



2017 Request for Proposals

Project #5 – Infant Development Program (IDP) 1:1 ratio, in-home services

Release Date: April 3, 2017

Submission Period: April 3, 2017 – May 15, 2017

Project Overview

The Community Services Department of the North Los Angeles County Regional Center (NLACRC) is releasing this Request for Proposal (RFP) to seek qualified and experienced Infant Development Programs to support infants and toddlers from birth through two years of age who have been found eligible for Early Start services. All services shall be delivered in the consumer's home. Reimbursement for mileage is not included.

Individuals to be Served

Infants and toddlers from birth through two years of age with a developmental delay of 33% or more in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social and emotional development and adaptive development.

Infants and toddlers with established risk conditions, of known etiology or with established harmful developmental consequences.

Infants and toddlers who are at high risk of having substantial developmental disability due to a combination of biomedical risk factors.

Proposed Models of Service

Infant Development Programs are multi-interdisciplinary services delivered in the home environment on a 1:1 basis for children under the age of three. IDP's have four main disciplines attached: Physical Therapy (PT), Speech Therapy (SLP), Occupational Therapy (OT), and Child Development Specialists. In order to be vendored as an Infant Development Program, your agency must have at least two of the four disciplines, and Speech is strongly encouraged. Child Development Specialists working with consumers should have a strong educational and experiential background in Child Development.

Any behavioral training delivered through an Infant Development Program should only pertain to typical behavioral issues of that age.

Infant Development Programs must be able to complete an **accurate and detailed** developmental profile and submit a written report no later than 7-14 days from the initial visit. Developmental evaluations must be completed using a standardized tool, (i.e., Gesell, Bayley III, DAYC, Mullens, etc.). Progress reports are due on a semi-annual basis. Developmental evaluations and subsequent progress reports should highlight development profile and evaluations must indicate developmental levels at all



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times. Closing reports must also be completed using a standardized tool such as those listed above for evaluations.

NLACRC is seeking Infant Development Programs that have well trained staff with direct pediatric experience.

MINIMUM QUALIFICATIONS FOR APPLICANTS

The Director of an Infant Development Program shall possess the following minimum qualifications per Title 17, Section 56770(a):

- 1) A B.A. degree and a minimum of 18 months of experience in the management of a human services delivery system; or
- 2) Five years of experience in a human services delivery system, including at least two years in a management or supervisory position.

The Supervisor of an Infant Development Program shall possess the following minimum qualifications per Title 17, Section 56770(b):

- 1) Three years of experience in a human services delivery system, including at least one year in a comparable program OR a B.A. degree in child development, early childhood education, developmental disability education, or a closely related child-focused specialty; and
- 2) The demonstrated ability to provide staff training, supervision and planning.

A Physical Therapist (if included) must meet regulatory requirement for vendorization under Service Code 772, Physical Therapy. Title 17, §54342(a)(61) states:

“A regional center shall classify a vendor as a provider of physical therapy services if the vendor is:

- (A) A physical therapist who is validly licensed by the Physical Therapy Examining Committee of the Medical Board of California and who, under medical supervision, treats individuals to relieve pain, develop or restore motor function, and maintain performance by using a variety of physical means”

In addition to Title 17 requirements, it is highly preferred that applicants have pediatric experience and a desire to provide services to young children.

A Speech-Language Pathologist (if included) must meet regulatory requirements for vendorization under Service Code 707, Speech Service Code 707, Speech Language Pathology. Title 17, §54342(a)(75) states:



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“A regional center shall classify a vendor as a provider of speech pathology services if the vendor is:

- (A) A speech pathologist who is validly licensed as a speech pathologist by the Speech Pathology and Audiology Examining Committee of the Medical Board of California and provides
1. Diagnostic screening and
 2. Preventative and corrective therapy for persons with speech or language disorders.”

In addition to Title 17 requirements, it is highly preferred that applicants have pediatric experience and a desire to provide services to young children.

An Occupational Therapist (if included) must meet regulatory requirements for vendorization under Service Code 773, Occupational Therapy. Title 17, Section 54342 (a)(53) states:

“A regional center shall classify a vendor as a provider of occupational therapy if the vendor is:

- (A) An occupational therapist validly licensed by the California Board of Occupational Therapy and who, based on the written prescription of a physician, dentist or podiatrist, provides occupational therapy evaluation, treatment planning, treatment, instruction and consultative services”.

In addition to Title 17 requirements, it is highly preferred that applicants have pediatric experience and a desire to provide services to young children.

Child Development Specialists should have direct educational experience with a B.A. in child development, early childhood education, developmental disability education, or a closely related child-focused specialty or a B.A. in a human services field with a minimum of 12 units of Child Development courses; an M.A. in Child Development is highly preferable.

Per regulations, (Title 17, Section 54326 (a)(1), “All vendors shall be prohibited from transferring vendorization of their service to another person or entity”) all staff working directly with consumers must be employees of the agency and not sub-contracted.

Rate of Reimbursement

This service is funded at an hourly rate, as established by the Department of Developmental Services. Currently, the rate is \$83.86 per hour.



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ADMISSION CRITERIA

Infants and toddlers from birth through two years of age for whom a need for early intervention services, as specified in the federal Individuals with Disabilities Education Act (20 U.S.C. Sec 1431 et seq.) and applicable regulations, is documented by means of assessment and evaluation as required in Sections 95016 and 95018 and who meet one of the following criteria:

- 1) Infants and toddlers from birth through two years of age with a developmental delay of 33% or more in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social and emotional development and adaptive development.
- 2) Infants and toddlers with established risk conditions, of known etiology or with established harmful developmental consequences.
- 3) Infants and toddlers who are at high risk of having substantial developmental disability due to a combination of biomedical risk factors.



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North Los Angeles County Regional Center (NLACRC) appreciates your interest in responding to the Fiscal Year (FY) 2017-2018 Request for Proposals.

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal as one electronic copy to resourcedevelopment@nlacrc.org. No fax copies will be accepted. The proposals must be complete, typewritten, collated, and page numbered. No proposals will be accepted after the deadline.

DEADLINE FOR SUBMISSION OF PROPOSALS

May 15, 2017

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 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. There are no start-up funds associated with these RFP's.

NLACRC PROPOSAL WRITING GUIDELINES

The applicant is required to submit an electronic copy in a word compatible document. An application will 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 format so proposal will print out on a standard 8 ½ x 11 paper
- Proposal must be typed using a standard font (12).
- Complete submission must not exceed a total of 30 pages, excluding cost statement and DS1891.
- Every page must be numbered consecutively.
- The "Proposal Title Page" 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.



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CONTENT REQUIREMENTS

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.
2. TABLE OF CONTENTS
3. [STATEMENT OF OBLIGATION](#)
4. APPLICANT'S EXPERIENCE & BACKGROUND INFORMATION
 - 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 a copy of your resume with 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.
5. EXECUTIVE SUMMARY
BRIEFLY address the following elements:
 - a. Philosophy and Statement of Purpose in regards to specific service/development/project you are applying for
 - b. The programs instructional strategies, techniques and intervention methods to be utilized.
 - c. Anticipated individual's outcomes
 - d. Staffing
 1. Management oversight
 2. Employee qualifications
 3. Contingency plans
 4. Staff training and development approaches
 5. Consultants qualifications (if applicable)
 - e. If applicable describe how your program will seek out and access ancillary/generic resources to insure ongoing health, safety and growth of the individuals the program would support. (ex. Mental health services, dentist, probation, public transportation,...)
 - f. Operations/Location



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- Office location and hours
 - Area/location of services and hours
- g. Describe you agencies orientation to continuous quality improvement, learning and self-evaluation as it relates to this service.
6. [BUSINESS PLAN](#)
Note: The rates of reimbursement available in California may or may not cover the cost of operating this service in this regional center's catchment area. Please examine the economic climate of your proposed service in your business plan.
7. [NLACRC COST STATEMENT](#)
8. [DS1890 VENDOR APPLICATION FORM \(COVER SHEET\)](#)
9. [DS 1891 APPLICANT/VENDOR DISCLOSURE STATEMENT](#)
Every applicant or vendor must complete and submit a current Applicant/Vendor Disclosure Statement, DS 1891 (disclosure statement) which discloses information about each service provider's ownership and control interest. As part of the complete application packet for vendorization or upon request of the vendoring regional center. Overall Authority: Code of Federal Regulations (CFR), Title 42, Part 455; California Code of Regulations, Title 17 Section 54311. Welfare and Institutions Code, Section 4648.12.
10. If applicable a copy of LLC paper/corporation documents/DBA documents.
11. STATEMENT OF EQUITY AND DIVERSITY
- 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.



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PROPOSAL TITLE PAGE

TO: North Los Angeles County Regional Center
resourcedevelopment@nlacc.org

RE: Submission of Proposal in Response to RFP for the following project: **(check 1 box per column only)**

Project

- #1: Residential Facility Complex and Challenging Support Needs
- #2: Speech and Language Pathologist
- #3: Occupational Therapist
- #4: Physical Therapist
- #5: Infant Development Program
- #6: Residential Facility – Mild to Moderate Support Needs

Location

- San Fernando Valley
- Santa Clarita Valley
- Antelope Valley

NAME OF APPLICANT or ORGANIZATION SUBMITTING PROPOSAL *(please print)*

ADDRESS CITY STATE ZIP

TELEPHONE NUMBER FAX NUMBER e-mail address

CONTACT PERSON FOR PROJECT *(please print)* TELEPHONE NUMBER

NAME OF PARENT CORPORATION, if applicable please indicate: Non-profit For-profit

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.

Applicant Signature/Signature of Person Authorized to Bind Organization DATE



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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 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.
4. 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.
5. 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