



North Los Angeles County Regional Center

PROJECT: Funding to Support Compliance with Home and Community Based Services (HCBS) Final Rule

RELEASE DATE: Thursday, June 5, 2025

DEADLINE FOR SUBMISSION: Thursday, July 10, 2025 @ 11:59 p.m.

Purpose:

On Friday, March 14, 2025, the Department of Developmental Services (DDS) released a directive regarding funding available to regional centers to be used to support compliance with Home and Community Based Services (HCBS) Final Rule. Home and Community Based Services (HCBS).

The Directive indicated the Fiscal Year (FY) 2024-25 enacted budget included \$15 million in purchase of service funding to assist providers in maintaining ongoing compliance with the HCBS Final Rule, and to support broader work in each community, which promotes and sustains quality service provision. Regional centers should work collaboratively with people who receive services, their families when appropriate, and the service provider community to prioritize the use of available funds to meet the needs of individuals served in their local area.

In accordance with the March 14, 2025, directive North Los Angeles County Regional Center (NLACRC) is seeking qualified consultants to support HCBS compliance within the catchment area. NLACRC sought input from individuals who receive services, their families, and the service provider community regarding use of the \$826,792 allotted within the NLACRC catchment area. NLACRC is releasing this Request for Proposal (RFP) to seek qualified individuals and or agencies for the following projects:

Project #1 - Person Centered Thinking Training/Workshops

Contractor(s) will develop trainings and resources that aide service providers with a clear understanding of HCBS Final Rule requirements, including person-centered planning, service documentation, self-evaluation, and monitoring of compliance. This will include support in the form of one-to-one consultation services, technical assistance, and small group trainings. Creation and implementation of innovative pathways that support community integration, individual rights, choices, highlighting a whole-person approach to service delivery. The support will aim to assist vendors in the development and successful application of HCBS Remediation Plans. Funding for this project is up to \$209,899.14.

Project #2 – Employment: Coordinated Career Pathways Training & Technical Assistance

Contractor(s) will develop a series of trainings for providers to engage in best practice for Customized Employment Services. Project will also include Social Security Benefits Technical assistance directly to families and clients. Proposed outcome is to train NLACRC providers currently offering employment services in Coordinated Career Pathway certification through ACRE. Funding for this project is up to \$230,000.

Project #3 – Promote Collaboration & Partnerships with Businesses & Organizations & Micro Enterprise Fair

The Contractor(s) will facilitate and cultivate partnerships with local businesses and community-based organizations through luncheon events designed to promote employment opportunities and share resources that support sustained, competitive employment. The Contractor(s) will coordinate a Micro-Enterprise Fair to provide clients with an opportunity to showcase and sell products from their small businesses, supporting entrepreneurship and economic self-sufficiency. Funding for this project is up to \$50,000.

Project #4 – ASL (American Sign Language) Training

The awarded applicant(s) will develop and administer American Sign Language (ASL) courses and Deaf Culture training for the Direct Support Professional (DSP) community. The primary objectives of these courses are to enhance accessibility for the Deaf+ Consumers and to strengthen the communication skills of DSPs within

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.

PROJECTED RFP TIMELINE & APPLICANT'S CONFERENCE:

June 5 th , 2025	Request for Proposal (RFP) released
June 24 th , 2025 1pm	Applicant's Conference Information Session
July 10 th 2025 11:59 pm	Deadline for proposal submissions
July 11 th -12 th , 2025	Evaluation of Proposals by selection committee
July 14 th , 2025	Notice to applicants regarding award status
July 21 st , 2025	Vendor Application/Documents Due
July 21 st , 2025	Execution of Contract by provider and NLACRC

Applicant's Conference

An Informational Meeting to answer questions about this
RFP will be held on

Tuesday, June 24, 2025 @ 1 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/82852270878?pwd=MdWBqnMtcep0l46e6sE6Ub0kaaHbXs.1>

Meeting ID: 828 5227 0878

Passcode: 906259

Attendance at the Applicants' Conference is **not** required for those who wish to apply but is strongly recommended.

PROPOSAL WRITING GUIDELINES:

The applicant is required to submit a proposal as an electronic copy formatted as a **PDF**. 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 pt.).
- Complete submission must not exceed a total of 12 pages.
- Every page must be numbered consecutively.
- The NLACRC Proposal Title Page must be the first page of the proposal.

- The proposal must include a Table of Contents that corresponds to Content Requirements.
- All Proposal Content Requirements (indicated below) must be addressed in the proposal.

PROPOSAL CONTENT REQUIREMENTS:

1. **PROPOSAL TITLE PAGE (Utilize form provided- 1 PAGE)**
 - a. NLACRC WILL ONLY ACCEPT THE PROPOSAL TITLE PAGE PROVIDED FOR THIS RFP PROPOSAL CYCLE. Please 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. Identify the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Please print legibly.
2. **TABLE OF CONTENTS**
3. **BUDGET**
 - a. Include projected amounts for salaries and related fringe costs, travel (in state only), equipment costs, supplies, marketing/outreach, indirect costs (no more than 15%).
 - b. Include all other projected related costs
4. **STATEMENT OF OBLIGATION (Utilize form provided-1 PAGE)**
5. **APPLICANT'S EXPERIENCE & BACKGROUND INFORMATION (1-2 PAGES)**
 - a. Provide a 1-2 page summary of the applicant's qualifications that details education, knowledge, and experience providing services to persons with developmental disabilities that are in line with HCBS Final Rule, include a brief description of applicant's experience in ensuring HCBS compliance through remediation and or validation.
 - 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. Applicants must include training certificates to demonstrate training in Person center Planning/Thinking.
6. **BUSINESS AND PROJECT PLAN OUTLINE**
 - a. Please note this is not a program design. A. Provide a brief (no longer than one page) description of the Business and Staffing Plan that will be utilized for this project- including, but not limited to: Name and vendor number of any related organization- if applicable, brief description indicating the financial solvency of any related organization – if applicable, qualifications of staff who will provide consultation services
 - b. Provide a brief (no longer than one page) overview of the project plan and services that will be provided- including, but not limited to: Identify and describe the project philosophy, Identify and describe the method of interaction with service providers that will be utilized e.g.: clinic, 1:1, mentorship, round table, environment(s) where services will be provided e.g.: in person, virtual, sample curriculum/activities to be offered, timeline of activities and service hours, capacity or number of service providers who will receive consultation, sample HCBS Assessment Tools utilized, describe anticipated outcomes of proposed project and how achievement of outcomes will be measured.
7. **DS1891 MEDICAID INTEGRITY FORM (Utilize form provided -4 PAGES)**

8. Articles of Incorporation – if applicant is submitting as an Organized entity, i.e. Organization, Corporation, or LLC.
9. 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 commitment to addressing the needs of diverse populations.
 - c. Provide additional information relevant to issues of equity and diversity.

SUBMISSION OF PROPOSALS:

All proposals must conform to the Proposal Writing Guidelines and Content Requirements detailed below. The applicant must submit the completed proposal to HCBCompliance@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 ONLY**. If a deadline is indicated within the Writing Guidelines, no proposals will be accepted after the deadline. Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

Due to email constraints, NLACRC recommends proposals be submitted in multiple (i.e., 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.