Five (5) individuals in each homes; ambulatory and non-ambulatory with private rooms
<b>Start-up Funding:</b>	Up to \$200,000 each home
<b>Reimbursement rate:</b>	Rates Negotiable
<b>Service Provider Expectations:</b>	
<input type="radio"/> Have RN administrator (preferred) with experience working with individuals who are developmentally disabled and medically fragile. <input type="radio"/> Provide the following services and supports to individuals with significant health care needs including: <ul style="list-style-type: none"> <li>• Nutritional support, total parenteral feeding, gastrostomy feeding and hydration</li> <li>• Cardio-respiratory monitoring</li> <li>• Oxygen support, including continuous positive airway pressure and bi-level positive airway pressure, and use of inhalation-assistive devices</li> <li>• Nursing interventions for tracheostomy care and suctioning</li> <li>• Nursing interventions for colostomy, ileostomy, or other medical/surgical procedures</li> <li>• Special medication regimes, including injection and intravenous medications</li> <li>• Management of insulin-dependent diabetes</li> <li>• Manual fecal impaction, removal, enemas, or suppositories</li> <li>• Indwelling urinary catheter</li> <li>• Treatment of staphylococcus infection</li> <li>• Treatment of wounds or pressure ulcers, stages 1 and 2</li> <li>• Postoperative care and rehabilitation</li> <li>• Pain management and palliative care</li> <li>• Renal dialysis</li> </ul> <input type="radio"/> Provide a Licensed Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN), awake and on-duty 24 hours, seven days a week. <input type="radio"/> Provide additional Licensed Registered Nurse (RN) on duty at least 8 hours per person, per week. <input type="radio"/> Ensure that clients remain under the care of a primary care physician, and ensure that each consumer is examined at least once every 60 days. <input type="radio"/> Emphasize person-centered planning, community access and normalization. <input type="radio"/> Provide services for individuals transitioning from Developmental Center. <input type="radio"/> Work collaboratively with family members and Developmental Center staff in transitioning individuals into the community. <input type="radio"/> Develop positive relationships with KRC, day programs, and community resources. <input type="radio"/> Coordinate and supervise a team of specialized consultants (in addition to nursing) including, but not limited to: a psychologist, nutritionist, recreational therapist, and OT/PT. <input type="radio"/> Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community. <input type="radio"/> Provider to become vendored to provide transportation to and from day program/vocation. <input type="radio"/> Pay direct care staff competitive wage. <input type="radio"/> KRC is seeking service providers to develop (2) ARFPSHNs.	
<b>Housing Non-Profit Organization (NPO)</b>	<b>To purchase and modify homes for individuals.</b>
<b>Housing NPO Expectations:</b>	
<input type="radio"/> Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines and ARFPSHN requirements/ features such as generator and tracking systems. <input type="radio"/> All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. <input type="radio"/> Home shall be designed with common areas that promote interaction. <input type="radio"/> Home shall have private bedrooms for 5 individuals that allow for storage of personal items and décor. <input type="radio"/> Home shall be designed to have kitchen access at all times. <input type="radio"/> Home shall have private space to visit with family and friends. <input type="radio"/> Home shall have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness. <input type="radio"/> Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve	

individuals referred from the regional center.

<b>Project: KRC-1617-2-Children</b>	<b>TBD – Crisis Services Residential (CSR) or Children’s Residential Services</b>
<b>Service Provider:</b>	To provide residential care to individuals ages 14 to 17
<b>Service Area:</b>	Kern County
<b>Number Served:</b>	Four (4) individuals; ambulatory and non-ambulatory with private rooms
<b>Start-up Funding:</b>	<b>\$160,000</b>
<b>Reimbursement rate:</b>	Rates Negotiable

Supporting children and people with developmental disabilities, mental health issues, and forensic backgrounds.  
 Owning or operating a Level 4 Children’s Residential Facility (CRF), (Level 4 Group Home), Adult Residential Facility (ARF), an SRF, or Children’s Crisis Home.  
 Working with the court system.  
 Working with the mental health system.  
 Provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other Regional Centers, Mental Health, and Probation) for the successful support of the individual.  
 The facility must be licensed by Community Care Licensing prior to vendorization by KRC. (Note: An extension will be granted with written documentation that the cause of the delay is out of the control of the applicant).  
 Have prior experience supporting children with developmental disabilities such as a diagnosis of Autism and moderate to severe Intellectual Disabilities.  
 Hire and retain qualified direct care staff that is trained in non-violent crisis prevention / intervention and in accordance with Title 17.  
 All staff must be First Aid, CPR and PRO-Act or CPI certified, and in accordance with Title 17.

**General Requirements:**

Facility will require licensure by Community Care Licensing (CCL) prior to vendorization by KRC.  
 Facility must support 4 individuals, with private bedrooms and a minimum of 2 bathrooms for exclusive use by regional center individuals.  
 Program must meet all applicable Title 17 and Title 22 regulations. The applicant is recommended to review Title 22 regulations regarding consumers with restricted healthcare plans: sections 80090-80094, and 84069.  
 Facility must meet applicable Americans with Disabilities Act (ADA) standards.  
 Administrator must have a minimum of 2 years full-time experience in a licensed residential facility (preferably a Level 4 ARF) or Group Home.  
 Administrator and Licensee must both possess current ARF Administrator Certification or Group Home.  
 Administrator must have completed DSP I & II.  
 Direct Staff Professional (DSP) or direct care staff must speak the language of the people they support.  
 Direct Staff Professional (DSP) or direct care staff must have minimum of 1 year experience in the field of developmental disabilities and have completed DSP I & II. Staff will have a background in mental health and one DSP position will be held by a Psychiatric Technician. A designated Lead Staff must be assigned on every shift and shall be identified as a Psychiatric Technician or have documentation of 60 units of college credits in psychology, sociology, criminology, or related humanities field or have documentation of a minimum of 5 years prior experience working in either a Level 4I or Specialized Residential Facility.  
 Service design will include specification of at least 4 consultant hours per resident per month.  
 Applicants must identify all types of consultants they propose to utilize, and must include a Board Certified Behavior Analyst (BCBA), preferably with experience in risk assessment and treatment of this population. Staff will need to demonstrate that they can implement and perform data collection for behavioral plans.  
 Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide the necessary information for verification.  
 The KRC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. KRC may disqualify any proposal that is incomplete or does not meet the requirements described in this RFP.  
 Required Hours of Staffing per week shall range from 168 (one consumer) to 356 (four consumers) total weekly hours.

**\*\*Basic staffing hours is defined as 168 hours (24 hrs/day x 7 days/week). The facility may reduce total weekly hours required to account for when consumers are at day program and not in the facility. All overnight staff shall be awake. If there is one consumer in the home during any shift, or a consumer is home from a school / day program, there shall be a minimum of one staff. Up to 7 hours of program preparation functions per consumer per week can be included in the schedule if addressed as such in the final approved program design. The Administrator or House Manager shall be identified and documented in records as performing program preparation such as; training, coordination between programs, scheduling, quality improvement and assurance, activity schedules, etc., during no specified shift.**

### Sample Housing Expectations:

These facilities will be designed to support up to four difficult to serve individuals who are in crisis and present with severe psychiatric, emotional, and behavioral challenges.

Sample Specifications for Physical Plant for each home:

- Possible Delayed Egress system and alarm system
- Maximum of four (4) bedrooms, 2 with ambulatory and 2 with non-ambulatory access
- ADA compliant exits and non-ambulatory clearance
- Ample parking (off-street, preferred) for staff and visitors
- Be located in KRC catchment area with access to adequate community resources as identified by KRC
- Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.
- Be designed with common areas that promote interaction. Multiple interior and exterior common areas are preferred, including private space to visit with family and friends.
- Have a fully fenced and private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness.
- Have private bedrooms for 4 individuals per home that allow for storage of personal items and décor.
- Be constructed to provide non-ambulatory accessibility for at least 2 residents (per home).
- Install finishes and fixtures that are durable and easily cleaned.
- Consider the installation of an emergency backup power generator capable of powering essential elements of the home such as interior and exterior lighting, kitchen appliances, delayed egress devices (if applicable), one common area television, landline telephone, and common area computer.
- Consider soundproofing windows utilizing quadruple pain windows or Plexiglas insert.
- All windows to either be tempered or provided with a protective polymeric glass coating.
- Hardened walls through the use of ¾ drywall, PVC protective wall paneling, acoustically enhanced gypsum board, etc.
- Softened walls for residents with self-injurious behaviors through partial or full wall modular panel systems, and rounded corners.
- Maintain an open floor plan with maximum line of sight from/to Kitchen, common areas, and any staff work areas.
- Fiberglass doors and metal knock down frames.
- Thoughtfully designed and locked storage throughout home, specifically at bathrooms, kitchen and laundry.
- Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.

<b>Project: KRC-1617-3-Comm and/or KRC-1617-4-Comm</b>	<b>(2) SRF for Individuals with Chronic Medical Issues, Complicated by Severe Behavioral Challenges (applicants may apply for one or more).</b>
<b>Service Provider:</b>	To provide residential care to individuals adults ages 18-59; (ARF)
<b>Service Area:</b>	Kern County
<b>Number Served:</b>	Four (4) individuals; ambulatory and non-ambulatory with private rooms
<b>Start-up Funding:</b>	<b>\$160,000</b>
<b>Reimbursement rate:</b>	Rates Negotiable
<b>Service Provider Expectations:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Have an administrator with expertise in working with severe maladaptive behaviors, mental health diagnoses and experience in managing chronic health issues; e.g. diabetes, seizures, dementia, including health issues surrounding chronological aging.</li> <li><input type="radio"/> Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression and verbal outbursts.</li> <li><input type="radio"/> Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs and/or have chronic health conditions.</li> <li><input type="radio"/> Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.</li> <li><input type="radio"/> Develop positive relationships with KRC, day programs and community resources.</li> <li><input type="radio"/> Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).</li> <li><input type="radio"/> Hire competent, trained staff who communicates effectively with residents, service professionals and members of the community.</li> <li><input type="radio"/> Hire staff that have experience working with individuals with developmental disabilities with severe maladaptive behaviors, mental health diagnoses and/or have chronic health issues.</li> <li><input type="radio"/> Pay direct care staff a competitive wage.</li> <li><input type="radio"/> Emphasize person-centered planning, community access and normalization.</li> <li><input type="radio"/> Access generic resources in the community.</li> <li><input type="radio"/> Be licensed and vendored to serve 4 individuals.</li> <li><input type="radio"/> Be vendored to provide transportation for residents to and from day program/vocation.</li> <li><input type="radio"/> Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place.</li> <li><input type="radio"/> Pay direct care staff a competitive wage.</li> <li><input type="radio"/> KRC is seeking service providers to develop (2) SRFs.</li> </ul>	
<b>Sample Housing Expectations:</b>	
Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.	
All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. Possible Delayed Egress System and Alarm System	
Home shall be designed with common areas that promote interaction, have private bedrooms for 4 individuals that allow for storage of personal items and décor, a kitchen that can be access at all times, have private space to visit with family and friends, and have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.	
Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.	



<b>Project: KRC-1617-5-EBSH</b>	<b>Enhanced Behavioral Supports Home (EBSH) for Individuals</b>
<b>Service Provider:</b>	To provide residential care to individuals adults ages 18-59 years old
Service Area:	Kern County
Number Served:	Four (4) individuals; ambulatory and non-ambulatory with private rooms
Start-up Funding:	Up to \$200,000
Reimbursement rate:	Rates Negotiable
<b>Service Provider Expectations:</b>	
<input type="radio"/> Be certified by the Department of Developmental Services (DDS) and licensed by the Department of Social Services (DSS) as an Adult Residential Facility (ARF). <input type="radio"/> Provides 24-hour residential care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports. <input type="radio"/> Provide additional staffing supervision, facility characteristics, or other services to support consumers who may have mental health diagnoses, sensory impairments, and maladaptive behaviors such as severe Pica. <input type="radio"/> Emphasize person-centered planning, community access, and normalization. <input type="radio"/> Access generic resources in the community. <input type="radio"/> Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model. <input type="radio"/> Coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN), and Licensed Vocational Nurse (LVN). <input type="radio"/> Administrator and staff to have ongoing training regarding Pica issues specifically in the areas of preventative measures and managing environments. <input type="radio"/> Hire competent trained staff who communicate effectively with residents, service professionals and members of the community, as well as carry out expectations guided by EBSH regulations. <input type="radio"/> Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place. <input type="radio"/> Direct care staff to be paid competitive wages. <input type="radio"/> Provide transportation to and from day program/vocation. <input type="radio"/> Provide services in the site established by the housing Non-Profit Organization (NPO).	
<b>Housing Non-Profit Organization (NPO)</b>	<b>To purchase and modify homes for individuals.</b>
<b>Housing NPO Expectations:</b>	
Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.	
All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory.	
Home to be equipped with both delayed egress devices and secured perimeter fences designed for individuals who, due to difficult to manage behaviors or lack of hazard awareness and impulse control, would pose a risk of harm to themselves or others. Home to have a delayed exit door, or doors with time delay type which will automatically open after programmed amount of time (not to exceed 30 seconds). The facility has a perimeter fence (typically non-scalable) which is locked. There must be sufficient space within the fenced perimeter to provide for a safe gathering place at a minimum of 50 feet from the building in case of fire.	
Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.	

<b>Project: KRC-1617-6-Day</b>	<b>Day Program for Individuals with Maladaptive Behaviors and Chronic Health Issues</b>
<b>Service Provider:</b>	Day programming and vocational opportunities for individuals with maladaptive behaviors and chronic health issues.
Service Area:	Kern County
Number Served:	50
Start-up Funding:	Up to \$300,000
Reimbursement rate:	Rates Negotiable
<b>Service Provider Expectations:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Employ a program director who has expertise in working with individuals with maladaptive behaviors, and experience in managing health issues; e.g. diabetes, dementia, and health issues surrounding chronological aging. RNs and Psychiatric Technicians preferred.</li> <li><input type="radio"/> Provide a highly structured environment to serve individuals with developmental disabilities with maladaptive behaviors, e.g. self- injury, physical aggression, and verbal outbursts.</li> <li><input type="radio"/> Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-non- ambulatory with self-care needs, and/or have chronic health conditions.</li> <li><input type="radio"/> Emphasize employment, community access, and normalization.</li> <li><input type="radio"/> Communicate collaboratively with residential care providers and interdisciplinary team members for team approach on service delivery.</li> <li><input type="radio"/> Employ behavioral and medical consultants for ongoing individualized programming, development, and oversight.</li> <li><input type="radio"/> Hire skilled staff experienced serving individuals with developmental disabilities who have maladaptive behaviors and/or chronic health issues.</li> <li><input type="radio"/> Pay direct care staff competitive wage.</li> <li><input type="radio"/> Site shall be licensed to serve ambulatory and non-ambulatory individuals and located at a site approved by KRC.</li> <li><input type="radio"/> Assure compliance with Home and Community-Based Services (HCBS) Final Rule.</li> </ul>	

<b>Project: KRC-1617-10</b>	<b>SRF for Individuals with Current and/or History of Maladaptive Sexual Behaviors.</b>
<b>Service Provider:</b>	To provide residential care to individuals adults ages 18-59; (ARF)
<b>Service Area:</b>	Kern County
<b>Number Served:</b>	Four (4) individuals; ambulatory and non-ambulatory with private rooms
<b>Start-up Funding:</b>	<b>Up to \$160,000</b>
<b>Reimbursement rate:</b>	Rates Negotiable
<b>Service Provider Expectations:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Have an administrator with expertise in working with severe maladaptive behaviors, mental health diagnoses and experience in managing chronic health issues; e.g. diabetes, seizures, dementia, including health issues surrounding chronological aging.</li> <li><input type="radio"/> Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression and verbal outbursts.</li> <li><input type="radio"/> Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs and/or have chronic health conditions.</li> <li><input type="radio"/> Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.</li> <li><input type="radio"/> Develop positive relationships with KRC, day programs and community resources.</li> <li><input type="radio"/> Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).</li> <li><input type="radio"/> Hire competent, trained staff who communicates effectively with residents, service professionals and members of the community.</li> <li><input type="radio"/> Hire staff that have experience working with individuals with developmental disabilities with severe maladaptive behaviors, mental health diagnoses and/or have chronic health issues.</li> <li><input type="radio"/> Pay direct care staff a competitive wage.</li> <li><input type="radio"/> Emphasize person-centered planning, community access and normalization.</li> <li><input type="radio"/> Access generic resources in the community.</li> <li><input type="radio"/> Be licensed and vendored to serve 4 individuals.</li> <li><input type="radio"/> Be vendored to provide transportation for residents to and from day program/vocation.</li> <li><input type="radio"/> Provider will, in time, be expected to obtain licensing for RCFE so that residents can age in place.</li> <li><input type="radio"/> Provide services in the site established by the Housing Non-Profit Organization.</li> </ul>	
<b>Housing Non-Profit Organization (NPO)</b>	<b>To purchase and modify homes for individuals.</b>
<b>Housing NPO Expectations:</b>	
Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.	
All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. Possible Delayed Egress System and Alarm System	
Home shall be designed with common areas that promote interaction, have private bedrooms for 4 individuals that allow for storage of personal items and décor, a kitchen that can be access at all times, have private space to visit with family and friends, and have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.	
Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.	
Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.	

<b>Project: KRC-1617-11</b>	<b>Community Crisis Home (CCH)</b>
<b>Service Provider:</b>	To provide residential care to individuals adults ages 18-59; (ARF)
<b>Service Area:</b>	TBD
<b>Number Served:</b>	Four (4) individuals; ambulatory and non-ambulatory with private rooms
<b>Start-up Funding:</b>	TBD
<b>Reimbursement rate:</b>	Rates Negotiable
<b>Service Provider Expectations:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Have an administrator who provides a highly structured environment and program to serve individuals in crisis with behavioral challenges such as aggression, property destruction, and self-injury.</li> <li><input type="radio"/> Stabilize individuals in crisis with challenging needs and assist in transitioning to a less restrictive environment.</li> <li><input type="radio"/> Provide a specific plan on achieving stabilization with respect to crisis home exit plan (e.g. 30, 60, 90 day plan)</li> <li><input type="radio"/> Provide medication management and stabilization.</li> <li><input type="radio"/> Emphasize person-centered planning, community access and normalization.</li> <li><input type="radio"/> Address the needs of individuals who may be non-ambulatory and who may have self-care needs.</li> <li><input type="radio"/> Understand and train staff in the implementation of behavior plans and mental health treatment plans.</li> <li><input type="radio"/> Provide services for individuals transitioning from and/or at risk of entering into a Developmental Center and/or locked facilities.</li> <li><input type="radio"/> Develop collaborative relationships, day programs, and community resources.</li> <li><input type="radio"/> Coordinate and supervise a team of specialized consultants including, but not limited to: psychiatrist, BCBA, psychologist, recreational therapist and nutritionist.</li> <li><input type="radio"/> Hire competent, trained staff who communicate effectively with residents, service professionals and members of the of the community.</li> <li><input type="radio"/> Pay direct care staff competitive wages.</li> <li><input type="radio"/> Be developed under existing and any forthcoming regulations per DDS requirements.</li> <li><input type="radio"/> Be licensed and vendored for eight individuals, or potentially for (2) 4- bed homes on separate properties.</li> <li><input type="radio"/> Vendorization to include transportation to and from day program, or provide day program services to those individuals who may not tolerate a traditional day program setting.</li> <li><input type="radio"/> Access generic resources in the community.</li> <li><input type="radio"/> Potentially this project could be (2) four- bed homes on different properties. To be determined.</li> <li><input type="radio"/> Be flexible regarding location of site established by the housing NPO within Kern County.</li> <li><input type="radio"/> The Housing NPO has already been selected in a previous fiscal year RFP.</li> </ul>	
<b>Housing Non-Profit Organization (NPO)</b>	<b>To purchase and modify homes for individuals.</b>
<b>Housing NPO Expectations:</b>	
Required to work with Regional Center to locate and agree upon site selection and modifications, as well as adhere to Department of Developmental Services (DDS) and Community Placement Plan (CPP) housing guidelines.	
All homes to be modified per RCFE licensure so individuals may age in place, i.e. all bedrooms to be non-ambulatory. Possible Delayed Egress System and Alarm System	
Home shall be designed with common areas that promote interaction, have private bedrooms for 4 individuals that allow for storage of personal items and décor, a kitchen that can be access at all times, have private space to visit with family and friends, and have private yard or outdoor space for individuals to include safety precautions for outside relaxing, socializing, and physical fitness.	
Create privacy buffers between adjacent neighbors through fencing (anti-climb) and thoughtful landscaping that adds residential beauty and maximizes resident safety.	
Housing NPO responsible to lease to the service provider that has been selected through a separate RFP process to serve individuals referred from the regional center.	

## **APPLICANT ELIGIBILITY**

Applicants for this RFP must have a minimum of 5 years of experience in supporting individuals with developmental disabilities who are medically fragile and/or maladaptive/severe behaviors in a home licensed by the Department of Social Services Community Care Licensing Division (CCL). Applicants must demonstrate expertise in the delivery of clinical services using the standards of best practice and have the ability to implement a program plan that includes nursing care and will demonstrate competency training. All licensed care staff must work within their scope of practice. All enhancement staff will require the same qualifications as routine staff that would include clearance for competency. Proposals can be submitted by for profit, non-profit, governmental agencies, educational institutions, or individuals.

## **APPLICANT INELIGIBILITY**

The following agencies or individuals are not eligible for this development award:

1. The State of California, its officers or its employees;
2. A regional center Board members, its employees, and their immediate family members;
3. Area Board members, their employees or their immediate family members;
4. Any NPO with a conflict of interest in either board members or employees

## **SUBMISSION INFORMATION**

Response to the Request for Proposals must be received by KRC, Friday, March 3, 2017 no later than 4pm for both hard copies and E-file. No exceptions.

All interested Applicants must submit six hard (6) copies AND an e-file of proposal to:

a. Hand Deliver:

ATTN: Joanne Frasher, Resource Specialist and John Noriega, Program Manager  
Community Services Unit  
3300 No. Sillect Avenue, Bakersfield, CA 93308  
**E-file to:** [jfrasher@kernrc.org](mailto:jfrasher@kernrc.org)

b. Mail to:

ATTN: Joanne Frasher, Resource Specialist and John Noriega, Program Manager  
Community Services Unit  
3300 No. Sillect Avenue, Bakersfield, CA 93308  
**E-file to:** [jfrasher@kernrc.org](mailto:jfrasher@kernrc.org)

## **SELECTION PROCESS**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. The Proposal Review Committee will be selected by KRC. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes. The final decision of the Proposal Review Committee shall be approved by the Executive Director, and is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal.

This Committee will review, score, rank and prioritize the proposals. Applicant's proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance (including the timely completion of projects, a history of cooperative work with the regional center or other funders, and a track record consistent with established timelines).

## **SUBMITTING AND REVIEWING OF THE PROPSAL**

All proposals must be completed and organized in accordance with Exhibit A and include Exhibits B through G. All proposals must follow the Service Summary Content Guidelines.

Proposals that do not follow Exhibit A, or Service Summary Content Guidelines or fail to include Exhibits B through G are considered by the committee to be incomplete and will not be considered.

All proposals will be scored for the written and oral presentations in accordance with Exhibit A. If after review of the written proposal, it is noted by the committee that the applicant cannot meet licensing or other minimum professional criteria specific to the project applied for, the proposal will be rejected at that time. KRC will appoint a (six) 6 to (ten) 10 member committee to score each proposal and conduct interviews with each applicant. The decision made by the review committee is final, and not appealable.

## **RESERVATION OF RIGHTS**

Kern Regional Center reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. KRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

Kern Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Kern Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of KRC. It does not commit KRC to award any grant.

## **COSTS FOR PROPOSAL SUBMISSION**

Applicants must submit 6 copies for each proposal submission. Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

## **CONTENT OF PROPOSAL**

Proposals must be typed on standard white paper using standard size font (12) and include a table of contents and page numbering. For items that request conditional information, provide a statement whether or not it applies to the applicant in order to verify that it has been addressed.

## **POTENTIAL PROVIDERS MUST HAVE PRIOR DEMONSTRABLE EXPERIENCE:**

- Supporting adults with developmental disabilities, mental health issues, and forensic backgrounds.
- Owning or operating a Level 4 Children's Residential Facility (CRF), (Level 4 Group Home), Adult Residential Facility (ARF), or an SRF.
- Working with the court system.
- Working with the mental health system.

### **PROSPECTIVE PROVIDERS MUST:**

- Provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other Regional Centers, Mental Health, and Probation) for the successful support of the individual.
- The facility must be licensed by Community Care Licensing prior to vendorization by KRC. (Note: An extension will be granted with written documentation that the cause of the delay is out of the control of the applicant).
- Have prior experience supporting adults with developmental disabilities such as a diagnosis of Autism and moderate to severe Intellectual Disabilities.
- Hire and retain qualified direct care staff that is trained in non-violent crisis prevention / intervention and in accordance with Title 17.
- **Hire and Retain qualified direct care staff who have one- year experience working with consumers with developmental disabilities and be DSP I and II certified at the time of employment.**
- **All staff must be First Aid, CPR and PRO-Act or CPI certified, and in accordance with Title 17.**

### **GENERAL REQUIREMENTS:**

- Facility will require licensure by Community Care Licensing (CCL) prior to vendorization by KRC.
- Facility must support 4 individuals, with private bedrooms and a minimum of 2 bathrooms for exclusive use by regional center individuals.
- Program must meet all applicable Title 17 and Title 22 regulations. The applicant is recommended to review Title 22 regulations regarding consumers with restricted healthcare plans: sections 80090-80094, and 84069.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards.
- Administrator must have a minimum of 2 years full-time experience in a licensed residential facility (preferably a Level 4 ARF). Administrator and Licensee must both possess current ARF (if applicable) Administrator Certification.
- Administrator must have completed DSP I & II.
- Direct Staff Professional (DSP) or direct care staff must speak the language of the people they support.
- Direct Staff Professional (DSP) or direct care staff must have minimum of 1 year experience in the field of developmental disabilities and have completed DSP I & II. Staff will have a background in mental health and one DSP position will be held by a Psychiatric Technician. **A designated Lead Staff must be assigned on every shift and shall be identified as a Psychiatric Technician or have documentation of 60 units of college credits in psychology, sociology, criminology, or related humanities field or have documentation of a minimum of 5 years prior experience working in either a Level 4I or Specialized Residential Facility.**
- Service design will include specification of at least **5 (five) consultant hours** per resident per month.
- Applicants must identify all types of consultants they propose to utilize, and must include a Board Certified Behavior Analyst (BCBA), preferably with experience in risk assessment and treatment of this population, and Registered Nurse (RN). Staff will need to demonstrate that they can implement and perform data collection for behavioral plans.
- Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide the necessary information for verification.
- **Required Hours of Staffing per week shall range from 168 (one consumer) to 356 (four consumers) total weekly hours.**

\*\*Basic staffing hours is defined as 168 hours (24 hrs/day x 7 days/week). The facility may reduce total weekly hours required to account for when consumers are at day program and not in the facility. All overnight staff shall be awake. If there is one consumer in the home during any shift, or a consumer is home from a school / day program, there shall be a minimum of one staff. Up to 7 hours of program preparation functions per consumer per week can be included in the schedule if addressed as such in the final approved program design. The Administrator or House Manager shall be identified and documented in records as performing program preparation such as; training, coordination between programs, scheduling, quality improvement and assurance, activity schedules, etc., during no specified shift.

### **SERVICE SUMMARY CONTENT GUIDELINES:**

Please include all information requested below and provide **in the same order in your document**. For additional guidance in writing your Service Summary, please refer to Title 17 and Title 22 regulations.

- A. **Overview of Services.** Provide a brief overview of services and supports that will be provided. Include:
  - 1. **Mission, Vision, and Value Statements:** Provide any agency MVV statements and how these were developed for the agency.
  - 2. Include a description of how residential services for children differ from services provided to individuals over the age of eighteen (18).
  - 3. Describe how activities will be selected to facilitate achievement of goals.
  - 4. Include a sample one-month schedule of activities.
  - 5. Services to accommodate resident with mental, emotional, physical, or behavioral challenges requiring services at this level.
  
- B. **Current Commitments:** Provider will include a complete description of anticipated, current and completed projects and describe their plan for how to manage this project in light of these other commitments.
  
- C. **Agency Outcomes:** Describe anticipated outcomes of proposed service for resident residing in the home and how achievement of outcomes will be measured.
  
- D. **Assessment and Planning:** Briefly describe the planning process. How will individual goals/objectives be determined and progress measured?
  
- E. **Administrative / Consultant Roles:** Describe roles of licensee, administrator, and consultants:
  - 1. Qualifications and roles of Licensee, Administrator
  - 2. Qualifications and roles of all consultants
  - 3. Describe job descriptions, qualifications, and desired characteristics for all staff positions.
  
- F. **Methods and Procedures:** Under a “Methods and Procedures” section of the RFP response, applicants will describe how they will:
  - 1. Address the development of positive behavioral support plans for resident with an emphasis on functional behavioral analysis and evidence based practices.
  - 2. Address the mental health treatment needs of the residents. Therapeutic approaches, use of trauma focused or other evidence-based therapies that will promote emotional self-regulation will be described.
  - 3. Provide the close supervision these residents may require and how to mitigate risk.
  - 4. Teach social skills to assist the child in learning pro-social behaviors.
  - 5. Describe how psychiatric needs of resident will be addressed if appropriate, and how staff will be trained to recognize, document and report symptoms of psychiatric conditions and medication effectiveness.
  
- G. **Staff Recruitment and Retention:** Describe your plan to recruit, and retain quality staff. Include:
  - 1. Desired characteristics for all staff positions.
  - 2. Health and criminal background screening procedures.



3. Initial and ongoing training, including required certifications. Include any specialized training for providing behavior support and crisis intervention to resident who have potentially dangerous behaviors.
  4. Direct care staff must be paid above current minimum wage.
- H. **Staffing Schedule:** Provide a sample one-week staffing schedule including Administrator/Assistant Administrator, direct support professionals, consultant(s), and program prep time.
- I. **Transportation:** Describe how transportation will be provided for therapy and medical appointments, recreation and other activities.
- J. **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, medication logs) to identify service problems to develop 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.

**EXHIBIT A through G  
Starts on Page 18**

**EXHIBIT A**  
**PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA**

**A. Content of Proposal**

**APPLICANT INFORMATION:** Applicant(s) must complete and attach EXHIBIT B (Proposal Coversheet) with each proposal submitted.

- 1) Education and Experience: The proposal should clearly provide evidence that the applicant(s) possesses the education and/or experience necessary to complete a project of this scope. The applicant should clearly demonstrate an ability to manage grants and/or programs successfully. Applicant should include letters of reference and resumes.
- 2) Proposed Resource(s): The proposal should describe the location of the proposed services (include facility location and community resources near facility). Such description should clearly document that the program will provide a normalizing, integrated, accessible experience (meets Section 504 standards) and that the size and design of any proposed facility is adequate to accommodate the proposed program(s) and residents.
- 3) Program Description: Must follow the **Service Summary Content Guidelines** as stated in the RFP. The proposal should clearly demonstrate that the program description is appropriate for the population to be served. Such description should clearly identify client capabilities and deficits, which are the basis for admitting or exiting clients from the facility. The proposal must specify which client characteristics you are unwilling to work with in the facility. The proposal should describe the expected client service outcomes, the training techniques used to meet the service outcomes and the methodology used to collect the data to measure client service outcomes. The proposal should demonstrate a clear understanding and utilization of Person Centered Planning.
- 4) Staffing: The proposal should clearly document the type and number of staff with job descriptions for all positions. The proposal should clearly demonstrate that staffing patterns and staff qualifications are consistent with the regulations and guidelines noted in the RFP, and are realistic when compared to similar program/services for all positions.
- 5) Staff Schedule Included: The proposal should include a staff schedule, which is in accordance with the RFP guidelines and identifies direct care personnel. (Please use the form provided in EXHIBIT G).
- 6) Program Development: The proposal should clearly describe proposed timelines for development and completion of the proposed project. The applicant(s) should clearly document an understanding of program requirements.
- 7) Budget and Finance: The program budget should clearly display all costs associated with the proposal. The applicant(s) must demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Ongoing and start-up budgets should be included. Applicant must include Exhibits D, E, and F.

**B. Oral Presentation Scoring Criteria**

**The administrator/licensee (applicant) must be the primary presenter during the oral presentation as they are ultimately responsible for all services provided.**

- 1) Service Quality: Applicant clearly demonstrates an understanding and working knowledge of the principles of integration and normalization. Applicant clearly demonstrates through their presentation an understanding of client choices as related to services provided and service quality.

- 2) Program Description: Applicant clearly demonstrates a working knowledge of their program plan and the ways in which they will implement the program description as related to the needs of the clients.
- 3) Client Needs: Applicant demonstrates knowledge of client's needs as related to current Request For Proposal and client life quality outcomes as well as the needs and outcomes of clients residing in a State Developmental Center.
- 4) Budget and Finance: Applicant demonstrates an understanding of operating the service requested in the most cost effective manner and demonstrated clear knowledge of facility requirements to operate the facility in accordance with Title 17 and Title 22 regulations.
- 5) Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants.
- 6) Training Issues: Applicant demonstrates an understanding of the need for training staff per Title 17 & Title 22 Regulations and the requirements noted in the RFP as well as to ensure client safety and success. Applicant also demonstrates an understanding of training needs in relation to different staffing levels.
- 7) Proposed Resources: Applicant successfully identifies a variety of community contacts and resources that will ensure implementation of the program plan.
- 8) Overview Summary: Applicant is able to field questions from the panel about the program in a concise and articulate manner.

### C. Scoring

**Submitted proposals will be scored per the following scoring guidelines by each of the members of the Review Panel in each of the areas above. Applicant's oral presentation will also be scored using the same criteria.**

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

The written proposal and presentation can achieve a maximum score of 60 points per member. (Written proposal= 28 points; Oral presentation= 32 points)

# EXHIBIT B

## KRC RFP 2016-2017 PROPOSAL COVERSHEET

Must be submitted by **March 3, 2017 by 4pm**, with all required attachments

DATE: \_\_\_/\_\_\_/\_\_\_

APPLICANT / AGENCY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

**If the applicant is a corporation, please attach a separate sheet of paper listing all principal members of the corporation.**

Please indicate the identification number and description of the project(s) in which you are submitting. Ten copies of each proposal you are applying for must be submitted.

I.D. # \_\_\_\_\_ Project Description: \_\_\_\_\_

I.D. # \_\_\_\_\_ Project Description: \_\_\_\_\_

Name of person authorized to sign a binding contract with Kern Regional Center:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_  
AUTHOR OF PROPOSAL (*if different from applicant identified above*)

I affirm that the information presented in this application and proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal copies, and any missing information will also be cause for immediate disqualification. I further understand that, in the event that my proposal is selected for development, the proposal itself is not approved conclusively. My signature below authorizes KRC to verify references and bank statements.

\_\_\_\_\_  
Applicant Signature/Signature of Person Authorized to Bind Organization

DATE

# EXHIBIT C

## CONFLICT OF INTEREST AND EXCLUSION VERIFICATION

### CONFLICT OF INTEREST

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vended:

1. Any officer or employee of the state of California;
2. Any applicant in which an officer or employee of the State of California has a financial interest, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1).

**I have read the above information and declare:**

**No present or potential barriers to becoming a vendor exist.**

**A current or potential barrier to becoming a vendor exists.**

### EXCLUSION VERIFICATION

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using one the databases listed below. Please include a screen print of your results with your written proposal.**

The State of California Suspended and Ineligible Provider List can be found at:

[http://files.medi-cal.ca.gov/pubsdoco/manuals\\_menu.asp](http://files.medi-cal.ca.gov/pubsdoco/manuals_menu.asp)

The Federal Office of Inspector General “exclusions database” can be found at:

<http://exclusions.oig.hhs.gov>

---

Applicant Signature

---

Date

## EXHIBIT D

### COST STATEMENT (PROJECTED)

Statutory requirements for Service Providers in which rates are determined by negotiations are that not more than 15 percent of Regional Center funds be spent on Administrative Costs.

Welfare and Institutions Code Section 4629.7 requires that all regional center contracts or agreements with Service Providers in which rates are determined through negotiations between the regional center and the Service Provider expressly require that not more than 15 percent of regional center funds be spend on administrative costs.

Applicants are requested to prepare a projected cost statement. Income should be based on first year rate per client per month (For ARFPSHN, rate per client is **up to** \$16,000.00 per client/month). **Applicants are encouraged to use an average of best and worst case estimates in regards to expenses.**

Applicants can download the Cost Statement from the Kern Regional Center Website. To download:

- Go to [www.kernrc.org](http://www.kernrc.org)
- Click on “Service Providers” button
- Click on “Service Provider Information & Resources” from the drop down menu
- Click on “Vendor Cost Statement”

The Vendor Cost Statement is a nine page excel file. Please provide a printed copy with your proposal.

If you have any questions regarding the cost statement or difficulties downloading the cost statement, please contact Community Services Specialist, Joanne Frasher at (661) 852-3314 or [JFrasher@kernrc.org](mailto:JFrasher@kernrc.org).

# EXHIBIT E

## START-UP BUDGET

### Submitted to KRC for Approval

#### Allowable Items

#### Projected Cost

\*Purchase of Real Property

\_\_\_\_\_

\*Down Payment for Real Property

\_\_\_\_\_

\*Significant Modifications to Property

\_\_\_\_\_

\*Modifications to Property

\_\_\_\_\_

\*Vehicles or Modifications

\_\_\_\_\_

\*Sensitive Equipment

Computers

\_\_\_\_\_

Printers

\_\_\_\_\_

Cell Phones

\_\_\_\_\_

Fax Machines

\_\_\_\_\_

Audio Video Equipment

\_\_\_\_\_

Photocopiers

\_\_\_\_\_

Camera Equipment

\_\_\_\_\_

Television Equipment

\_\_\_\_\_

Equipment/Non-expendable property

\*Furniture

\_\_\_\_\_

\*Kitchen Equipment

\_\_\_\_\_

Other Allowable Expenses

Administrative Overhead

\_\_\_\_\_

Advertising

\_\_\_\_\_

\* Consultant fees

\_\_\_\_\_

Fingerprints

\_\_\_\_\_

Food (2 weeks prior to client placement)

\_\_\_\_\_

Household Supplies

\_\_\_\_\_

Insurance Liability/Malpractice

\_\_\_\_\_

Lease Payments

\_\_\_\_\_

License Application

\_\_\_\_\_

Linens/Blankets/Bathroom Supplies

\_\_\_\_\_

Office Supplies

\_\_\_\_\_

Program Supplies

\_\_\_\_\_

Rent (first and last months, plus security deposit)

\_\_\_\_\_

Staff Salaries (two weeks prior to  
client placement per Exhibit B-e)

\_\_\_\_\_

Staff Training (two weeks prior to  
client placement per Exhibit B-e)

\_\_\_\_\_

Telephone

\_\_\_\_\_

\*Travel

\_\_\_\_\_

Utilities

\_\_\_\_\_

**Total Requested Funds**

\_\_\_\_\_

**(not to exceed contract award)**

**Additional responsibilities are associated with these items. Please review Contracts and Exhibits carefully.**

**EXHIBIT F**

**FINANCIAL STATEMENT AS OF \_\_\_\_\_, 20\_\_**

**NAME AND ADDRESS OF APPLICANT(S)**

**ASSETS**

Cash on hand. . . . .	\$ _____
Cash in commercial accounts. . . . .	_____
Savings accounts. . . . .	_____
Time deposits. . . . .	_____
Notes and receivables . . . . .	_____
Inventory. . . . .	_____
Life Insurance (cash value) . . . . .	_____
Stocks and Bonds (at market value) . . . . .	_____
Land. . . . .	_____
Buildings and Improvements. . . . .	_____
Equipment, furniture and furnishings. . . . .	_____
Other Investments or Assets (describe): _____	_____
_____	_____
<b>A. Total Assets</b>	<b>\$ _____</b>

**LIABILITIES**

Accounts Payable (include installment contracts) (balance due) . . . . .	\$ _____
Salaries and Wages Payable. . . . .	_____
Payroll Taxes Payable. . . . .	_____
Real Estate Taxes Payable. . . . .	_____
Notes Payable (include personal notes) (balance due):	
_____	\$ _____
_____	_____
Real Estate Loans or Mortgages (balance due):	
_____	_____
Other debts (describe): _____	_____
_____	_____
_____	_____
<b>B. Total Liabilities</b>	<b>\$ _____</b>

**OWNERSHIP (Equity)**

**C. Total Ownership (difference between A and B) \$ \_\_\_\_\_**

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS ON THIS FORM AND ANY ACCOMPANYING ATTACHMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE.

COMPLETED BY	TITLE	DATE



# EXHIBIT G

## Staff Schedule

FACILITY: \_\_\_\_\_

SIZE: \_\_\_\_\_

LEVEL: \_\_\_\_\_

HOURS	SUN	MON	TUES	WED	THUR	FRI	SAT
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
TOTAL # OF HRS							