

FRANK D. LANTERMAN  REGIONAL CENTER

March 30, 2022  
REQUEST FOR PROPOSALS

**DEVELOPMENT OF NEW RESOURCES**

**ENHANCED BEHAVIORAL SUPPORTS HOME FOR ADULTS  
CPP/CRDP FY2021/22 – Project Number FDLRC 2122-3**

**ANNOUNCEMENT**

The Frank D. Lanterman Regional Center (FDLRC) is seeking proposals to develop and operate one licensed 4-Bed Enhanced Behavioral Supports Home (EBSH) that will be leased from Brilliant Corners, a Housing Development Organization. The target population consists of young male adults with developmental disabilities who require intensive services and supports due to challenging behaviors, which are beyond what is typically available in other community living arrangements. These young adults may currently be in more restrictive living arrangements, including State-Operated Developmental Centers and/or other locked facilities. These young adults may exhibit aggression toward others, property destruction, and self-harming behaviors. These young adults require intensive care, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines.

If you are interested in developing these services, please complete a proposal in accordance with the submission instructions below. The next three sections of the RFP briefly describe the service need, service specifications and procedures for vendorization. The Applicant selected for development may receive a start-up loan of up to \$150,000.00. Start-up funds may be used for any activities integral to the establishment of services, including licensing activities, environmental adaptations, household furnishings, supplies, and administrative or personnel expenses.

**Deadline for Submission**

Proposals must be received by the Regional Center by 4:00 PM on Friday, April 29, 2022. Applications that are incomplete or do not meet the basic requirements will be disqualified. No proposals will be returned.

**Shannon Rains**  
**Housing Specialist**  
**Frank D. Lanterman Regional Center**  
[srains@lanterman.org](mailto:srains@lanterman.org)

## **PROJECT SUMMARY**

### **Service Description**

This EBSH will be licensed as an Adult Residential Facility (ARF) and will serve a maximum of four (4) adults in single occupancy bedrooms. The target population for this resource is young adults who exhibit incompatible behaviors which may be life threatening and may co-occur with other regional center qualifying diagnoses. This home will provide higher quality staff who are trained to assess the environment at all times and identify potential risks for persons with these intense incompatible behaviors. It is anticipated that this home will ensure a safer environment for the individuals and fewer psychiatric hospitalizations/holds and/or medical procedures related to injury of self and/or others.

### **Geographic Location**

The successful Applicant will lease the home from a Non-Profit Housing Developer, Brilliant Corners. The home will be located within the Lanterman catchment area: Burbank, Hollywood, Los Angeles/Wilshire, Glendale, or Pasadena. Service provider will work in partnership with Brilliant Corners during the acquisition and/or renovation of the home when possible. The service provider will work with Brilliant Corners regarding all aspects of lease and property management. The home will offer private, single occupant bedrooms and living environments that are barrier-free/ADA accessible. Applicants are responsible for obtaining licensure by the California Department of Social Services, Community Care Licensing Division.

### **Rate of Reimbursement**

The home will be vendored as an EBSH with a monthly rate that will be determined by the Department of Developmental Services (DDS). The selected applicant will be required to submit a program design and it must be approved by the Regional Center and DDS.

## **PROJECT REQUIREMENTS**

### **On-Going Service Specifications**

All applicants must demonstrate that they possess the necessary relevant professional experience and organizational capacity to create and sustain high quality, effective, long-term residential services that are responsive to the intensive support needs of the individuals identified for this home.

Selected applicant is responsible for coordinating the development of an Individual Behavior Supports Plan for each individual residing in the home. The Individual Behavior Supports Plan must be function-based, evidence-based, and target functionally equivalent replacement behaviors. Refer to Title 17 Section 59054 for detailed requirements of Individual Behavior Supports Plan.

FDLRC will conduct at least quarterly quality assurance visits using a tool developed by DDS, in addition to quarterly face-to-face visits from service coordination. A regional center Qualified Behavior Modification Professional shall also visit the EBSH, announced or unannounced, at least monthly. DDS shall conduct onsite visits at least every six months.

### **Required Experience, Credentials, Skills and/or Training for On-Going Services**

All applicants must have relevant professional experience and organizational capacity to create durable, long-term services for persons with complex and challenging support needs.

Services must sustain a high level of preparedness for client safety. Support staff must be trained to anticipate and avoid every day risk for young adults with intensive incompatible behaviors, across all environments while continuously coaching to improve or at minimum maintain the best quality of life possible across all life-domain areas.

### **Preferred Experience, Credentials, Skills and/or Training for On-going Services**

Applicants must meet the following minimum requirements:

- Applicants must be in good standing with Community Care Licensing and any placement agency that the applicant may be currently vendored/contracted with.
- Applicants with a history of deficiencies issued by a licensing agency, corrective actions issued by the regional center or similar actions taken by a placement or oversight agency may not be considered for this development.
- Applicant must have a sound financial status (a financial statement is required).
- Applicants must have an identified administrator with a minimum of two years of experience as an administrator of an EBSH, specialized or level 4i facility and experience working with individuals who have incompatible behaviors. This individual must have a current administrator's certificate from Community Care Licensing and meet the Direct Support Professional Training year one and two requirements. The individual must also be CPI or PRO-ACT certified. The individual must also complete FDLRC's residential services orientation.
- The administrator is required to be present in each home a minimum of 20 hours per week when clients and staff are present.
- Applicants must have an identified BCBA. The BCBA must have a minimum of two years of experience working with persons with developmental disabilities and experience working with those with qualifying and dual-diagnosis who exhibit intensive incompatible behaviors.
- Direct care staff must have a minimum of two years of experience providing services to persons with developmental disabilities with incompatible behaviors.
- Applicants must have staffing in place on the date the home becomes operational.
- Direct care staff must meet the Direct Support Professional Training year one and two requirement at the time of employment.
- A vehicle that can accommodate the transportation needs of the individuals residing in the home must be in place on the date the homes becomes operational. Start-up funds are not available to purchase or lease the vehicle.

### **Contract Start Date**

The contract term for the selected Applicant is scheduled to begin within 60 days of selection and will be through March 31, 2024. Terms of the contract include repayment of the loan should the selected applicant fail to operate the home for at least five years.

## **AVAILABILITY OF START-UP FUNDS**

Start-up funds of up to \$150,000 are available. Funds for this project will be dispersed incrementally, according to specific objectives and milestones listed in the contract.

The regional center reserves the right of final decision regarding application eligibility, applicants selected for interview, proposals selected for development, and the vendorization of ongoing services.

This RFP does not commit Lanterman Regional Center to procure or vendor the proposed service. Vendorization does not guarantee client referrals or purchases of service.

## **APPLICANT ELIGIBILITY AND RESTRICTIONS**

### **Eligibility**

Any individual, partnership, corporation, association or private-for-profit or not-for-profit agency may submit a proposal.

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
2. **Out-of-State Applicant:** Any individual or entity outside of the state, except as specified in Title 17, Section 54318.
3. **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:

4. **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:

### Qualifications Sought in a Provider

Applicant has a proven history of financial responsibility, stability and soundness.

Applicant has a proven history demonstrating the ability to provide direct supervision or services/supports to persons with developmental disabilities or special needs.

Applicant has proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service.

### Evaluation Procedures

- 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.

- Intra and inter-Regional Center review as applicable .

Note- Title 17 limits administrative costs to 15% of program expenses

- Intra and inter-Regional Center review as applicable.
- Complete unannounced visit(s) to existing programs, homes or services owned/operated by the applicant.

- Complete reference check to substantiate submitted resume(s) including applicable degrees, credentials, licenses or certificates, and descriptions of staff qualifications including specialized training and skills.

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 the regional center and licensing agencies.

- Intra and inter-Regional Center review as applicable.
- Confer with licensing agencies (e.g., Dept. of Public Health or Community Care Licensing), 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.

- Intra and inter-Regional Center review 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 within 45 business days of receipt of the proposal. 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
- Timeline and budget projections are realistic and reasonable
- 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.)

All applicants will receive written notification of Lanterman Regional Center's decision regarding their proposal within 45 business days of review.

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

Proposals accepted by the review committee will require a complete program design prior to the home being vendored.

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 vendorization, if, in its determination, the applicant is not qualified for or sufficiently responsive to the service need.

### **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 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. 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 the following components:

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

### **Formatting Requirements**

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

- All submissions must be emailed.
- Attachments/Forms must be type written in 12-point, Times New Roman or Arial font. Include additional pages as needed.
- All submissions must be emailed to Shannon Rains at [srains@lanterman.org](mailto:srains@lanterman.org).
- All submissions must be clear and in PDF format.
- Submissions will NOT be returned.

### **Contact Person**

Questions pertaining to submission instructions may be directed to:

Shannon Rains, Housing Specialist, 213-252-8644

Pablo Ibañez, Director of Community Services, 213-252-4928

### **Timeline**

- |   |                   |   |
|---|-------------------|---|
| ➤ | <u>04/29/2022</u> | Deadline for receipt of proposals                         |
| ➤ | <u>05/06/22</u>   | Evaluation of proposals by Selection Committee            |
| ➤ | <u>05/16/22</u>   | Interviews with highest-ranking applicants, if applicable |
| ➤ | <u>06/01/22</u>   | Notice of selection mailed to applicants                  |
| ➤ | <u>06/15/22</u>   | Notification of project award posted on LRC web site      |



Attachment – A  
**APPLICATION/PROPOSAL COVERSHEET**

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number		Contact fax number	Contact e-mail address
Author of proposal or consultant assisting with proposal		Author/consultant phone number	
<b>List all Regional Centers with which you have vendored programs or services</b>			
Reg. Center	Name of Program/Service	Type of Program/Contact Person	Vendor Number
<u>List any programs/services currently in development</u>			
Reg. Center	Type of Program/Service in Development		Service Start Date

Application submitted by:

\_\_\_\_\_  
 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: \_\_\_\_\_

1. Background and Experience: Summarize your education, knowledge and experience in providing or developing services to the *target population(s)*. Describe how your documented education, knowledge and experience will be a good fit for developing this program.

2. Development Experience: Briefly summarize your expertise for developing new programs. Highlight similarities between current or previous program(s) developed, your plans to address the service needs for this RFP. Include your timeline to complete the project.

3. Staff Qualifications: Describe how you, your staff and/or your organization meet the credentials, skills, training and/or years of experience noted in the Project Requirements Section as: 1) required for this RFP and/or 2) preferred for this RFP?

4. Staff Recruitment, Training and Retention: Describe your plan for recruiting, training and retaining quality staff. What is your average annual staff turnover rate?

5. Summary of Program Plan: Provide a summary description of the EBSH residential treatment program you are proposing. At a minimum, your summary is to address the following: the bullets listed in the program requirements section of this RFP, your philosophy on providing services to persons with developmental disabilities, and a description of your proposed treatment and stabilization plans.

6. Financial Resources: What financial resources do you bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.)? Please include your budget for A) the proposed start-up funds and B) the proposed funds for your on-going program.

Attachment – C  
**PROFESSIONAL RESUMES AND REFERENCES**

Name of Applicant/Organization: \_\_\_\_\_

Submit a professional resume for all staff and consultants identified or referenced in application, including individual(s) who will be administrator, if known.

<u>List all staff and/or consultants for whom a resume is <b>attached</b></u>	
Name	Job Title/Type of Consultant

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.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Attachment – D  
**Budget Summary**

Name of Applicant/Organization: \_\_\_\_\_

	<b>Care and Services</b>	<b>Ongoing Monthly</b>
1.	Food	
2.	Household Supplies	
3.	Personal Supplies	
4.	Program Equip/Recreation	
5.	Total Board & Supply (add lines 1-4)	
	<b>Physical Plant</b>	<b>Ongoing Monthly</b>
6.	Lease/Insurance (3 months lease)	
7.	Utilities (gas, electric, water, phone/media)	
8.	Vehicle Lease	
9.	Vehicle Maintenance/Gas/Insurance	
10.	Furnishings/Maintenance	
11.	Total Physical Plant (add Lines 6-10)	
	<b>General Administration</b>	<b>Ongoing Monthly</b>
12.	Administrative Overhead (accounting, payroll)	
13.	Office Supplies/Equipment/phone	
14.	Insurance(s)	
15.	Other-CCL fees	
16.	Staff recruitment	
17.	Total Gen. Administration (add lines 12-16) (15% cap)	
	<b>Staffing</b>	<b>Ongoing Monthly</b>
18.	Salary – Administrator	
19.	Direct Staffing ( <i>State number of staffing hours</i> )	
20.	Employee Benefits	
21.	Payroll Taxes	
22.	Worker’s Compensation	
23.	Training & Staff development	
24.	Total Staffing Expenses (add lines 18-24)	
25.	Total Monthly Operating Expenses- add lines 5,11,17,25	\$