



NORTH LOS ANGELES COUNTY

REGIONAL CENTER

Date: February 4, 2010

RE: Request for Proposals (RFP) FY 2009-10 Community Placement Plan (CPP)

The North Los Angeles County Regional Center (NLACRC) appreciates your interest in responding to the CPP FY 2009-10 RFP to meet the unique needs of adult consumers who are stable and ready to transition into the community from a State Developmental Center (SDC) or are at risk for SDC placement. You may submit proposals for any of the projects for which you meet the qualifications.

NLACRC is seeking to develop services for identified consumers who need a comprehensive and intensive treatment regime. Please see the detailed description of each project.

The proposal should include how the program will provide a thorough assessment, develop appropriate treatment plans, and assist the adults in stabilization and successful community involvement.

Applicants must adopt a no-reject policy toward consumers referred for services and a commitment for modifying supports to ensure continued stability.

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal plus six copies (7 total) to NLACRC by the deadline date outlined in the first section of these guidelines for each proposal. No fax copies will be accepted. The proposals must be complete, typewritten, collated, and page numbered. Hand delivered proposals must be left with the receptionist at the NLACRC Van Nuys office. No proposals will be accepted after the deadline. Proposals must be addressed to:

Bathsheba Dorsey, CPP Resource Developer
NLACRC
15400 Sherman Way, Suite 170
Van Nuys, CA 91406

DEADLINE FOR SUBMISSION OF PROPOSALS

Wednesday, March 31, 2010 at 3:00 p.m.

TIMELINE FOR DEVELOPMENT:

The programs should be ready to provide services no later than June 1, 2011.

RATE OF REIMBURSEMENT

The rate of reimbursement for on-going services may vary by project. A Level 4 facility would be reimbursed at the DDS ARM (Alternative Residential Model) rate. The Specialized Residential Facility (Service Code 113) will be a negotiated rate based on approved services that exceed the ARM requirements and must be cost-effective. The Day Program will be vendored under a service category that permits a negotiated rate.

START-UP FUNDING

The maximum amount of start-up funding available for each project is outlined on the first page of this RFP. It is understood that the actual cost to complete the start-up of the facility may exceed this amount. Any additional costs, such as the completion of reasonable and appropriate physical plant modifications or the recruitment and training of qualified staff, will be the responsibility of the applicant. Payment of claims submitted to the regional center is contingent upon the provision of acceptable documentation including, but not limited to: invoices, receipts, and cancelled checks.

ELIGIBLE APPLICANTS

Both non-profit and proprietary organizations are eligible to apply. Employees of Regional Centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17 Section 54500. Applicants, including members of the governing board, must be in good standing in regards to all services vendored with any regional center.

APPLICANT PARTNERSHIPS AND MATERIAL SUBMITTED

Applicants who apply as partners must have full knowledge of the proposal packet and must demonstrate commitment to the project during start-up and ongoing operations. However, if a partner's sole purpose is to provide financial backing to the project, the financial backer need only show financial commitment. If the partner's role is only to provide technical support (e.g., drafting the RFP response), the applicant receiving such support is responsible for all language contained in the RFP and the eventual program design.

SELECTION PROCEDURES:

All proposals received by the deadline will be reviewed and scored by the Proposal Screening Committee selected by NLACRC. Proposals will be reviewed for timeliness, completeness, experience and fiscal stability of applicant, reasonableness of costs, ability of applicant to identify and achieve consumer outcomes, and the ability of proposed project to respond to the identified needs of NLACRC. After preliminary review and scoring, an interview with the finalists will be scheduled. The final decision of the Proposal Screening Committee shall be approved by the Executive Director, and is not subject to appeal. All applicants will receive notification of NLACRC's decision regarding their proposal.

RESERVATION OF RIGHTS:

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

COSTS FOR PROPOSAL SUBMISSION:

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

INQUIRIES/REQUEST FOR ASSISTANCE

All additional inquiries regarding the application or requesting technical assistance should be directed to Marie Paul at (818) 756-6117 or Maria Bosch at (818) 756-6336. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program.

PROPOSAL PREPARATION

The following items are provided to assist you in preparing your proposal:

- Evaluation Criteria
- Proposal Writing Guidelines
- Content Requirements
- Attachments A through E

EVALUATION CRITERIA

Each proposal shall be organized into the following six (6) sections, which are described in the attached Proposal Writing Guidelines. To the right of each section is the maximum score that can be obtained. The selection committee will use these criteria to rate your proposal.

Fiscal Responsibility	5 points
Budgets – Start-up and On-going	15 points
Agency/Individual Experience and Background	25 points
Agency Organization and Program Staffing	10 points
Start-up Activities/Objectives and Milestone	10 points
Program Design Narrative	<u>35 points</u>
TOTAL	100 points

NLACRC PROPOSAL WRITING GUIDELINES **FOR ALL PROPOSALS**

The applicant is required to submit a total of seven (7) copies of the proposal (Original plus 6 copies). An application may be disqualified from consideration for failure to follow instructions, complete documents, submit required documents or meet the submission deadline. All proposals submitted must adhere to the following requirements:

- Use Standard size (8 ½ x 11) paper except for special charts or schedules that require larger paper.
- Proposal must be typed using a standard font (12), double-spaced pages.
- Proposals must not exceed a total of 20 pages, excluding title page, attachments and appendices.
- Every page must be numbered consecutively.
- Do NOT use a binder for the proposal. Binder clips or compressor clips are acceptable.
- The “Proposal Title Page” (see Attachment A) must be the first page of the proposal. The project to be developed must be indicated by checking one of the boxes.
- The proposal must include a Table of Contents that corresponds to Content Requirements.
- All sections of the Content Requirements must be addressed in the proposal.
- As applicable to the project for which you are applying, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

CONTENT REQUIREMENTS

1. **ATTACHMENT A – PROPOSAL TITLE PAGE** .
Provide the name, address and telephone number of the applicant. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California. Identify the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.
2. **ATTACHMENT B – STATEMENT OF OBLIGATION.**
3. **ATTACHMENT C – SAMPLE FINANCIAL STATEMENT (5 points)**
Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities. In addition, the applicant must document available credit line, and provide the necessary information for verification by the Selection Committee.
Use Attachment C to complete the financial statement.
4. **ATTACHMENT D – BUDGET FORM FOR START-UP COSTS (7 points)**
5. **ATTACHMENT E – SAMPLE BUDGET FOR ON-GOING COSTS (8 points)**
6. **APPLICANT’S EXPERIENCE & BACKGROUND INFORMATION (25 points)**
 - a. Provide a 1-2 page summary of the applicant’s qualifications which details education, knowledge and experience providing services to persons with developmental disabilities, and which includes a brief description of applicant’s experience in developing and operating the type of project for which you are submitting a proposal.
 - b. Provide at least two (2) references with addresses and telephone numbers, and a statement permitting that references may be verified by NLACRC. Applicants should be aware that the selection committee will contact references or other sources to corroborate any information provided in the proposal.
7. **APPLICANT’S ORGANIZATION & PROGRAM STAFFING (10 points)**
 - a. Attach an organizational chart that includes this project and maps the supervisory hierarchy. The chart must include the names of any governing board members and advisory boards, as well as other programs/facilities operated by the applicant.
 - b. Provide job descriptions and qualifications for all staff and consultant positions necessary for this project, including, but not limited to, the Executive Director, Administrator/Program Manager, Direct Support Professionals, Consultants. It is your responsibility to ensure that the qualifications for each staff person or consultant meet the criteria set forth in the corresponding Project Description.
 - c. Provide a detailed staffing schedule to indicate the staffing patterns and/or staff to consumer ratios for the program. The schedule should also indicate when the Administrator or Director will be present to provide training and supervision.
 - d. Information on salary levels and benefits.
 - e. Explain your plan to recruit, train, and retain quality staff.

8. **START-UP OBJECTIVES (10 points)**

Provide a step-by-step action plan to achieve measurable, time-limited objectives that will result in the completion of the project no later than June 1, 2009. The start-up activities schedule should cover each major step of the project including, but not limited to:

- Site selection & acquisition, if applicable
- Site renovations and fire clearance
- Obtaining a license from CCL with non-ambulatory clearance
- Recruiting, hiring and training staff
- Submission and approval of a final program design
- Facility opening date

The proposed development schedule is to be followed-up by regular reports to NLACRC documenting achievement of each objective.

9. **PROGRAM DESIGN NARRATIVE (35 points)**

Please provide an overview of your proposed program. The narrative is to address each of the following elements:

- a. Include a description of the following program elements:
 - Consumer services to be provided that will:
 - Enhance capabilities of consumers with severe deficits
 - Promote consumer independence and self-advocacy
 - Support community integration and participation
 - Entrance Criteria including ambulatory/non-ambulatory status, self-help skills, mental health diagnosis and behavioral characteristics.
 - Exit Criteria
 - Training techniques and instructional methods
 - Types of data to be collected
 - Staff training and development
 - Consultant services, Board Certified Behavior Analyst, Registered Dietician, medical services, and any other consultants you plan to utilize.
- b. How will the program support the cultural, ethnic, and language preferences of each resident?
- c. Description of your plan to ensure the on-going health and safety of consumers.
- d. Describe a Crisis Response Plan to be implemented in the event that planned behavioral support strategies are not effective.

ATTACHMENT B
STATEMENT OF OBLIGATION

1. The applicant is presently providing social services to regional center consumers or other members of the community.
 No Yes
If yes, indicate name, location, type and capacity of service(s).

2. The applicant is currently receiving or planning to apply for grants/funds from any source to develop social service programs?:
 No Yes
If yes, indicate name, location, type and capacity of service(s).

3. The applicant is planning to expand existing services (with or without grant funds) from a source other than North Los Angeles County Regional Center during Fiscal Year 2009-2010 and/or Fiscal Year 2010-2011:
 No Yes
If yes, indicate funding source and scope of grant project.

4. The applicant or member of the applicant's organization or staff has received a citation from any agency for abuse (verbal, physical, sexual, fiduciary, neglect)?:
 No Yes
If yes, explain in detail..

5. Has the applicant or any member of the applicant's organization received a Corrective Action Plan (CAP), Sanction, notice of Immediate Danger, or an "A" or "B" citation, or any other citation from a regional center or State Licensing Agency?
 No Yes
If yes, explain in detail.

6. Describe other professional/business obligations held by the Licensee and Administrator, including name, location, type, and capacity (time commitment) of each obligation. *Do not include services you propose to provide through this proposal.*

Signature of Applicant or Authorized Representative

Date

ATTACHMENT C
SAMPLE FINANCIAL STATEMENT

1. CURRENT ASSETS:

Cash in Banks
Accounts Receivable
Notes Receivable
Equipment/Vehicles
Inventories
Deposits/Prepaid Expenses
Life Insurance (Cash Value)
Investment Securities (Stocks and Bonds)

2. FIXED ASSETS:

Buildings and/or Structures
Real Estate Holdings
Long Term Investments
Potential Judgments and Liens

3. CURRENT LIABILITIES:

Accounts Payable
Notes Payable (Current Portion)
Taxes Payable

4. LONG-TERM LIABILITIES:

Notes/Contracts
Real Estate Mortgages

5. OTHER INCOME, wages, or revenues from other sources (specify)

6. LINE OF CREDIT

Amount available (specify)

ATTACHMENT D

BUDGET FORM FOR START-UP COSTS

ITEM	PROJECTED COST
Administrative Overhead	_____
Office Equipment/Supplies	_____
Phone/Communication	_____
Program Consultants	_____
Travel Expenses	_____
Staff Recruitment Costs (advertising, finger printing)	_____
Residential Lease	_____
Licensing Fees	_____
Household Supplies	_____
Furniture	_____
Kitchen Equipment	_____
Kitchen Appliances	_____
Linens	_____
Food	_____
Utilities	_____
Insurance (vehicle, fire, household, etc.)	_____
Program Supplies/Recreational Adaptive	_____
Vehicle Lease	_____
Vehicle Maintenance (gasoline, etc.)	_____
Fire and Safety Costs (sprinkler, alarms, etc.)	_____
Modifications of Facility	_____
Other General Expenses (Specify)	_____
TOTAL PROJECTED START-UP COSTS	_____

In addition to the projected costs for each item, be sure to include a detailed breakdown/description of how Administrative Overhead, Program Consultants, Residential Lease, Fire and Safety Costs, and Modifications of Facility line items were constructed.

ATTACHMENT E

SAMPLE BUDGET FORM FOR ON-GOING COSTS

ITEM	PROJECTED COST
Staff Salaries (specify details)	_____
Staff Benefits (specify details)	_____
Administrative Overhead	_____
Office Supplies	_____
Office Equipment/Supplies	_____
Phone/Communication	_____
Program Consultants	_____
Travel Expenses	_____
Staff Recruitment Costs (advertising, fingerprinting)	_____
Residential Lease	_____
Licensing Fees	_____
Household Supplies	_____
Linens	_____
Food	_____
Utilities	_____
Insurance (vehicle, fire, household, etc.)	_____
Program Supplies/Recreational & Adaptive Equipment	_____
Vehicle Lease	_____
Vehicle Maintenance (gasoline, etc.)	_____
Maintenance of facility	_____
Ongoing Training Expenses	_____
Other General Expenses (specify)	_____
TOTAL PROJECTED ONGOING COSTS	_____

In addition to the projected cost for each item, be sure to include a detailed breakdown/description of how Staff Salaries, Staff Benefits, and Administrative Overhead line items were constructed.