

North Los Angeles County Regional Center
Board of Trustees

Request for Proposals (RFP) Policy

Purpose:

The NLACRC strives to provide a comprehensive network of services to meet the current and emerging needs of consumers it serves. As such, a formal policy is required to procure new services that are effective, cost effective, and comply with statute as well as applicable regulations. This Request for Proposals (RFP) policy is designed to meet all of the aforementioned and to ensure that current and potential providers have an open and clear process to vie for the center's RFPs.

Rationale:

The center's contract states that "Contractor shall institute a Board approved policy effective January 1, 2011 specifying the circumstances under which the regional center will issue requests for proposals to address a service need. This policy shall also address the applicable dollar thresholds for requiring the utilization of the request for proposal process; the request for proposals notification process; and, how submitted proposals will be evaluated and the applicant selected." The Board approved policy shall be posted on the center's website.

Policy:

The center will issue requests for proposals, as needed, during the fiscal year to address a service or supports need for consumers served in the center's catchment area.

RFPs identified as "Community Placement Plan" (CPP) may include start up funds. RFPs identified as "Purchase of Services" (POS) will not include start up funds.

The center will utilize the request for proposal process for dollar thresholds in the amount of \$1,000 or greater for start up funding and the center will utilize the RFP process for any other service that requires an RFP process as required by statute or regulation, such as transportation services.

The RFP information will be distributed to interested service providers and the general public on the center's website.

The center will use a subscription link on its website to notify interested service providers of newly posted RFP(s).

The center will offer an orientation to interested service providers, after the distribution of the RFP, in order to answer questions and further clarify the projects.

The RFP will identify the applicable rate setting process for the services or supports need identified by the center.

The RFP will identify the deadline for submissions to the center.

The RFP will specify the required content and submission format of the RFP to the center.

RFP's will be reviewed by the center's RFP Screening Committee. Supplemental information may be requested from service providers and service providers may be asked to participate in an interview with the center's RFP Screening Committee.

Any RFP may be rejected by the center if it is incomplete, false, misleading, or deviates from the specifications in the RFP.

The center has the right to reject any or all proposals and to cancel the RFP process, any time in the process, at its discretion.

The center reserves the right to re-open negotiations with the next qualified service provider or re-post the RFP.

The center will accept RFPs that meet the following criteria:

- The RFP provides evidence that the service provider understands the needs of the individuals to be served and the issues involved in providing quality services.
- The RFP demonstrates the service provider has an understanding of "best practices" and incorporated them into the design.
- The RFP outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for the consumers receiving the services
- The RFP philosophy and values are consistent with the center's mission, values, and operating principles.

The center will provide written notice to the service provider as to whether their RFP proposal was accepted or rejected by the center.