

**Eastern Los Angeles Regional Center  
OPERATIONAL POLICY AND PROCEDURES MEMO  
REQUEST FOR PROPOSALS (RFP)**

/  / DRAFT

/  / Temporary

/  / FINAL, Approved by BOD 11/13/12

**COMMUNITY SERVICES DIVISION - RESOURCE DEVELOPMENT**

**REQUEST FOR PROPOSALS (RFP) WITH OR WITHOUT START-UP FUNDING**

**BACKGROUND**

In order to ensure that each consumer has a complete range of services and supports to meet his/her needs and preferences, the Eastern Los Angeles Regional Center (ELARC) established a consumer driven mechanism to identify unavailable resources needed by a consumer which may result in the implementation of recruitment practices for prospective vendors of services and supports to meet consumer service needs. The Community Services Unit, Specialist is an immediate support to the service coordinator in assisting with the identification of a needed resource. When the Specialist is not able to identify an available resource that is needed recruitment is initiated. In addition, ELARC conducts a quarterly resource development planning meeting with case management and community services staff to project and discuss resource development as a proactive approach to address consumer service needs as well as tracking resources in development.

Consumer Services staff provide needed resource development information to share with prospective vendor applicants who express an interest in developing specific resources in the ELARC service area. Given that the regional center is not able to guarantee referrals to a vendor this information may be critical to determining possible feasibility of business viability. Currently, ELARC does not require a Request for Proposal process for ongoing resource development activity that has been unsolicited.

**POLICY**

The development of any new resources will be based on a "Request for Proposal" (RFP) and on a competitive bidding process in those instances where "open recruitment" has been unsuccessful. "Open recruitment" refers to contacts with consumer need specific discipline/professional groups within a desired service type. Currently, parties interested in developing services and supports contact ELARC to find out ELARC needs and/or request to be a provider of a particular service on a regular basis. Each party is informed

of current needed services and supports and whether start-up money is available. Start-up funds are intended to defray the cost of development and not as the sole source of funding new

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development expenses in total. The enactment of this policy will bring about consistency to our enlistment efforts compliant with statute and regulation and in addition achieve the following goals:

1. Develop a wider pool of qualified applicants;
2. Create opportunities for growth within ELARC geographic boundaries;
3. Insure cost effectiveness;
4. Ensure utilization of the best program practices which conform to current values and technologies; and,
5. Equitable disbursement of possible start-up monies.

Implementation of this policy may be circumvented when a long standing and ongoing services and supports development need is present or an emergent need is evident. The appropriateness of operating outside this policy to permit the development of needed resources which constitute an ongoing need in spite of sustained recruitment efforts shall be determined by the resource development staff and the Manager of Community Services in consultation with the Executive Director. The services and supports subject to RFP pursuant to Title 17 regulations prior to development include but are not limited to Family Home Agencies (FHA's) and Transportation, as indicated.

When the need for specific services are identified the Regional Center will be responsible for posting an official public notice for interested potential applicants by means of an RFP announcement on the ELARC website. Courtesy notice may be made available utilizing the ELARC e-newsletter, Family Resource Center, Advisory committees, and postings in ELARC reception areas. An e-mail list is established and maintained for interested parties on the website.

The RFP will specify:

- a. The target population and extent of need;
- b. Desired geographic location of the program;
- c. Rates and allowable costs;
- d. Required staffing and qualifications; and,
- e. The proposal submission time lines.

In addition, the RFP will request a description of the proposed services and supports including:

- a. Project and consumer objectives;
- b. Entrance and exit criteria;
- c. Utilization of natural environments and resources;
- d. A statement of how consumer skills/supports will be developed;
- e. The consumer evaluation process; and,
- f. A proposed activity schedule.

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- g. Staff training and in service plan;
- h. Record keeping plan (Services & Fiscal);
- I. Staffing Pattern; and,
- j. Staff qualifications.

The RFP will include a requirement that all proposals include:

- a. A statement of the applicants experience with the targeted population;
- b. References with current contact information to determine track record for developing resources;
- c. An agency financial statement indicating ability to carry out the project development process;
- d. A statement of project location;
- e. A description of the type of service and/or support; and,
- f. A proposed time line for project development.

A "Selection Committee" will be convened for the purpose of reviewing and ranking the submitted proposals. Based on the urgency in relation to time-line from source funding and number of proposals anticipated or availability of representative committee composition, the committee will be comprised of a minimum of three (3) members of which one or more individuals from any of the following areas may be represented:

- a. ELARC Consumer/Family Representative;
- b. Community Representative;
- c. ELARC Consumer Services Department; and,
- d. ELARC Community Services Department.

All applications will be scored as detailed in the RFP including and based on the coverage of the following items:

- a. Service Delivery Curriculum;
- b. Goals;
- c. Objectives;
- d. Strategies and Techniques;
- e. Reporting Requirements; and,
- f. Budget (when applicable).

All applicants will be numerically ranked. Committee selection recommendations including the scoring and ranking data will be submitted to the ELARC Executive Director for review and final approved selection in accordance with this policy. Given the approved award selection, draft contract(s) in the amount of \$250,000.00 or greater will be developed and submitted to the ELARC Board of Directors for review and approval at the next scheduled meeting. Based on the review schedule indicated in the RFP time lines, applicants will be notified in a timely manner of the award selection and contract approval. In the event the highest ranked by the Committee declines the second proposal will be considered a candidate, and so on until the list is fully exhausted.

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Once the final applicant has formally accepted in writing the Regional Center offer and terms of the selection award the Community Services Division will immediately begin to work with the prospective applicant on the vendorization process in accordance with Title 17 regulations.

Award selection that includes the use of start-up money is registered in a record of funded Contracts which specifies the contract number, contractor, purpose/title, award type and award amount (refer to attached sample register form). Each contract includes language which addresses actions to be taken by ELARC to recoup State/Federal funds in the event the contractor fails to perform.

ELARC may require a Request for Proposal (RFP) whether there is any amount of start up funding available or no funding available. When funds of \$250,000.00 or more are associated with the development of a new resource the RFP process will be utilized. Any funds made available will be subject to the terms of the funding source and may be contingent on source approval as well.

