



**Request for Proposals (RFP)**

NLACRC Community Placement Plan FY 2016-2017

**Announcement**

On October 14, 2016, the Community Services Department of the North Los Angeles County Regional Center (NLACRC), following NLACRC’s approved Fiscal Year 2016-2017 Community Placement Plan (CPP) with the Department of Developmental Services (DDS), will be releasing the below Request for Proposals (RFP). NLACRC is seeking proposal submissions which will serve individuals who are moving into the community from the California State Developmental Centers and/or require similar services but are currently residing in the community.

**PROJECTs #1 & 2: Specialized Residential Facility**

Start-Up Funds \$275,000

(NLACRC-1617-1 & NLACRC-1617-2)

[Click here for an example of the start-up contract](#)

These Specialized Residential Facilities for adults will be located in the Antelope Valley, licensed as an Adult Residential Facilities and will serve a maximum of four (4) adult residents in single occupancy bedrooms. The home is to be designed for two (2) residents who will be moving from a California State Developmental Center or a locked facility, and for two (2) residents needing deflection from these more restrictive environments. Each facility will be a resource for individuals who have complex and challenging support needs which are likely to include severe behavioral challenges, mental health diagnoses and possible court involvement. Residents will need assistance with activities of daily living, safety, communication, socialization skills, community integration and court appointments. The facility must be equipped and licensed to serve individuals who are physically or cognitively non-ambulatory. In place of delayed egress and secured perimeter requirements, these two projects are expected to have a strong clinical component with an emphasis on empirically supported behavioral services.

Service Code	Ongoing Reimbursement Rate
113 – Specialized Residential Facility	Negotiated up to \$17,682.75 monthly

GEOGRAPHIC LOCATION OF SRF(s): ANTELOPE VALLEY

**PROJECT #3: Specialized Residential Facility**

Start-Up Funds \$275,000

(NLACRC-1617-3)

[Click here for an example of the start-up contract](#)

These Specialized Residential Facilities for adults will be located in the Antelope Valley, licensed as an Adult Residential Facilities and will serve a maximum of four (4) adult residents in single occupancy bedrooms. The home is to be designed for four (4) residents needing deflection from more restrictive environments. This facility will be a resource for individuals who have complex and challenging support needs which are likely to include severe behavioral challenges, mental health diagnoses and possible court involvement. Residents will need assistance with activities of daily living, safety, communication, socialization skills, community integration and court appointments. The facility must be equipped and licensed to serve individuals who are physically or cognitively non-ambulatory. In place of delayed egress and secured perimeter requirements, these two projects are expected to have a strong clinical component with an emphasis on empirically supported behavioral services.



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Service Code	Ongoing Reimbursement Rate
113 – Specialized Residential Facility	Negotiated up to \$487.98 daily

GEOGRAPHIC LOCATION OF SRF: ANTELOPE VALLEY

PROJECT #4: Day or Vocational Service

Start-Up Funds \$200,000

(NLACRC-1617-4)

[Click here for an example of the start-up contract](#)

NLACRC would like interested applicants to provide a proposal for services during the day that demonstrates strategies and methods in assisting consumers in obtaining competitive integrated employment or acquiring skills that will lead to competitive integrated employment. Proposal must also include elements of therapeutic intervention and/or behavioral supports to be provided in order to support individuals with complex service needs in developing a path to employment. Preferred proposals will include personnel with licensure or certifications necessary for mental health and behavioral support, while also providing for a certified rehabilitation counselor or otherwise experienced employment specialist personnel. All proposals should demonstrate strategies and methods for assisting consumers in obtaining competitive employment or acquiring skills that will lead to competitive employment. This day or vocational service will be developed for individuals with significant behavioral challenges as well as co-occurring mental health diagnoses. The service is to be located in the Antelope Valley and to collaborate with Specialized Residential Facilities also being developed in that area. The program will serve at a minimum 20 individuals. This is a regional resource.

GEOGRAPHIC LOCATION OF DAY OR VOCATIONAL SERVICE: ANTELOPE VALLEY

For this day or vocational service model, it is anticipated that the Community Integration Training Program (055) service code best fits the applicable service. NLACRC is willing to explore two rate setting methodologies for applicants applying for this proposal:

Rate Setting Methodology #1: If the maximum median rate that NLACRC is able offer for a Community Integration Training Program, Service Code 055, does not support the required personnel or operation of the intended day or vocational service, NLACRC is willing to consider proposals that exceed the median rate for a Community Integration Training Program, , and NLACRC will seek approval from DDS to establish the ongoing rate required to support the day or vocational service as identified in the applicant’s proposal. The award of the startup funds to the applicant under this rate setting methodology would be contingent upon DDS approving any negotiated ongoing rate that exceeds the median rate.

Rate Setting Methodology #2: NLACRC is also willing to consider a service code layered approach to develop a day or vocational service, which would run concurrently with the Community Integration Training Program (service code 055). The additional services would include Behavior Analyst services (service code 612), and Individual/Family Training services (service code 102).



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For this rate setting approach, all proposals would need to demonstrate that the ongoing rate for each service code would be equal to or less than the median rate for each of the service codes listed below.

This service model will also be eligible to seek funding under the Paid Internship Program and/or the Competitive Integrated Employment Incentive Payments as described on NLACRC’s website at [www.nlacrc.org](http://www.nlacrc.org) under “Service Provider/Announcements & Training”.

The following are service code definitions and maximum median rates to assist applicants in proposal development:

**Community Integration Training Program** (service code 055) are services that include, but are not limited to, assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills which take place in a non-residential setting, separate from the home or facility in which the consumer resides. Community Integration Training shall focus on enabling the consumer to attain or maintain his or her maximum functional level and shall be coordinated with any physical, occupational, or speech therapies listed in the Individual Program Plan (IPP). In addition Community Integration Training may serve to reinforce skills or lessons taught in school, therapy, or other settings. Services shall normally be furnished four (4) or more hours per day on a regularly scheduled basis, for one (1) or more days per week unless provided as an adjunct to other day activities included in a consumer’s Individual Program Plan (IPP).

Service Code	Ratio	Ongoing Reimbursement Rate
055 – Community Integration Training Program	1:1	\$3550.01 monthly
	1:2	\$91.58 daily
	1:3	\$80.15 daily

**Individual/Family Training** (service code 102). A regional center shall classify a vendor as an Individual or Family Training Provider if the vendor provides, or obtains, training services to consumers and/or their family members as necessary to implement an objective in the individual’s IPP and for which an existing Title 17 service code is unavailable, including but not limited to training regarding: prevention of sexual exploitation, parent and family support training to avert out of home placement. Individual or family training may include refresher training, as necessary to facilitate a safe, harmonious and stable home, and may be provided in groups, e.g., seminars and symposiums, or on an individual basis. Vendors shall ensure that trainers are credentialed and/or licensed as required by the State of California to practice in the field of training being offered.

Unit Type	Ratio	Reimbursement Rate
Hourly Individual	1:1	\$25.00
Hourly Group	1:2 or 1:3	\$25.02
Daily Individual	1:1	\$65.00
Daily Group	1:2 or 1:3	\$437.92



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Weekly Individual	1:1	\$110.01
Monthly Individual	1:1	\$805.00

**Behavior Analyst** - Service Code 612. Behavior Analyst means an individual who assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. Behavior Analysts engage in functional assessments or functional analyses to identify environmental factors of which behavior is a function. A Behavior Analyst shall not practice psychology, as defined in Business and Professions Code section 2903. A regional center shall classify a vendor as a Behavior Analyst if an individual is recognized by the national Behavior Analyst Certification Board as a Board Certified Behavior Analyst.

Unit Type	Ratio	Reimbursement Rate
Hourly Individual	1:1	\$65.00

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 " ***An Applicants' Conference for questions about these projects will be held on **October 27, 2016*****  
 " ***from **12:30 pm – 2:30pm** at NLACRC's Chatsworth office, 1<sup>st</sup> Floor Conference Room***  
 " *Providers interested in responding to this RFP may download a complete copy of the RFP and Proposal Writing Guidelines*  
 " *from NLACRC's website at [www.nlacrc.org](http://www.nlacrc.org) Copies of the RFP will also be available at the Applicants Conference.*  
 " *Attendance at the Applicants' Conference is not required for those who wish to apply.*  
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Date: [October 14, 2016](#)

RE: Request for Proposals (RFP) FY 2016-2017 Community Placement Plan (CPP)

The North Los Angeles County Regional Center (NLACRC) appreciates your interest in responding to the CPP FY 2016-2017 Request for Proposals. You may submit proposals for any of the projects for which you meet the qualifications.

Applicants must adopt a no-refusal 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 eight copies (9 total) to NLACRC by the deadline date outlined in the first section of these guidelines for each proposal. No fax or email 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:

North Los Angeles County Regional Center  
c/o: [Erica Beall](#)  
9200 Oakdale Avenue, Suite 100  
Chatsworth, CA 91311

**DEADLINE FOR SUBMISSION OF PROPOSALS**

[December 1, 2016 by 5:00 p.m.](#)

**TIMELINE FOR DEVELOPMENT:**

The programs should be ready to provide services no later than [June 30, 2018](#).

**RATE OF REIMBURSEMENT**

The rate of reimbursement for on-going services will vary by project. Each rate will be based on the approved enhanced services, be cost-effective, and will be based on the DDS statewide median rate methodology. See each project description for available rate and service code information.

**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 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. It is understood if the vendored ongoing service developed through the start-up contract is terminated before six (6) years of service, the Contractor shall pay back a portion of the start-up funds received for that service as follows: One sixth (1/6<sup>th</sup>) of the total start-up funds received for the service will be forgiven for each year of service, and partial years of service will be prorated to a full year. For example, if Contractor terminates service two (2) years and



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three (3) months from the agreed upon start date of the services, the amount to be forgiven shall be calculated as three (3) years, inclusive of rounding partial year. Therefore, in this example, three (3) years equaling  $3/6^{\text{th}}$  or 50% of the total start-up payment shall be due from Contractor within seven (7) business days from the last day of service provision. Contractor's final payment for services shall not be released until repayment in full of any outstanding amount due to NLACRC resulting from termination prior to completion of six (6) years of service.

#### **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 and by completing Attachment J, the Notice of Exclusion from CalPERS Membership. 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**



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All additional inquiries regarding the application or requesting technical assistance should be directed to Erica Beall at [ebeall@nlacrc.org](mailto:ebeall@nlacrc.org). 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.

**EVALUATION CRITERIA**

Each proposal shall be organized in the below order. 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. All sections and attachments are required for your proposal to be reviewed.

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

**PROPOSAL PREPARATION**

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

- Proposal Writing Guidelines
- Content Requirements
- Section 1 – Proposal Title Page
- Sections 2 – 6 (Provider is responsible for creating these sections)
- Attachments A through L



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**NLACRC PROPOSAL WRITING GUIDELINES**

The applicant is required to submit a total of nine (9) copies of the proposal (Original plus 8 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).
- 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 OR HAVE YOUR PROPOSAL BOUND.** Binder clips or compressor clips are acceptable.
- The “Proposal Title Page” (see Section 1) 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 and attachments 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.





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**CONTENT REQUIREMENTS**

**SECTION 1 – 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.

**SECTION 2 – TABLE OF CONTENTS**

**SECTION 3 – APPLICANT’S EXPERIENCE & BACKGROUND INFORMATION – (Provider’s responsibility)**

- 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. Describe any experience you have had with serving consumers from a State Developmental Center (SDC). Include a description of the level of functioning and service needs (self-care and/or behavioral challenges, medical conditions, etc.) of the consumers you served from the SDC. Also provide details of any transition activities in which you were involved.
- c. 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.

**SECTION 4 – APPLICANT’S ORGANIZATION & PROGRAM STAFFING – (Provider’s responsibility)**

- i. 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.
- ii. Provide job descriptions and qualifications for the primary staff and consultant positions necessary for this project, including Administrator/Program Manager, Direct Support Professionals, Behaviorist (BCBA), and other 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.
- iii. Provide a detailed staffing schedule to indicate the staffing patterns and/or staff to consumer ratios for your proposed program. The schedule should also indicate when the Administrator or Director will be present to provide training and supervision.
- iv. Provide information on salary levels and benefits.
- v. Explain your plan to recruit, train, and retain quality staff.

**SECTION 5 – START-UP OBJECTIVES – (Provider’s responsibility)**

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 30, 2018. The start-up activity schedule should cover each major step of the project including, but not limited to:



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- a. For Specialized Residential Facilities
  - Projected time line of activities to include but not limited to:
    - i. Site selection & acquisition
    - ii. Site renovations
    - iii. Obtaining a license from CCL with non-ambulatory clearance
    - iv. Recruiting, hiring and training staff
    - v. Submission and approval of a complete program design
    - vi. Involvement in activities leading to the transition of the consumer from the SDC
    - vii. Facility opening date
    - viii. A plan for after the facility is vendored for ongoing services and how your agency will support the cost of the facility as placements transition from the SDC
- b. For Day or Vocational Service
  - Projected time line of activities to include but not limited to:
    - i. Acquisition of an office in the Antelope Valley
    - ii. Person Centered Training for all staff through a NLACRC approved provider
    - iii. Acquiring a Positive Behavior Intervention Trainer (Pro-Act or PCMA)
    - iv. Submission and approval of a complete program design
    - v. Involvement in activities leading to the transition of the consumer from the SDC
    - vi. A plan for after the program is vendored for ongoing services and how your agency will support the cost of the program as placements transition into the program

NOTE: If awarded an RFP the above start-up objective become part of the vendor's monthly development/progress report due to the regional center.

**SECTION 6 – EXECUTIVE SUMMARY of PROGRAM DESIGN – (Provider's responsibility)**

**BRIEFLY** address the following elements:

- vii. Philosophy and Statement of Purpose in regards to specific service/development/project you are applying for.
- viii. The program's instructional strategies, techniques and intervention methods to be utilized. Please provide a statement regarding how the program will have a "no-refusal" policy to referrals vetted by the CPP unit/team
- ix. Anticipated individuals' outcomes
- x. Staffing
- xi. Management oversight
  - Employee qualifications
  - Contingency plans
  - Staff training and development approaches
  - Consultants' qualifications
- f. How your program will seek out and access ancillary/generic resources to ensure ongoing health, safety and growth of the individuals the program would support. (ex. Mental Health services, dentist, probation, public transportation,...)
- g. Operations/Location
  - Office location and hours
  - Area/location of services and hours



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- h. Describe your agency's orientation to continuous quality improvement, learning and self-evaluation as it relates to this service.

#### **ATTACHMENT A – PROPOSED BUSINESS PLAN**

#### **ATTACHMENT B – AUDITED FINANCIAL STATEMENT – (Provider's responsibility)**

If you are not required to have audited financials, please submit your balance sheet, income statement and your cash flow statement for the last quarter.

#### **ATTACHMENT C – BUDGET FORM FOR START-UP COST**

#### **ATTACHMENT D – ONGOING COST STATEMENT**

This may be requested at a later date in excel format.

#### **ATTACHMENT E – STATEMENT OF OBLIGATION**

#### **ATTACHMENT F – VENDOR APPLICATION – DS1890** (Attachment Click Here)

- Sample provided. The DS1891 will be filled out by the individual/agency awarded the RFP prior to full execution of the start-up contract

#### **ATTACHMENT G – APPLICANT/VENDOR DISCLOSURE STATEMENT – DS1891**

#### **ATTACHMENT H – HOME & COMMUNITY BASED SERVICES PROVIDER AGREEMENT**

#### **ATTACHMENT I – SERVICE PROVIDER'S INSURANCE POLICY**

#### **ATTACHMENT J – CalPERS – NOTICE OF EXCLUSION**

#### **ATTACHMENT K – EQUITY & DIVERSITY STATEMENT (Provider's responsibility)**

- a. Provide a statement outlining applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- b. Provide examples of applicant's commitment to addressing the needs of those diverse populations.
- c. Provide any additional information that the applicant deems relevant to issues of equity and diversity.