**CPP 2017/18**

**Request for proposals**

**PROJECT: 3-BED CHILDREN/ADOLESCENT’S CRISIS HOME**

**Licensed Residential Care Program**

**FOR children/adolescents with Developmental Disabilities**

**ANNOUNCEMENT**

The Frank D. Lanterman Regional Center is seeking proposals from Housing Development Organizations (HDO) to develop a long-term specialized residential crisis home that will ultimately serve up to three children/adolescents unable to reside in the family home. These children/adolescents are in need of a structured environment with specially trained staff to provide the significant structure and supports necessary to help them thru their crisis. The home developed will need to be modified to meet the needs of individuals with significant behaviors that may include screaming, property destruction and aggression toward others.

If you are interested in developing this home, please complete a proposal in accordance with the submission instructions below. The next three sections of the RFP briefly describe the need and availability of start-up funds.

**Deadline for Submission**

Proposals must be received at the Regional Center by 12:00pm on Friday, February 2, 2018. Applications that are submitted after the deadline or that are incomplete or do not meet the basic requirements will be disqualified. No proposals will be returned.

This RFP does not commit Lanterman Regional Center to procure or contract for development of this home. Lanterman Regional Center may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

PROJECT SUMMARY

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| Service Description  The HDO will acquire a home with at least 3 bedrooms. Living environments should meet ADA accessibility standards and ensure that at least one bedroom has non-ambulatory fire clearances and there is at least one accessible bathroom. The HDO will meet with the regional center prior to home acquisition to ensure that the selected property can be modified to successfully meet the needs of the proposed residents.  The HDO selected for development may use a start-up loan of up to $300,000 for property acquisition and $250,000 for modifications. In addition, the NPO/HDO must comply with all terms set forth by the Department of Developmental Services in the current CPP Housing Guidelines.  Geographic Location  The property developed under this RFP must be located within the Lanterman catchment areas of Burbank, Hollywood, Los Angeles/Wilshire, Glendale, or Pasadena.  Rate of Reimbursement  Milestones for disbursement of the awarded funds will be detailed in the contract between the HDO and Lanterman Regional Center and will comply with any guidelines established by the Department of Developmental Services’ CPP Housing Guidelines. |
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PROJECT REQUIREMENTS

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| Target Population and Service Need  This home is being developed for both male and female children/adolescents to the maximum age of 21 (if they are still in school) who have been diagnosed with an intellectual or developmental disability and possibly a mental health disorder including but not limited to: bi-polar disorder, schizophrenia, ADD, ADHD, sleep disorders, and personality disorders. Client behavior profiles may include all or some of the following: restiveness, physical aggression, property destruction, self-injurious behavior, AWOL, and exhibition of psychotic symptoms including delusions. These factors must be taken into consideration when considering the layout of the home and the modifications needed to successfully support these individuals.  On-Going Service Specifications  The HDO will lease the home to a vendored service provider selected by the Regional Center. The HDO should be aware that the provider selected to operate the home and provide the on-going services and supports will be responsible for the following:   * The service provider will have a lease with the NHDO and will be expected to abide by the terms and conditions set forth in the lease. * The service provider is responsible for establishing and maintaining a residential care license with Community Care Licensing for a children’s home. * The residential program must meet all applicable Title 22 and Title 17 regulations. * Provide private single occupant bedrooms. * The licensed capacity of the service site will not exceed 3 persons and at least one bedroom and one bathroom will have non-ambulatory fire clearances. * The Administrator must be on-site a minimum of 20 hours per week. * Services will include 24-hour-a-day on-site support – including at least (1) or as many as (2) awake night staff and back up staff on call.   Contract Start Date  The start-up contract should be developed within 30 days of selection of an NPO/HDO to encumber the CPP funds. The HDO will also be expected to sign a Housing Contract that meets the requirements of the Department of Developmental Services’ CPP Housing Guidelines. The housing contract will set forth the milestones for payment of the awarded CPP funds. |

APPLICANT ELIGIBILITY AND RESTRICTIONS

**Eligibility**

Applicants may be a Non-Profit or For-Profit affordable housing developer eligible to conduct business within California.

* For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted, and must demonstrate commitment to the project during start-up as well as ongoing operations.

**Ineligibility**

Under the following conditions, an individual or entity is ineligible to be a regional center vendor, and therefore may not submit a proposal.

1. **Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:

* Regional Center employees and Board members, and their family members
* Any entity/organization in which a regional center employee or Board member has a relationship which creates a conflict of interest
* State employees and their family members
* Any entity/organization in which an officer or employee of the State has a financial interest
* Area Board employees and their family members

1. **Out-of-State Applicant:** Any individual or entity outside of the state, except as specified in Title 17, Section 54318.
2. **Conviction of Fraud, Neglect or Abuse:** Any individual/ or entity that has been convicted of a felony or misdemeanor involving fraud or abuse in a government program, or neglect or abuse of an elder, dependent adult or child, within the previous ten (10) years. (Welfare and Institutions Code, Section 4648.12)

Lanterman Regional Center also reserves the right to restrict individuals and entities from submitting a proposal under the following conditions:

* **Corrective Action Plan:** Any vendored service provider who is currently under a Corrective Action Plan with any regional center or under sanction by CCL or other licensing body, or has received a Corrective Action Plan or has been sanctioned for a serious deficiency within the past two (2) years.

**APPLICANT QUALIFICATIONS**

## The following qualifications will be sought in a potential provider and will be assessed by evaluating an applicant’s proposal, and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:

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| **Qualifications Sought in a Provider** |  | **Evaluation Procedures** |
| Applicant has a proven history of financial responsibility, stability and soundness. |  | * All *finalists* will be required to submit a Financial Statement form and attach business and financial records to substantiate the finalist’s adequate working capital. For finalists without business records, two years of tax returns will be requested and reviewed. * Confer with Accounting Department and Fiscal Monitor at LRC, and the Community Services and Accounting Departments at other regional centers as applicable.   Note- Title 17 limits administrative costs to 15% of program expenses |
| Applicant has proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service. |  | * Complete reference check to substantiate submitted resume(s) including applicable degrees, credentials, licenses or certificates, and descriptions of staff qualifications. |
| Applicant has a proven history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing with regional centers. |  | * Confer with staff at LRC, DDS and other regional centers as applicable. |
| Applicant has a proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope. |  | * Confer with staff at LRC, DDS and other regional centers as applicable, regarding applicant’s track record on managing and completing projects and meeting project timelines. |
| Applicant has the administrative capacity to complete the project and/or implement the service in a timely fashion. |  | * Confirm the number of programs/projects applicant currently operates and/or has in development, and ensure that the applicant’s administrative capacity is not over stretched or that the applicant has competing or conflicting responsibilities with services vendored or in development with other regional centers. |

**SELECTION PROCESS**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

Lanterman Regional Center will seat the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals.

Proposals will be reviewed and evaluated for:

* Completeness and responsiveness of the proposal
* Relevant experience and qualifications of the applicant
* Reasonableness of timeline and budget to complete each project
* Demonstrated financial responsibility, stability and soundness of the applicant

Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including timely completion of projects, and a history of cooperative work with the regional center. (Please refer to the section titled *Applicant Qualifications* for details.)

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists. All finalists will be required to complete and submit a Financial Statement. (Please see section titled *Applicant Qualifications* for details.)

The final recommendation of the RFP Selection Committee will be submitted for approval by the FDLRC Board of Directors and is not subject to appeal. All applicants will receive written notification of Lanterman Regional Center’s decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center’s web site, www.lanterman.org.

Additional information may be required from the selected applicant prior to the awarding of the project.

Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract.

Lanterman Regional Center reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, Lanterman Regional Center may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

### Additional Requirements

* Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families, and to name the regional center as an additional insured on all such policies.
* Submission of Vendor Disclosure Statement (DS1891) with no findings
* Submission of Provider Conflict of Interest Statement with no issues

##### RESERVATION OF RIGHTS

Lanterman Regional Center (LRC) reserves the right to withdraw the RFP or to suspend or defer development of the project at any time without notice, depending on funding availability as approved by the Department of Developmental Services. This RFP is offered at the discretion of LRC, and does not commit LRC to award the project.

LRC reserves the right to retract the RFP at any time throughout the application process and not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

LRC reserves the right to reject the proposal of any applicant whom, in their determination, is not responsible or has previously failed to perform properly or is not in a position to operate the service.

LRC reserves the right to request or negotiate changes in the proposal.

SUBMISSION INSTRUCTIONS

Proposal Content

Each proposal must be comprised of **(**5**) complete sets** of the following components:

1. Attachment A: Application/Proposal Coversheet
2. Attachment B: Development Questionnaire
3. Attachment C: Professional Resumes & References

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

* All submissions must be on white, standard size (8 ½” x 11”) paper, single-sided or double sided (and inverted) copies.
* Attachments/Forms must be type written in 12-point, Times New Roman or Arial font. Include additional pages as needed.
* FAX and E-Mail copies will NOT be accepted.
* Do NOT use hardcover binders.

Contact Person

Questions pertaining to submission instructions may be directed to either:

David Norman, Sr., Resource Developer, 213-252-6012, or

Karen Ingram, Director Community Services, 213-252-5694

Timeline

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|  | | 12pm February 2, 2018 | | | | | | Deadline for receipt of proposals | | | | | | | | | | | |
|  | | February 16, 2018 | | | | | | Evaluation of proposals by Selection Committee | | | | | | | | | | | |
|  | | March 1-2, 2018 | | | | | | Interviews with highest-ranking applicants, if applicable | | | | | | | | | | | |
|  | | March 14, 2018 | | | | | | Recommendation made to BOD Executive Committee | | | | | | | | | | | |
|  | | March 28, 2018 | | | | | | Recommendation made to Board of Directors | | | | | | | | | | | |
|  | | March 29, 2018 | | | | | | Notification of project award to HDO | | | | | | | | | | | |
|  | | April 15, 2018 | | | | | | Notification of project awarded posted on LRC web site | | | | | | | | | | | |
|  | | April 30, 2018 | | | | | | Startup contract signed | | | | | | | | | | | |
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| APPLICATION/PROPOSAL COVERSHEET Attachment – A | | | | | | | | | | | | | | | | | | |
| Name of Applicant or Organization Submitting Proposal | | | | | | | | | | | | | | | | | | |
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| Name of parent corporation, if applicable | | | | | | | | | | | | | | | | | | |
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| Applicant’s mailing address | | | | | | | | | | | | | | | | | | |
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| Contact person for project | | | | | | | | | | | | | | | | | | |
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| Contact phone number | | | | Contact fax number | | | | | | Contact e-mail address | | | | | | | | |
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| Author of proposal or consultant assisting with proposal | | | | | | | | | | | Author/consultant phone number | | | | | | | |
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| **List all Regional Centers with which you have vendored programs or services. Use an additional sheet if necessary.** | | | | | | | | | | | | | | | | | | |
| Reg. Center | | Name of Program/Service | | | | | | | Type of Program/Contact Person | | | | | | | | Vendor Number | |
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| List any programs/services currently in development | | | | | | | | | | | | | | | | | | |
| Reg. Center | | Type of Program/Service in Development | | | | | | | | | | | | | Service Start Date | | | |
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| Application submitted by: | | | | | | | | | | | | | | | | | | |
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| Signature (person must be authorized to bind organization) | | | | | | | | | | | |  | | Date | | | | |
| Attachment – B | | | | | | | | | | | | | | | | | |
| DEVELOPMENT QUESTIONNAIRE *The response to each question is not to exceed 1-page* | | | | | | | | | | | | | | | | | |
| Name of Applicant/Organization: | | | | | |  | | | | | | | | | | | |
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| 1. Development Experience: Briefly summarize your expertise for developing CPP housing. | | | | | | | | | | | | | | | | | |
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| 1. Staff Qualifications: Describe the qualifications of your development team and their ability to successfully develop this home. | | | | | | | | | | | | | | | | | |
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| 1. Financial Resources: What financial resources do you bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.)? Attach a copy of your most recent financial statement. | | | | | | | | | | | | | | | | | |
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| 1. Project Timeline: Briefly describe the proposed timeline for the development of this home | | | | | | | | | | | | | | | | | |
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| 1. Working with Provider: Briefly describe your expectations for working with the service provider selected to operate this home and their expected involvement in the design, etc. | | | | | | | | | | | | | | | | | |
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| Attachment CPROFESSIONAL RESUMES AND REFERENCES | | | | | | | | | | | | | | | | | | |
| Name of Applicant/Organization: | | | | | |  | | | | | | | | | | | | | |
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| Submit a resume for all staff and consultants identified or referenced in application who will be part of your development team for this project. | | | | | | | | | | | | | | | | | | |
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| List all staff and/or consultants for whom a resume is **attached** | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | Job Title/Type of Consultant | | | | | | | | | | |
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| List three references, including job title and agency affiliation, who can be contacted in regard to applicant’s qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant’s governing board and/or applicant’s family members are excluded from consideration. | | | | | | | | | | | | | | | | | | |
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