



Request for Proposals (RFP)
NLACRC Community Resource Development Plan (CRDP)
FY 2024-2025

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

Service Provider for New
Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)

Project #: NLACRC-2425-4

Published Date: November 18, 2024

Closing Date: January 12, 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. NLACRC is seeking proposal submissions for the operators of one (1) Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) for medically fragile individuals with developmental disabilities residing in or at risk for placement in a larger congregate setting, such as a skilled nursing facility (SNF). The applicant selected will serve adults who have highly intensive medical conditions and are most likely non-ambulatory in an ARFPSHN setting owned by a pre-selected Housing Development Organization (HDO). All interested applicants must have demonstrable experience supporting adults with developmental disabilities who are medically fragile and have a physical business office located within NLACRC's catchment area.

NLACRC-2425-4 Service Provider for Adult Residential Facility for Persons with Special Health Care Needs

Start Up Funds: \$250,000 (Subject to DDS approval)

This home will be a 5-bed (non-ambulatory) Community Care Licensed ARFPSHN located in the San Fernando Valley for medically fragile male/female individuals with developmental disabilities currently residing in a skilled nursing facility (SNF). This home will be developed in accordance with the requirements of Sections 4684.50-4684.74 of the Welfare & Institutions Code and will provide 24-hour health care and intensive support services to five (5) consumers in a home-like setting. The program must be equipped to provide support for consumers who require assistance with all activities of daily living and who have special health care needs which may include nutritional support, cardiorespiratory monitoring, oxygen support, special medication regimes including injection and intravenous medications, and/or nursing interventions for tracheostomy care, colostomy care and other medical or surgical procedures.

Definition of Terms from the California Welfare and Institutions Code, Division 4.5, Chapter 6, Article 3.5. Adult Residential Facilities for Persons with Special Health Care Needs.



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“Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)” means any adult residential facility that provides 24-hour health care and intensive support services in a homelike setting that is licensed to serve up to five adults with developmental disabilities as defined in Section 4512.

“Consultant” means a person professionally qualified by training and experience to give expert advice, information, training, or to provide health-related assessments and interventions specified in a consumer’s individual health care plan.

“Direct care personnel” means all personnel who directly provide program or nursing services to consumers. Administrative and licensed personnel shall be considered direct care personnel when directly providing program or nursing services to clients. Consultants shall not be considered direct care personnel.

“Individual health care plan” means the plan that identifies and documents the health care and intensive support service needs of a consumer.

“Individual health care plan team” means those individuals who develop, monitor, and revise the individual health care plan for consumers residing in an ARFPSHN.

(1) For an ARFPSHN, the team shall, at a minimum, be composed of all of the following individuals:

- (A) Regional center service coordinator and other regional center representative, as necessary.
- (B) Consumer, and, if appropriate, the consumer’s parents, legal guardian or conservator, or authorized representative.
- (C) Consumer’s primary care physician, or other physician as designated by the regional center.
- (D) ARFPSHN administrator.
- (E) ARFPSHN registered nurse.
- (F) Others deemed necessary for developing a comprehensive and effective plan.

“Intensive support needs” means the consumer requires physical assistance in performing four or more of the following activities of daily living:

- (1) Eating.
- (2) Dressing.
- (3) Bathing.
- (4) Transferring.
- (5) Toileting.
- (6) Continence.

“Special health care needs” for an ARFPSHN means the consumer has health conditions that are predictable and stable, as determined by the individual health care plan team, and for which the individual requires nursing supports for any of the following types of care:

- (1) Nutrition support, including total parenteral feeding and gastrostomy feeding, and hydration.
- (2) Cardiorespiratory monitoring.
- (3) Oxygen support, including continuous positive airway pressure and bilevel positive airway pressure, and use of other inhalation-assistive devices.



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- (4) Nursing interventions for tracheostomy care and suctioning.
- (5) Nursing interventions for colostomy, ileostomy, or other medical or surgical procedures.
- (6) Special medication regimes including injection and intravenous medications.
- (7) Management of insulin-dependent diabetes.
- (8) Bowel care management, including enemas or suppositories.
- (9) Indwelling urinary catheter/catheter procedure.
- (10) Treatment for antimicrobial resistant infections.
- (11) Treatment for wounds or pressure injuries.
- (12) Postoperative care and rehabilitation.
- (13) Pain management and palliative care.
- (14) Renal dialysis.

LICENSURE REQUIREMENTS

The Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) will be licensed for no more than five (5) non-ambulatory beds by the Department of Social Services of the State of California as an Adult Residential Facility in accordance with Health and Safety Code commencing with section 1567.50. The ARFPSHN shall be subject to the requirements of Chapter 1 (commencing with Section 80000) of Division 6 of Title 22 of the California Code of Regulations, except for Article 8 (commencing with Section 80090). The ARFPSHN must have an operable automatic fire sprinkler system approved by the State Fire Marshal and meets the National Fire Protection Association (NFPA) 13D standard for single- and two-family dwellings and manufactured homes. The ARFPSHN must also provide an alternative power source to operate all functions of the facility for a minimum of six hours in the event the primary power source is interrupted.

A certificate of program plan approval issued by DDS shall be a condition of licensure for the Adult Residential Facility for Persons with Special Health Care Needs. The Director of Developmental Services may rescind an ARFPSHN's program certification if, in their sole discretion, an ARFPSHN does not maintain substantial compliance with an applicable statute, regulation, or ordinance, or cannot ensure the health and safety of the consumers. DDS shall transmit their decision regarding certification to DSS and the regional center with their recommendation as to whether to revoke the ARPSHN's license.

PURPOSE & SCOPE

The selected applicant will be required to develop and operate an Adult Residential Facility for Individuals with Special Health Care Needs for no more than five (5) for medically fragile individuals with developmental disabilities currently residing in or at risk for placement in a larger congregate setting, such as a skilled nursing facility (SNF). The program must be equipped to provide support for consumers who require assistance with all activities of daily living and who have special health care needs which may include nutritional support, cardiorespiratory monitoring, oxygen support, special medication regimes including injection and intravenous medications, and/or nursing interventions for tracheostomy care, colostomy care and other medical or surgical procedures. The home will be located within the San Fernando Valley within the NLACRC catchment area. In addition, the homes will be located in a typical residential neighborhood having sufficient indoor and outdoor space for resident activities.



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APPLICANT QUALIFICATIONS

Applicants to this RFP must be able to demonstrate prior experience providing services and supporting individuals with developmental disabilities, such as a diagnosis of autism, and moderate to severe intellectual disabilities, severe behavioral needs, and mental health issues. Experience to include:

- Supporting individuals with intellectual and developmental disabilities;
- Supporting medically fragile individuals with developmental disabilities;
- Owning or operating a Level 4 Adult Residential Facility (ARF), Specialized Residential Facility (SRF), or Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN);
- Working with social service community-based agencies and resources;
- Working with individuals with intellectual and developmental disabilities who are in crisis, require hospitalization, or are at risk of frequent hospitalization;
- Working with and arranging services for people with intellectual and developmental disabilities; and
- Successfully providing 24/7 care, support, and supervision.

The service provider must be able to work collaboratively with regional centers, mental health systems, day program services, consultants, etc., for the successful support of the individuals residing in the home.

PERSONNEL QUALIFICATIONS

ADMINISTRATOR: Have a successful record of administering residential services to individuals with developmental disabilities for at least two years, as evidenced by substantial compliance with the applicable state licensing requirements; and be one of the following: (A) A licensed registered nurse; (B) A licensed nursing home administrator; (C) A licensed psychiatric technician with at least five years of experience serving individuals with developmental disabilities; (D) An individual with a bachelor's degree or more advanced degree in the health or human services field and two years of experience working in a licensed residential program for persons with developmental disabilities and special health care needs. The administrator must also possess ARF Administrator certification, DSP I, DSP II, & NLACRC Residential Services Orientation certificates prior to provision of services to consumers. The administrator must devote a minimum of 20 hours per week to the facility and may not serve as administrator for more than two (2) facilities. Any other program(s) with which the Administrator has been associated must have been in good standing with the regional center and CCL during the period of the Administrator's association with that program.

DIRECT CARE STAFF (DSP): Successful completion of DSP 1 and DSP 2 certification prior to providing services to residents of the ARFPHSN. Have a minimum of 12 months prior experience providing direct care or supervision to individuals with developmental disabilities in a Service Level 3 or 4 facility. The DSP will have the ability to speak English and at least one DSP on duty will have the ability to speak the primary language of consumers. Direct care staff should possess skills and expertise to effectively provide program services to the individuals residing in the home.



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CONSULTANT HOURS: The administrator shall assign a qualified behavior modification professional to each consumer. A minimum of 6 hours per month of behavior consultation, which includes review, implementation, and training of direct care staff on behavior assessments and behavior interventions must be provided to each consumer by a Qualified Behavior Modification Professional. This time must be documented in the consumer file.

In addition, the ARFPSHN shall meet the minimum requirements for a Residential Facility Service Level 4I pursuant to Sections 56004 and 56013 of Title 17 of the California Code of Regulations, and ensure that all of the following conditions are met: (A) That a licensed registered nurse, licensed vocational nurse, or licensed psychiatric technician, is awake and on duty 24-hours per day, seven days per week. (B) That a licensed registered nurse is awake and on duty at least eight hours per person, per week. (C) That at least two staff on the premises are awake and on duty if providing care to four or more consumers. Further, the ARFPSHN shall ensure that individuals residing in the home remain under the care of a physician at all times and be examined by the primary care physician at least once every 60 days, or more often if required by the consumer's individual health care plan.

STAFF TRAINING

On-site Orientation – Within the first 40 hours of employment, the administrator shall ensure that direct care staff complete an on-site orientation. Refer to Title 17 § 56038 for the required training topics.

All staff, including the administrator, shall complete the Direct Support Professional competency-based trainings, segments I and II and pass the competency tests.

Continuing Education – A minimum of 12 hours of continuing education on an annual basis covering, but not limited to, the subjects specified in Title 17 § 56038(a)(3). The administrator shall require additional continuing education, as necessary, to ensure the continued health and safety of each consumer. CPR and First Aid certification shall be current at all times, and CPR certification must be renewed annually.

RESIDENT PROFILE

- Medically fragile adults, female or male
- Has intensive support needs that require physical assistance performing four or more activities of daily living (see **Definition of Terms “Intensive support needs”** above)
- Has health conditions that are predictable and stable and for which the individual requires nursing supports (see **Definition of Terms “Special health care needs”** above)
- Developmental disability diagnosis
- Ambulatory or non-ambulatory

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.



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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, 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. Further, the facility described in this RFP is owned by a non-profit Housing Development Organization (HDO). Interested applicants are required to provide copies of audited financial statements to demonstrate financial ability to lease the facility directly from the HDO.

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 to meet the unique needs of adults in need of residential services.

RFP TIMELINE

November 18, 2024	Request for Proposals release date
December 2, 2024, 10:00 a.m.	Applicants' Conference Information Session
January 12, 2025, 11:59 p.m. (PST)	Deadline for receipt of proposals
January 13 – 30, 2025	Evaluation of proposals by selection committee
February 3 – 7, 2025	Interviews with highest ranking applicants, if applicable
February 11, 2025	Notice of selection emailed to applicants
March 31, 2025	Start-up contract signed



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APPLICANTS' CONFERENCE INFORMATION SESSION

Applicants' Conference

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

Monday, December 2, 2024, at 10:00 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/81863352917?pwd=0hIYu6KqQoXdMx7ebQRjdp4ayHUVFA.1>

Meeting ID: 818 6335 2917

Passcode: 959017

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 12, 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 ARFPSHN.

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 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.



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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

Per WIC 4684.55, a regional center may not pay a rate to an ARFPSHN for a consumer that exceeds the rate in the State Department of Developmental Services' approved community placement plan for that facility unless the regional center demonstrates that a higher rate is necessary to protect a consumer's health and safety, and the department has granted prior written authorization. The payment rate for ARFPSHN services shall be negotiated between the regional center and the ARFPSHN. The established rate for a full month of service shall be made by the regional center if a consumer is temporarily absent from the ARFPSHN for 14 days or less per month. If the consumer's temporary absence is due to the need for inpatient care in a health facility, as defined in subdivision (a), (b), or (c) of Section 1250 of the Health and Safety Code, the regional center shall continue to pay the established rate as long as no other consumer occupies the vacancy created by the consumer's temporary absence, or until the individual health care plan team has determined that the consumer will not return to the facility. In all other cases, the established rate shall be prorated for a partial month of service by dividing the established rate by 30.44 then by multiplying the quotient by the number of days the consumer resided in the facility.

(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 the project is in the project description 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. Awardee is expected to operate the facility a minimum of six (6) years. 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



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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

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 54314. 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 the applicant to respond to the identified needs of the proposed project. After preliminary review and scoring, an interview with the finalists will be scheduled. **Interviews will be scheduled on weekdays between February 3 – 7, 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



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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 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. 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:

- Format proposal to print on 8 1/2" x 11" paper
- Proposal must be typed using a standard font (12 point).
- Every page must be numbered consecutively.
- Proposal Title Page must be the first page of the proposal.
- A Table of Contents that corresponds to the proposal must be included
- All items in section K. INFORMATION TO INCLUDE IN PROPOSAL 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)

K. INFORMATION TO INCLUDE IN PROPOSAL



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1. Proposal Title Page (Attachment A)
2. Table of Contents
3. Statement of Services, Developments, and Timeline
 - a. Include a brief description of services to be provided
 - b. Indicate whether you are currently in development of a residential facility with any other regional center with or without start-up grants
 - c. Provide a projected timeline to implement the project
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 medically fragile individuals with developmental disabilities. Provide the typical profile of the people you have served, including their health care and intensive support needs.
 - c. Describe the health care and support services used to support individuals with specialized health care needs.
 - d. Describe your experience operating a residential facility for adults.
 - e. Provide your process to recruit and retain quality staff.
 - f. Discuss commitments you will make to ensure staff continuity, including your staff turnover experience in the last three years.
 - g. 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.
 - h. 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. 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 for Ongoing Services (Attachment E)
10. 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.
11. Resumes of Management and Consultants
12. Three (3) references with addresses and phone numbers, including permission for NLACRC to contact them
13. Business Entity Documents - business license, articles of incorporation, articles of organization, DBA, etc.
14. 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 Monday, December 2, 2024, at 10:00 a.m., via ZOOM
<https://us06web.zoom.us/j/81863352917?pwd=0hIYu6KqQoXdMx7ebQRjdp4ayHUVFA.1>
2. Proposals due to NLACRC no later than Sunday, January 12, 2025, by 11:59 p.m. (PST)
3. Interviews February 3 – 7, 2025, between the hours of 9:00 a.m. – 5:00 p.m.
4. Selection by February 11, 2025
5. Finalize vendorization/contract paperwork: Friday, February 14, 2025
6. The service provider awarded contract should be executed by Monday, March 31, 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. 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 12, 2024, 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:

Proposal Section	Maximum Score
Fiscal Responsibility	30 points
Budgets – Start-up and Facility Rate	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
Total Maximum Points	100

O. TIMELINE FOR DEVELOPMENT

It is anticipated that each applicant awarded start-up funds through this RFP will be operating the facility within one (1) year after the contract has been executed.



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P. SELECTION PROCEDURES

All proposals received by the deadline will be reviewed and scored by the Proposal Selection Committee established by NLACRC. The 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/CRDP 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 CRDP service provider, NLACRC will issue an Award Letter to the applicant selected for the provision of residential 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 March 31, 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

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**
- 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.