



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

REQUEST FOR VENDORIZATION (RFV)

Money Management Services Service Code 034

Published Date: January 31, 2024
Closing Date: To be Determined (TBD) and/or until need is filled

PROJECT OVERVIEW

The North Los Angeles County Regional Center (NLACRC) is releasing this Request for Vendorization (RFV) seeking proposal submissions from qualified agencies/entities to provide Money Management services to support adult consumers who reside in residential placement and who require assistance in managing third party benefits, such as Social Security benefits and Medi-Cal benefits. The selected provider(s) will assume the role of Representative Payee for individuals identified by NLACRC. The provider(s) will work closely with Social Security Administration, Medi-Cal, NLACRC accounting staff, NLACRC case management staff, and a variety of residential service providers to ensure continuity of services and benefits for NLACRC consumers residing in residential facilities.

PROPOSED MODELS OF SERVICE

Applicants should demonstrate that they possess the necessary relevant professional experience and organizational capacity to provide Money Management services including; understanding of Social Security Administration, Social Security Supplemental Income ("SSI") and SSA benefits, Representative Payee guidelines, Medi-Cal benefits, accounting systems and practices, financial recordkeeping, budget development, and successful experience with the provision of direct services related to the management of monies and third party benefits for individuals with developmental disabilities.

Additionally, applicants must demonstrate familiarity with California Code of Regulations, Title 17, general provisions and be eligible for vendorization by NLACRC or have an existing vendorization for money management services with another regional center.

INDIVIDUALS TO BE SERVED

This service will be provided to adults diagnosed with a developmental disability, found eligible for regional center services who also are in need of Money Management supports and/or Representative Payee services while residing in a licensed care facility.

LOCATION & LANGUAGE SPECIFIC

Applicants must be prepared to provide services for individuals residing throughout the NLACRC catchment including: San Fernando Valley, Antelope Valley and Santa Clarita Valley. Services



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

should be available to be provided in languages other than besides. A list of requested languages, other than English, listed below.

American Sign Language (ASL)	Japanese
Arabic	Khmer
Armenian	Korean
Chinese – Cantonese	Persian (Farsi)
Chinese – Hakka	Russian
Chinese – Mandarin	Spanish or Spanish Creole
Chinese – Other	Tagalog
Hebrew	Vietnamese
Hindi	Other

RATE OF REIMBURSEMENT/RATIO

This service is funded at Statewide Median Rate. The current Statewide Median Rate NLACRC is able to access for Money Management Services is \$27.24 (1:1) per hour.

COSTS FOR PROPOSAL SUBMISSION

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

MINIMUM QUALIFICATIONS FOR APPLICANTS

Minimum qualifications for Money Management services include understanding of Title 17 California Code of Regulations, Social Security Administration, Social Security Supplemental Income ("SSI") and SSA benefits, Representative Payeeship, Medi-Cal benefits, accounting systems and practices, financial recordkeeping, budget development, and successful experience with the provision of direct services related to the management of monies and third party benefits for individuals with developmental disabilities. Applicants demonstrating previous experience or current vendorization for Money Management services with another regional centers will also be considered.

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 active status in regard to all services vendored with any regional center and be financially solvent. Applicants that have been sanctioned in the last 12 months will not be eligible for vendorization.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

APPLICANT PARTNERSHIPS AND MATERIALS 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 RFV response), the applicant receiving such support is responsible for all language contained in the RFV and the eventual program design.

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 Vendorization (RFV) and/or any item within the RFV at any time without notice. NLACRC reserves the right to disqualify any proposal which does not adhere to the RFV guidelines. This RFV is being offered at the discretion of NLACRC. It does not commit the regional center to award any grant. Please note that applicants must be in active status with NLACRC and other Regional Centers and may be disqualified for any of the following: receipt of Correction Action Plan (CAP), Sanction or Immediate Danger findings, failure to disclose any history of deficiencies or confirmed reports of consumer abuse, previous failure to perform, or unwillingness to comply with Title 17 and NLACRC best practices.

CALENDAR/APPLICANTS CONFERENCE

Money Management Request for Vendorization (RFV)	
Wednesday, February 12, 2024	RFV release date
Wednesday, February 28, 2024, 1:00 p.m. (PST)	Info Session/Applicants Conference
To be Determined (TBD)/until need is filled	RFV submission deadline
To be Determined (TBD)/until need is filled	Evaluation of proposals by Resource Development
To be Determined (TBD)/until need is filled	Proposal status (Complete/Incomplete) emailed to applicants



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

Info Session/Applicants Conference

This meeting is not required for those who wish to apply, but is strongly recommended.

An informational meeting to answer questions about CFS as well as this RFV will be held on the following dates...

Wednesday, February 14, 2024, 10:00 a.m.

Join Zoom Meeting

Info Session/Applicants Conference

Join Zoom Meeting

<https://us06web.zoom.us/j/86093079433?pwd=agF9u8eq42RFJFbWaitVFeySbbQdPf.1>

Meeting ID: 860 9307 9433

Passcode: 259311

INQUIRIES/REQUEST FOR ASSISTANCE

All additional inquiries regarding this application or requesting technical assistance should be directed to resourcedevelopment@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.

PROPOSAL CONTENT REQUIREMENTS

1. [Attachment A: Proposal Title Page](#)
 - Fill out the Word document provided.
2. Table of Contents
3. [Attachment B: Statement of Obligation](#)
 - Fill out the Word document provided.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

4. Applicant's Experience, Background & Qualifications
 - Provide a 1 page or less summary of the applicant's qualifications which details education, knowledge, and experience providing services to persons with developmental disabilities and includes a brief description of applicant's experience in developing and operating the type of project for which you are submitting a proposal.
 - Any applicable diplomas, licensure certifications for director, supervisor and all currently identified staff.
 - Provide a resume for the director 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. [Attachment C: Business Plan](#)
 - Please follow the outline provided. Note this is **not** the program design.
6. [Attachment D: Statement of Equity and Diversity](#)
 - Please follow the outline provided.
7. [Attachment E: NLACRC Cost Statement](#)
 - Fill out the Excel spreadsheet provided.
8. Business Entity Documents:
 - Provide articles of incorporation, articles of organization, DBA, etc.

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal through email to resourcedevelopment@nlacrc.org. No fax copies or physical copies dropped off at NLACRC will be accepted. The proposals must be complete, typewritten, collated, page numbered, and submitted electronically via email. No proposals will be accepted after the deadline.

Due to email constraints, you must submit your proposal in three or more emails. Be sure to label the emails based on the number of emails-for example, 1 of 3, 2 of 3, etc. If your email series does not generate a final response email in return, the files were too large and were not received.

DEADLINE FOR SUBMISSIONS

TBD/until need is filled.