

Request for Proposals (RFP)
NLACRC Community Placement Plan (CPP)
FY 2025-2026

Community Resource Development Plan (CRDP)
Fiscal Year 2025-2026
Request for Proposals

Emergency Short-Term Shelter Services

Project #: NLACRC-2526-8

Published Date: November 14, 2025

Closing Date: January 11, 2026, 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 2025-2026. NLACRC is seeking proposal submissions for the development and implementation of short-term (approximately 3-5 days) emergency shelter services for NLACRC clients displaced during a natural disaster or public health crisis at two (2) existing Community Care Licensed Facilities within NLACRC's catchment area (San Fernando Valley, Antelope Valley and Santa Clarita Valley). 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-2526-8: Emergency Short-Term Shelter Services

Start-Up Funds: \$60,000 (subject to DDS approval)

Program to provide short-term (approximately 3–5 days) emergency shelter services to support clients who must be displaced during disasters. The goal is to equip and prepare two (2) existing Community Care Licensed facilities—one in the San Fernando Valley, and the other in the Antelope Valley—with supplies, storage, and staffing support to care for NLACRC clients with dignity, safety, and consistency during times of crisis/disaster.

PURPOSE & SCOPE

The selected applicant(s) will be required to design and implement short-term (approximately 3-5 days) emergency shelter services to support NLACRC clients displaced during a natural disaster or public health crisis. The aim is to enhance the ability to respond swiftly and compassionately to emergencies by providing necessary infrastructure, staffing, and supplies to Community Care Licensed providers who can serve as temporary shelter sites. Funds would be used to obtain equipment and storage at a licensed Day Care site that would then be deployed to provide emergency shelter services to displaced individuals. Due to the large geographic size of the NLACRC catchment area, two separate sites are needed in order to ensure clients have access to an emergency shelter in their area.

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:

- Owning or operating a Community Care Licensed Facility with a capacity of 50 persons or more.
- Ability to meet minimum standards for safety, sanitation, and privacy for emergency shelters.
- Crisis Management and/or Emergency Response Services.
- Supporting individuals with intellectual and developmental disabilities;
- Supporting individuals with developmental disabilities with co-occurring mental health diagnoses;
- Supporting individuals with intellectual and developmental disabilities who may exhibit severely challenging behaviors, including assaultive behavior.
- Working with social service community-based agencies and resources;
- Working with and arranging services for people with intellectual and developmental disabilities.

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 utilizing the temporary service.

EMERGENCY RESIDENT PROFILE

- Adults
- Diagnosis of mild to profound intellectual mental disability
- May have dual diagnosis (developmental disability and mental illness)
- Autism Spectrum Disorder
- Ambulatory or non-ambulatory
- May be experiencing natural disaster or public health crisis.

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 with 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.

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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 14, 2025 | Request for Proposals release date |
| November 20, 2025, 10:00 a.m. | Applicants' Conference Information Session |
| January 11, 2026, 11:59 p.m. (PST) | Deadline for receipt of proposals |
| January 12 – 30, 2026 | Evaluation of proposals by selection committee |
| February 9 – 13, 2026 | Interviews with highest ranking applicants, if applicable |
| February 27, 2026 | Notice of selection emailed to applicants |
| March 31, 2026 | Start-up contract signed |

APPLICANTS' CONFERENCE INFORMATION SESSION

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|---|
| <p style="text-align: center;">Applicants' Conference</p> <p style="text-align: center;">An Informational Meeting to answer questions about this RFP will be held on</p> <p style="text-align: center;">Monday, November 20, 2025, at 10:00 a.m.</p> <p style="text-align: center;">Join Zoom Meeting https://us06web.zoom.us/j/85209619688?pwd=PK8TUsatQV4AaNapd7lkWaFgtgt8M8.1</p> <p style="text-align: center;">Meeting ID: 852 0961 9688 Passcode: 154546</p> |
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PROPOSAL SUBMISSION DEADLINE

The deadline for submission of proposals is January 11, 2026, 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 Emergency Shelter Services.

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

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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 40,000 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 1,500 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 the most recently published 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. 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 service 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 service 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 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.

C. 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

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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.

D. 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.

E. 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 9 –13, 2026, 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.

F. 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 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.

G. COSTS FOR PROPOSAL SUBMISSION

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

H. 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.

I. 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 ½” 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:

- Sample Service Development Agreement ([Appendix 1](#))
- NLACRC Board of Trustees Service Provider Insurance Policy ([Appendix 2](#))
- NLACRC Board of Trustees Request for Proposals Policy ([Appendix 3](#))

J. INFORMATION TO INCLUDE IN PROPOSAL

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 with any other regional center with or without start-up grants

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- 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 individuals with developmental disabilities, complex behavior support needs and/or psychiatric comorbidities. Provide the typical profile of the people you have served with developmental disability(s), challenging behavioral and/or psychiatric comorbidities..
 - c. Provide your process to recruit and retain quality staff.
 - d. Discuss commitments you will make to ensure staff continuity, including your staff turnover experience in the last three years.
 - e. 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.
 - f. Provide information on your company's HIPAA security and privacy program.
5. Applicant/Vendor Disclosure Statement (Form DS 1891) ([Attachment B](#))
6. Statement of Obligation ([Attachment C](#))
7. 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.
8. Cost Statement – Ongoing costs ([Attachment E](#))
9. 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.
10. Resumes of Management and Consultants
11. Three (3) references with addresses and phone numbers, including permission for NLACRC to contact them
12. Business Entity Documents - business license, articles of incorporation, articles of organization, DBA, etc.
13. Independent audit report or review report, income tax, profit and loss statements, and balance sheets for the last three (3) years

K. SELECTION TIMETABLE

1. Applicants' Conference Information Meeting on Thursday, November 20, 2025, at 10:00 a.m., via ZOOM
<https://us06web.zoom.us/j/85209619688?pwd=PK8TUatQV4AaNapd7lkWaFgtgt8M8.1>
2. Proposals due to NLACRC no later than Sunday, January 11, 2026, by 11:59 p.m. (PST)
3. Interviews February 9 – 13, 2026, between the hours of 9:00 a.m. – 5:00 p.m.
4. Selection by February 27, 2026
5. Finalize vendorization/contract paperwork: Friday, March 27, 2026
6. The service provider awarded contract should be executed by Tuesday, March 31, 2026

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L. 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 at 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 11, 2026, 11:59 p.m. (PST)

M. 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 |
| Start-Up Budget | 20 points |
| Agency/Individual Experience and Background | 15 points |
| Agency Organization and Program Staffing | 15 points |
| Start-up Activities/Objectives and Milestones | 20 points |
| Total Maximum Points | 100 |

N. TIMELINE FOR DEVELOPMENT

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

O. 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

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identified needs of NLACRC. The Proposal Selection Committee will conduct interviews of finalist applicants as determined by the proposal scoring criteria.

P. AWARD PROCESS

Upon selection of Emergency Shelter Services 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, 2026.

Q. 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.