



North Los Angeles County Regional Center

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ATTACHMENT L

Board of Trustee Policies

1. Board of Trustee Request for Proposal (RFP) Policy
2. Board of Trustee Disbursement of Start-Up Funding Policy
3. Board of Trustee Start-Up and Development Funding

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.

North Los Angeles County Regional Center
Board of Trustees

Disbursement of Start-Up Funding Policy

I. Purpose:

Purchase of Service (POS) funds may be used by the North Los Angeles County Regional Center (Center) to provide grants for reasonable start-up costs associated with resource development. Each fiscal year, the Center may receive start-up funding from the Department of Developmental Services (DDS) for approved projects directed towards developing services and supports for consumers. The Center strives to develop resources to meet the current and emerging needs of the consumers it serves by awarding start-up funding to service providers or recipients (Vendor(s)). As such, a formal policy is required to provide grants for reasonable start-up costs associated with resource development to procure new services and supports that are effective, cost-effective, and comply with statute as well as applicable regulations. This start-up funding policy is designed to meet all of the aforementioned and to document the use of the start-up funding.

II. Rationale (or other description):

The Center's contract with DDS states that "Contractor shall develop and maintain a policy for the disbursement of start-up monies and shall keep accounting and other records to document the use of these monies."

III. Policy:

1. The Center shall award start-up funds to Vendor(s) in accordance with the Board of Trustees' Request for Proposals Policy.
2. Start-up funds must be utilized for establishing a new or additional program, project or resource for providing services and supports to consumers.
3. Start-up funds must be utilized for the direct benefit of consumers. Start-up funds utilized for construction, renovation, alteration, improvement, or repair of real property must be of direct medical or remedial benefit to the consumer.
4. The use of start-up funds for routine maintenance of a provider's plant or facility is prohibited.
5. The use of start-up funds for the purchase, lease, or maintenance of a provider's vehicle is prohibited.

6. The use of start-up funds must be supported by a contract between the Center and the Vendor with sufficient detail and measurable expectations and results.
 - a. The contract between the Center and the Vendor shall include a provision for the fair and equitable recoupment of start-up funds should the Vendor cease to provide services to consumers after a specified period of time. The requirement under this section includes start-up funding utilized by the Vendor for the purchase of real property.
7. The Center shall maintain an accounting and other records to document the use of the start-up funds by the Vendor.

North Los Angeles County Regional Center
Board of Trustees Policy

Awarding Start-Up and Development Funding

Effective Date: January 9, 2003

Issue

North Los Angeles County Regional Center's (NLACRC's) contract with the California Department of Developmental Services (DDS) includes a provision under Article II., Program Provisions, (2) Resource Development, that states, "for fiscal year 2002-2003 Contractor may use Purchase of Service (POS) funds for developing new community resources to protect the consumers' health or safety or because of other extraordinary circumstances, and the State has granted prior written authorization for the expenditure. This provision does not apply to: 1) POS funds allocated as part of the State's community placement plan process, and 2) Expenditures for start-up of new programs made pursuant to a contract entered into prior to July 1, 2002."

Policy

It is the policy of NLACRC to ensure that the awarding of start-up funds is a fair and equitable process. The granting of start-up funds is subject to POS funds availability as determined by the center's executive director.

Requests for start-up funds must be necessary for establishing a new or additional program, project or resource for providing services and supports to consumers. Use of start-up funds must directly benefit consumers. Start-up funds may not be used for routine maintenance of a provider's plant or facility or for the purchase, lease or maintenance of a provider's vehicle.

Contracts for start-up funds must include sufficient detail and measurable performance expectations and results. Contracts for start-up funds must include a provision for fair and equitable recoupment of start-up funds should the vendor and/or fund recipient cease to provide services to consumers after a specified period of time. This includes start-up funds to purchase real property.

NLACRC shall provide notice of start-up funds availability by various means including, but not limited to, written notification to NLACRC's Vendor Advisory Committee, posting on the website, and providing fliers.

All applicants who wish to be considered for the awarding of start-up funds shall be required to submit a proposal to include the following specifications: documentation of an identified need for start-up funds; documentation that identifies the under-served or unserved population to receive services; and program plan, budget, and location.

All start-up fund applicants shall be required to submit a financial statement indicating that they have adequate funding to continue the program within the appropriate rate system or an agreed upon negotiated rate with NLACRC. NLACRC shall organize an internal process for screening proposals. The executive director shall appoint a screening committee, which may include consumers, professionals and community members, depending on the proposal's scope and content.

All applicants shall receive notification of NLACRC's decision regarding their proposal. Final funding for all proposals shall receive final approval by NLACRC's executive director.