

**FEBRUARY 18, 2011  
REQUEST FOR PROPOSALS**

**DEVELOPMENT OF NEW RESOURCES FOR COMMUNITY LIVING  
FOR  
ADULTS WITH DEVELOPMENTAL DISABILITIES**

The Frank D. Lanterman Regional Center (FDLRC) is seeking proposals to develop an Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) to meet the community living needs of persons with fragile medical conditions who will be relocated due to the scheduled closure of Lanterman Developmental Center (LDC). LDC clients must be relocated into community living arrangements that are equipped with clinical expertise to sustain their long-term success.

The home being leased will be within the Lanterman catchment areas of Burbank, Hollywood, Los Angeles/Wilshire, Glendale, or Pasadena. The home must offer five private, single occupant bedrooms, an automatic fire sprinkler system, and an alternative source of secondary power. Overall, the home's living environment must address the requirements of Senate Bill 962.

Applicants are advised to research statutory requirements by referencing CA WIC, Division 4.5, Chapter 6, Article 3.5, Sections 4684.50-4684.75. Applicants are responsible for maintaining licensure as an ARFPSHN by the California Department of Social Services, Community Care Licensing Division.

The home being developed under this RFP will involve a non-profit housing corporation (NPO) that will own the property and a service provider to lease and license the home as a specialized residential facility/habilitation for adults. The NPO will receive funding to assist with property acquisition and renovations. The applicant selected for development may receive a start-up loan of up to \$300,000. Start-up funds may be used for any activities integral to the establishment of the licensed home, including licensing activities, environmental adaptations, household furnishings and supplies, and administrative/personnel expenses.

Proposals must be received by the Regional Center by 4:00 PM on Monday, March 31, 2011. Proposals received after 4:00PM on March 31 will not be reviewed. Proposals that fail to adhere to application guidelines will be disqualified. No proposals will be returned.

**FUNDING AVAILABLE**

<b>Project #</b>	<b>Loan Funds</b>	<b>Type of Community Care Home</b>	<b>Focus</b>
<b>A</b>	<b>\$300,000</b>	<b>ARFPSHN – 5persons</b>	<b>Specialized residential services with enriched care for adults with developmental disabilities and medically fragile health conditions</b>

**CONTRACT REQUIREMENTS:** Each proposal selected for development will be issued a contract specifying the scope of work being vendored. Each contract will have an accompanying promissory loan agreement specifying the vendor's agreement to provide, at minimum, 120 months (ten years) of continuous residential care, based upon the date of the first admission. Vendors that do not fulfill this term of service will be required to re-pay a pro-rated portion of funds provided under the original start-up loan.

The contract term for proposals that are selected for development is scheduled to begin prior to June 30, 2011. The home should be ready (licensed, furnished, staffed) and prepared to begin transitioning persons from Lanterman State Developmental Center into the home by June 30, 2012.

Funds for each project will be dispersed incrementally, according to specific develop objectives listed in each contract.

The regional center reserves the right of final decision regarding application eligibility, applicants selected for interview, proposals selected for development, and the vendorization of ongoing services.

**VENDOR RATES** The regional center will negotiate rates of reimbursement for on-going services based upon the DDS statewide median rate for an ARFPSHN. The statewide median rate for a 5-person ARFPSHN home in the Lanterman Regional Center service area is \$18,694.00/month, per person; however, applicants are advised that these rates may be changed by the Legislature and/or the Department of Developmental Services in law, regulation or audit exception; and that services purchased from vendors are subject to Welfare and Institutions Code section 4648.1 and California Code of Regulations, Title 17, sections 50700 through 50766, relating to audits and repayment of confirmed overpayments

### **FOCUS POPULATION**

Candidates interested in this RFP must have relevant ARFPSHN experience and organizational capacity to create durable, long-term services for persons with complex and challenging medical needs, who have been living apart from their mainstream peers and their home communities for years.

Many persons will have acquired behaviors that, while adapted to an institutional setting, may be incongruent to community norms and require more successful coping skills: assaultive/aggressive behaviors, self-abuse, severe hyperactivity, inappropriate/nonaggressive expressions of sexuality, abnormal sleep patterns, severe, life-threatening PICA, or other seriously maladaptive behaviors. Success for some individuals will require unimpeded access to certain preferred foods, objects, or activities that have become highly ritualized for them, and must remain so.

Living environments must be ADA accessible and supports must remain responsive to each person's changing needs. Providers of services and supports must value the presumption that

all behavior, whether deliberate, indirect or incidental, is inherently communicative and meaningful.

The adults identified for community placement are deserving of providers that are committed to their long-term success and stability. Ideally, the contracts that result from this RFP will be partnerships with providers that exemplify a “no-reject” approach when providing supports to persons who have the right to be accepted for their strengths and not rejected due to the complexity of their support needs.

Applicants must have ARFPSHN residential care experience serving individuals with developmental disabilities and submit a service design capable of accommodating consumers needing any of the following types of care:

- Nutritional support, total parenteral feeding, gastrostomy feeding and hydration
- Cardio-respiratory monitoring
- Oxygen support, including continuous positive airway pressure and bi-level positive airway pressure, and use of inhalation-assistive devices
- Nursing interventions for tracheostomy care and suctioning
- Nursing interventions for colostomy, ileostomy, or other medical/surgical procedures
- Special medication regimes, including injection and intravenous medications
- Management of insulin-dependent diabetes
- Manual fecal impaction, removal, enemas, or suppositories
- Indwelling urinary catheter
- Treatment of staphylococcus infection
- Treatment of wounds or pressure ulcers, stages 1 and 2
- Postoperative care and rehabilitation
- Pain management and palliative care
- Renal dialysis

The program design for services at the home must address all of the following:

- Meet the minimum requirements for an ARFPSHN service level, as well as Title 17, Sections 56004 and 56013, and
- Provide a licensed registered nurse, licensed vocational nurse, or licensed psychiatric technician, awake and on-duty 24/7
- Provide a licensed registered nurse on duty at least 8-hours per person, per week
- Ensure that at least two staff are on-duty, on premises when providing care to four or more consumers
- Ensure that clients remain under the care of a primary care physician, and ensure that each consumer is examined at least once/60 days
- Provide an Administrator on-duty on premises at least 20 hours/week, with at least one year of supervisory experience in a licensed residential care program, and meet one or more of the following qualifications:
  - Be a licensed registered nurse
  - Be a licensed nursing home administrator

- Be a licensed psychiatric technician with at least five years of experience
- Possess a bachelor's degree with at least two years experience working in a residential program

**APPLICATION GUIDELINES** Responses to this RFP are to be accompanied a detailed program design to explain the applicant's ability to establish an Adult Residential Facility for Persons with Special Health Needs. The provider(s) selected to enter into vendor negotiations will also have to submit a completed vendor application to meet all requirements for vendorization, as detailed in Title 17, Sections 56013.

- ❖ Each proposal must be comprised of **(7) complete sets** of the following four components:
  - 1** An Application Coversheet – Attachment A
  - 2** A Development Questionnaire - Attachment B (2 pages)
  - 3** A Budget Summary - Attachment C
  - 4** Professional Resumes for all person(s) listed or contributing to the proposal
- ❖ FAX copies will NOT be accepted
- ❖ Email copies will NOT be accepted
- ❖ **Do NOT** use hardcover binders
- ❖ Submissions will NOT be returned
- ❖ Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will NOT be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Equal consideration is given to non-profit corporations (501-C3) corporations as well as for-profit corporations and proprietary entities.
- ❖ The regional center reserves the right to withdraw this RFP, without appeal, for any reason, at any time.
- ❖ **Questions pertaining to application guidelines may be directed to either:**
  - Ken Abbott, Resource Developer, 213-252-6012, or
  - Karen Ingram, Director Community Services, 213-252-5694
- ❖ **Proposals, whether mailed or hand-delivered, must be received no later than 4:00 PM, on March 31, 2011.**

**RFP SELECTION COMMITTEE  
ATTENTION: KEN ABBOTT  
LANTERMAN REGIONAL CENTER  
3303 WILSHIRE BLVD., SUITE 700  
LOS ANGELES, CA, 90010**

## ATTACHMENT - A

NAME OF APPLICANT or ORGANIZATION SUBMITTING PROPOSAL		
SIGNATURE OF PERSON AUTHORIZED TO BIND ORGANIZATION		DATE
CONTACT PERSON FOR PROJECT		
CONTACT PHONE	FAX NUMBER	e-mail CONTACT
NAME OF PARENT CORPORATION; if applicable		
MAILING ADDRESS		
AUTHOR OF PROPOSAL or CONSULTANT assisting with proposal		CONTACT PHONE
List Regional Centers with which you have vendored services and specify the name/vendor # of each program.		
<u>Regional Center</u>	<u>Vendor #</u>	<u>Name of Program</u>
		<u>Is this an ARFPSHN? Y/N</u>
		<u>Is this an ARFPSHN? Y/N</u>
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## ATTACHMENT - B

**1. Describe your experience developing a licensed ARFPSHN residential care home.**

**2. Describe your processes for recruiting, training and retaining teams of direct support professionals.**

**3. What is your average annual staff turnover rate?**

**4. Describe your experience assisting clients to relocate from State developmental centers to community homes.**

**5. What financial resources do you bring to the project?**

Line of credit, cash or fluid capital reserves, etc.

**6. Aside from start-up funding, what can the regional center do that is helpful to your project?**

## ATTACHMENT - C

Submit budget projections for both start-up and on-going services, using estimates that are both reasonable and realistic uses of funds.

Line #	Care and Services	Start-Up Expense	Ongoing Monthly (5 person capacity)
1	Food		
2	Household Supplies		
3	Personal Supplies		
4	Program Equip/Recreation		
5	Total Board & Supply (add lines 1-4)		
	<b>Physical Plant</b>	<b>Start-up Expense</b>	<b>Ongoing</b>
6	Lease/Insurance		5,000
7	Utilities (gas,elec,wtr,ph/media)		
8	Vehicle Lease		
9	Vehicle Maintenance/Gas/Insur		
10	Furnishings/ Maintenance		
11	Total Physical Plant (add Lines 6-10)		
	<b>General Administration</b>	<b>Start-Up Expense</b>	<b>Ongoing</b>
12	Admin Overhead		
13	Office Supplies/Equipment/phone		
14	Insurance(s)		
15	Prof & Community Memberships		
16	Other-CCL fees		
17	Staff recruitment		
18	<b>Training &amp; Staff Development</b>		
19	Other- Consultant Services		1020
20	Total Gen. Admin (add lines 12-19)		
	<b>Staffing</b>	<b>Start-Up Expense</b>	<b>Ongoing</b>
21	Salary – Administrator		
22	Direct Staffing- ongoing monthly @ 3:5 ratio or greater		12,600
23	<b>Employee Benefits</b>		
24	<b>Payroll Taxes</b>		
25	<b>Worker's Compensation</b>		
26	Total Staffing Expenses (add lines 21-25)		
27	Total Start up Expenses (add lines 5,11,20,26)	\$300,000	
28	<b>Total Monthly Rate Per Person</b> (add lines 5,11,20,26) ÷ (5)		<b>\$18,864.00/maximum</b>

## **ATTACHMENT D**

*SUBMIT A PROFESSIONAL RESUME FOR EACH PERSON LISTED IN THE APPLICATION:*

*This includes (1) the prospective Licensee(s) and (2) the Administrator*

*Administrators MUST fulfill the following:*

- Be on-duty, on premises at least 20 hours/week,
- Possess with at least one year of supervisory experience in a licensed residential care program, and meet one or more of the following qualifications:
  - Be a licensed registered nurse
  - Be a licensed nursing home administrator
  - Be a licensed psychiatric technician with at least five years of experience
  - Possess a bachelor's degree with at least two years experience working in a residential program
- Possess a current ARF Administrator Certification
- Possess DSP I and DSP II certifications