



**Request for Proposals (RFP)**  
**NLACRC Community Placement Plan (CPP)**  
**FY 2024-2025**

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**Community Resource Development Plan (CRDP)**  
**Fiscal Year 2024-2025**  
**Request for Proposals**

**Project #: NLACRC-2425-11**  
**Substance Use Disorder Treatment Services Program**

**Published Date: December 9, 2024**

**Closing Date: January 20, 2025, 11:59 p.m. (PST)**

North Los Angeles County Regional Center (NLACRC) received approval for Community Resource Development Plan (CRDP) funding by the Department of Developmental Services (DDS) for Fiscal Year 2024-2025 and is seeking proposal submissions for the development of one (1) Department of Health Care Services (DHCS) licensed outpatient substance use disorder (SUD) treatment services program to serve adult individuals with developmental disabilities. All interested applicants must have demonstrable experience supporting adults with developmental disabilities and have a physical business office located within NLACRC's catchment area.

**NLACRC-2425-11: Substance Use Disorder Services Program**

**Start-Up Funds:** \$50,000 (Subject to DDS approval)

This program will be an outpatient substance use disorder (SUD) treatment service licensed by the Department of Health Care Services (DHCS) for individuals with developmental disabilities and will include evidence-based practices that include relapse prevention, treatment, and recovery. Services to be delivered include, but are not limited to, intake and assessment, individual treatment sessions, group sessions, treatment planning, discharge planning, home visits, and consultation services. The program will also serve consumers who do not have primary substance abuse issues upon exiting a state developmental center or other restrictive setting, such as jail, but who may have a history suggestive of such a propensity when stressed.

**LICENSURE REQUIREMENTS**

The program will be licensed as an outpatient Substance Use Disorder (SUD) Treatment Program by the Department of Health Care Services (DHCS) of the State of California.

**PURPOSE & SCOPE**

There is an ongoing and increasing need for voluntary and/or court-mandated substance use disorder treatment for individuals who are returning to the community after placement in a restrictive setting, such as a state developmental center or jail. Individuals with past drug offenses often relapse, and therefore, are unable to remain in licensed residential settings, resulting in delays finding appropriate placement, as homes frequently deny individuals based on past drug offenses. Many of these individuals also have diversion plans that require they receive drug treatment services.



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The selected applicant will be required to develop and operate a DHCS-licensed outpatient Substance Use Disorder (SUD) Treatment Services Program. Please refer to the project description above for further details. In addition, the SUD Treatment Program will be located within the NLACRC catchment area.

**APPLICANT QUALIFICATIONS**

Applicants to this RFP must be able to demonstrate prior experience providing services and supporting people with developmental disabilities, substance use disorders, behavioral challenges, forensic involvement, and/or mental health diagnoses. The prospective provider must hire and retain qualified direct care staff in accordance with California Code of Regulations, Title 17 and be familiar with California Code of Regulations, Title 9.

**DIRECTOR:** Must have a bachelor's degree and a minimum of 18 months prior experience in the management of a human services delivery system, or five (5) years' experience in a human services delivery system, including at least two in a management or supervisory position.

**SUPERVISOR:** Must have a minimum of three (3) years' experience in a human services delivery system, and at least one year in a comparable program, or a bachelor's degree in a human services related field and the demonstrated ability to provide staff training, supervision, and planning.

**STAFF TRAINING**

New employee orientation and ongoing staff training must be in accordance with California Code of Regulations, Title 17 § 56726.

**VENDORIZATION PROCESS**

Vendorization is the process for identification, selection, and utilization of service providers based on the qualifications and other requirements necessary in order to provide services to individuals. The vendorization process allows regional centers to verify, prior to the provision of services, that an applicant meets all of the requirements and standards specified in regulations and statutes.

All material and information provided herein is for the sole use of the applicants applying for this RFP.

In addition to the qualifications outlined in the RFP below, all applicants must demonstrate familiarity of California Code of Regulations, Title 17 and Title 9, general provisions and be eligible for vendorization by NLACRC. All applicants must also demonstrate that they possess the necessary relevant professional experience and organizational capacity to create and sustain the provision of this service.

NLACRC invites all interested parties, meeting the qualifications described below, to review the information listed herein and submit a proposal to NLACRC for consideration. NLACRC appreciates your interest in responding to this RFP for a substance use disorder (SUD) treatment services program to serve adult individuals with developmental disabilities



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**RFP TIMELINE**

December 9, 2024	Request for Proposals release
December 18, 2024, 4:00 p.m.	Applicants' Conference Information Session
January 20, 2025, 11:59 p.m. (PST)	Deadline for receipt of proposals
January 21 – February 12, 2025	Evaluation of proposals by selection committee
February 17 – 24, 2025	Interviews with highest ranking applicants, if applicable
February 28, 2025	Notice of selection emailed to applicants
March 31, 2025	Start-up contract signed

**APPLICANTS' CONFERENCE INFORMATION SESSION**

**Applicants' Conference**

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

**Wednesday, December 18, 2024, at 4:00 p.m.**

Join Zoom Meeting  
<https://us06web.zoom.us/j/89895461550?pwd=UAsaNeCuWq9ZhU2xbhkaq0Z8nZeJ5e.1>

Meeting ID: 898 9546 1550  
Passcode: 196719

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

**PROPOSAL SUBMISSION DEADLINE**

**The deadline for submission of proposals is January 20, 2025, at 11:59 p.m. PST.**

All interested parties are invited to submit a proposal to NLACRC in accordance with the specifications contained in this Request for Proposal (RFP) for the development and operation of the Substance Use Disorder Treatment Program as described herein.

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**A. BACKGROUND OF NLACRC**

NLACRC is a private, nonprofit corporation, which contracts with the State of California's Department of Developmental Services (DDS), to provide services and supports to persons with developmental disabilities and their families in the San Fernando, Santa Clarita, and Antelope



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Valleys. Developmental disabilities include intellectual disabilities, epilepsy, autism, and cerebral palsy. The Internal Revenue Services (IRS) has established NLACRC as a 501(c)(3) corporation.

NLACRC serves more than 37,000 individuals within its catchment area. Services and supports provided by NLACRC include diagnostic, evaluation, case management, and early intervention services. In addition, NLACRC purchases services from over 1,000 entities or individuals in NLACRC's catchment area. The purchased services include, but are not limited to, out-of-home residential services, community-based day programs, transportation, independent living services, supported living services, Early Start services for children under the age of 3 years, family supports, such as day care or respite, and behavioral intervention services.

NLACRC's funding from DDS includes funding for both the operations of the regional center and the services purchased to support the individuals we serve. NLACRC's allocation from DDS for fiscal year 2023-2024 is \$ 834,980,751 of which \$ 98,349,464 is for regional center operations and \$736,631,287 is for Purchase of Services. NLACRC anticipates similar funding from DDS in future years

**B. RATE OF REIMBURSEMENT**

The rate of reimbursement for ongoing services will be based on the DDS rate methodology (see Appendix 6).

(Subject to DDS approval)

**C. START-UP FUNDING**

Start-up funds are awarded with the intent of defraying the cost to develop new services. Therefore, commitments in the form of hard (dollar) and/or soft (in-kind) contributions are necessary for each applicant receiving an award.

The maximum amount of start-up funding available for each project is detailed in the project descriptions at the beginning of this RFP. It is understood that the actual cost to complete the start-up of the facility may exceed this amount. Any additional costs will be the responsibility of the applicant. Payment of claims submitted to the regional center is contingent upon the provision of acceptable documentation including, but not limited to: invoices, receipts, and cancelled checks. It is understood if the vendored ongoing service developed through the start-up contract is terminated before six (6) years of service, the Contractor shall pay back a portion of the start-up funds received for that service as follows: One sixth ( $1/6^{\text{th}}$ ) of the total start-up funds received for the service will be forgiven for each year of service, and partial years of service will be prorated to a full year. For example, if Contractor terminates service two (2) years and three (3) months from the agreed upon start date of the services, the amount to be forgiven shall be calculated as three (3) years, inclusive of rounding partial year. Therefore, in this example, three (3) years equaling  $3/6^{\text{th}}$  or 50% of the total start-up payment shall be due from Contractor within seven (7) business days from the last day of service provision. Contractor's final payment for services shall not be released until repayment in full of any outstanding amount due to NLACRC resulting from termination prior to completion of six (6) years of service.



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**D. 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.

**E. 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 RFP response), the applicant receiving such support is responsible for all language contained in the RFP and the eventual program design.

**F. SELECTION PROCEDURES**

All proposals received by the deadline will be reviewed and scored by the Proposal Selection Committee selected by NLACRC. Proposals will be reviewed for timeliness, completeness, quality, experience and fiscal stability of applicant, reasonableness of costs, ability of applicant to identify and achieve individual outcomes, and the ability of proposed project to respond to the identified needs of NLACRC. After preliminary review and scoring, an interview with the finalists will be scheduled. **Interviews will be scheduled on weekdays between February 17 – 24, 2025 during the hours of 9:00 a.m. – 5:00 p.m.**

In addition to evaluation on the merit of the proposal, applicants will be evaluated and selected based on previous performance, including the timely completion of projects, a history of cooperative work with the regional center or other funders, ability to complete projects within budgeted amounts, and a record of accomplishment consistent with established timelines for development.

The final decision of the Proposal Selection Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of NLACRC's decision regarding their proposal.

**G. 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 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. It does not commit the regional center to award any grant. Please note 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



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to disclose any history of deficiencies or confirmed reports of abuse, previous failure to perform, or unwillingness to comply with Title 17 and NLACRC best practices.

## **H. COSTS FOR PROPOSAL SUBMISSION**

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

## **I. INQUIRIES/REQUEST FOR ASSISTANCE**

All additional inquiries regarding this application or requesting technical assistance for this RFP only, should be directed to [resourcedevelopment@nlacrc.org](mailto: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

## **J. PROPOSAL PREPARATION GUIDE**

### **NLACRC PROPOSAL WRITING GUIDELINES**

The applicant is required to submit an electronic copy in a **PDF format**. An applicant 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 point).
- Every page must be numbered consecutively.
- The Proposal Title Page must be the first page of the proposal.
- The proposal must include a Table of Contents that corresponds to the proposal.
- All sections of the Content Requirements must be addressed in the proposal.

The following information is provided to assist the applicant in preparing their proposal:

- Program Design Requirements (Appendix 1)
- Sample Service Development Agreement (Appendix 2)
- NLACRC Board of Trustees Service Provider Insurance Policy (Appendix 3)
- NLACRC Board of Trustees Request for Proposals Policy (Appendix 4)
- Statutes and Regulations (Appendix 5)
- Specialized Therapeutic Services Rates (Effective 01/01/2025) (Appendix 6)

## **K. INFORMATION TO INCLUDE IN PROPOSAL**





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1. Proposal Title Page (Attachment A)
2. Table of Contents
3. Statement of Services
  - a. Provide a brief description of services to be provided.
4. Service Provider Experience & Qualifications
  - a. Provide an overview of the applicant's business, including an overview of services provided, business philosophy, business location(s), business hours, number of staff, mission statement, business history, etc.
  - b. Detail your company's experience in providing services and supports to individuals with substance use disorders and developmental disabilities. Provide the typical profile of the people you have served with substance use disorders and developmental disabilities.
  - c. Describe your experience operating a substance use disorder treatment program.
  - d. Provide your process to recruit and retain quality staff.
  - e. Discuss commitments you will make to ensure staff continuity, including your staff turnover experience in the last three years.
  - f. Discuss how you will ensure that each employee has not been convicted of a crime involving fraud or abuse within ten years immediately preceding and during employment.
  - g. Provide information on your company's HIPAA security and privacy program.
5. Program Design Requirements (Refer to Appendix 1)
6. Applicant/Vendor Disclosure Statement (Form DS 1891) (Attachment B)
7. Statement of Obligation (Attachment C)
8. Cost Statement – Start-up Budget (Attachment D)
  - a. The start-up budget amount should not exceed amount specified per project.
  - b. Additionally, specify the total start-up budget amount required which may exceed the funds available with hard (dollar) and/or soft (in-kind) commitments.
9. Cost Statement – Ongoing (Attachment E)
10. Timeline to implement the project
11. Indicate whether you are currently in development of a substance use disorder treatment program or other services with any other regional center with or without start-up grants.
12. Organization Chart that maps the supervisory hierarchy including governing boards, advisory boards, as well as other programs or facilities operated by the organization, as applicable.
13. Resumes of Staff
14. Three (3) references with addresses, and phone numbers, including permission for NLACRC to contact them
15. Completed IRS W-9 Form
16. Independent audit report or review report, income tax, profit and loss statements, and balance sheets for the last three (3) years

**L. SELECTION TIMETABLE**



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1. Applicants' Conference Information Meeting on Wednesday, December 18, 2024, at 4:00 p.m., via Zoom  
<https://us06web.zoom.us/j/89895461550?pwd=UAsaNeCuWq9ZhU2xbhkaq0Z8nZej5e.1>
2. Proposals due to NLACRC no later than Sunday, January 20, 2025, by 11:59 p.m. (PST)
3. Interviews February 17 – 24, 2025, between the hours of 9:00 a.m. – 5:00 p.m.
4. Selection by February 28, 2025
5. Finalize vendorization/contract paperwork: March 10, 2025
6. The service provider awarded contract should be executed by April 30, 2025

**M. SUBMISSION OF PROPOSALS**

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal to NLACRC [resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org). Submissions that are too large to submit in one email may be sent in multiple parts, but must be clearly labeled as such (e.g., Part 1/3, Part 2/3, etc.). Proposals that are faxed, mailed, or dropped off at NLACRC reception will not be accepted. No proposals will be accepted after the submission deadline.

**DEADLINE FOR SUBMISSION OF PROPOSALS**

**Sunday, January 20, 2025, 11:59 p.m. (PST)**

**N. EVALUATION CRITERIA**

The Proposal Selection Committee will use the criteria below to rate proposals submitted by potential providers. Each proposal shall be organized according to section K. INFORMATION TO INCLUDE IN PROPOSAL above. The scoring of proposals will determine which finalists will move forward to the interview process. Each section of the submitted proposal will receive a maximum score as follows:

<b>Proposal Section</b>	<b>Maximum Score</b>
Fiscal Responsibility	30 points
Start-up Budget	10 points
Agency/Individual Experience and Background	10 points
Agency Organization and Program Staffing	10 points
Start-up Activities/Objectives and Milestones	10 points
Program Design	30 points
<b>Total Maximum Points</b>	<b>100</b>

**O. TIMELINE FOR DEVELOPMENT**





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It is anticipated that each applicant awarded start-up funds through this RFP will be operating the facility within one year after the contract has been executed.

**P. SELECTION PROCEDURES**

All proposals received by the deadline will be reviewed and scored by the CPP Proposal Selection Committee established by NLACRC. The CPP Proposal Selection Committee shall be comprised of at least four (4) members, the majority of whom shall have experience in evaluating, procuring, or providing CPP services. Proposals will be reviewed for completeness, experience, qualifications, fiscal stability of applicant, reasonableness of costs, and the ability of applicant to identify and achieve individual outcomes, and the ability of the proposed project to address identified needs of NLACRC. The Proposal Selection Committee will conduct interviews of finalist applicants as determined by the proposal scoring criteria.

**Q. AWARD PROCESS**

Upon selection of CPP service provider, NLACRC will issue an Award Letter to the applicant selected for the provision of services. The award letter will provide instructions for completing the contracting process. The applicant selected will be expected to complete and submit all required documentation to complete the contracting process by April 30, 2025.

**R. PROTEST PROCEDURE**

Within thirty (30) days of selecting the applicant, NLACRC shall post on its website the intent to award notice to include the applicant selected and the contract award date. All unsuccessful applicants shall be notified by NLACRC in writing ten (10) days prior to posting the intent to award notice on NLACRC's website. All unsuccessful applicants have the right to protest NLACRC's notice of intent to award the contract. Unsuccessful applicants shall have ten (10) days upon receipt of intent to award notice to protest the intent to award the contract ("Protest"). If the unsuccessful applicant does not submit the written Protest within the ten (10) day period, NLACRC shall deny such Protest and the Intent to Award notice shall be deemed final. Protests shall be in writing and shall state the grounds(s) for the protest. All Protests must be mailed, emailed, or faxed to the following address:

Arshalous Garlanian, Community Services Director  
North Los Angeles County Regional Center  
9200 Oakdale Avenue, Suite 100  
Chatsworth, CA 91311  
[agarlanian@nlacrc.org](mailto:agarlanian@nlacrc.org)  
(818) 756-6130 (fax)

NLACRC shall take one of the following steps below, within thirty (30) days upon receipt of a written Protest:

- 1) Not award the contract until the protest has been withdrawn or the regional centers has resolved the protest; **OR**



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- 2) Terminate the CPP process by notifying all bidders in writing within ten (10) days after the decision to terminate the contract award process; and correct the disputed items and rebid the contract.