

FRANK D. LANTERMAN REGIONAL CENTER

**February 28, 2024
REQUEST FOR PROPOSALS**

COMMUNITY RESOURCE DEVELOPMENT PLAN FOR SUBSTANCE ABUSE SUPPORT FOR ADULTS WITH DEVELOPMENTAL DISABILITIES FY2023/24 – Project Number FDLRC 2324-4

ANNOUNCEMENT

The Frank D. Lanterman Regional Center (FDLRC) is seeking proposals from a substance abuse treatment center that can tailor their program to meet the needs of individuals with Intellectual/Developmental Disabilities and substance abuse needs. The program will facilitate substance recovery, social connections, and linkages to other local health and recovery support services. Start-up funds will assist with staff recruitment, training, and program development. The provider may have a consultant to assist with training and program development.

If you are interested in developing these services, please complete a proposal in accordance with the submission instructions below. The next sections of the Request for Proposal (RFP) briefly describe the service need, service specifications and procedures for vendorization. The applicant selected for development may receive funds of up to \$75,000.

Deadline for Submission

Proposals must be received by the Regional Center by 4:00 PM on Tuesday, April 30, 2024. Applications that are incomplete, fail to comply with instructions or do not meet the basic requirements will be disqualified. No proposals will be returned.

**Nichola Ashford-More
Resource Developer
Frank D. Lanterman Regional Center
nmore@lanterman.org**

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.

PROJECT SUMMARY

Service Description

FDLRC is soliciting proposals for a substance use treatment center for contracted services to support adult individuals with Intellectual/Developmental Disabilities and substance abuse needs, and those who are at risk for dual diagnosis of substance use and mental health conditions. Individuals participating in this program may need support in some or all the following areas: substance abuse prevention and treatment, mental health challenges, anger and aggression management, medication management, health care and access to mental health/substance use services, and forensic concerns and/or risk of criminal involvement. The agency may offer or arrange comprehensive substance abuse prevention and/or treatment, mental health counseling, trauma-focused therapies, social skill development, competency training, and crisis intervention services.

Geographic Location

The Frank D. Lanterman Regional Center provides services to individuals in the cities of Burbank, Glendale, La Cañada and Pasadena, as well as the Hollywood, mid-Wilshire and Downtown areas of Los Angeles. Provider is strongly encouraged to serve all cities.

PROJECT REQUIREMENTS

Required Experience

Potential providers must have prior experience/knowledge in the following:

- Supporting individuals with developmental disabilities, mental health, and forensic backgrounds.
- Working with substance abuse prevention and/or treatment.
- Working with the mental health care system.
- CA valid license (i.e., LMFT, LSW, PsyD, PhD, LPC) or at the very least, a certification as a Substance Use Counselor.

The provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g., other regional centers, courts, mental health systems, probation).

Goals should be individualized to program participants, and possible outcomes may include the following:

- Active implementation of strategies to decrease mental health symptoms identified by the counselor (e.g., depression, anxiety).
- Improved knowledge, attitudes, and coping skills surrounding substance use and harm reduction.
- Reductions or eliminations of substance use.
- Increases in self-efficacy and motivation to change.
- Increases in knowledge and access to local health and recovery support services.

Service Start Date

The contract term for the selected Applicant is scheduled to begin on or about June 30, 2024.

AVAILABILITY OF START-UP FUNDS

Start-up funds of up to \$75,000 are available. Note – the contract period will be June 2024 – June 30, 2026.

Funds for this project will be dispersed incrementally, according to the completion of milestones set forth in the contract agreement.

Ongoing rate to be negotiated pursuant to State law and regulation.

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.

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

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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:

<u>Qualifications Sought in a Provider</u>	<u>Evaluation Procedures</u>
Applicant has a proven history of financial responsibility, stability and soundness.	<ul style="list-style-type: none">➤ All <i>finalists</i> 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. <p>Note- Title 17 limits administrative costs to 15% of program expenses</p>
Applicant has a proven history demonstrating the ability to provide direct supervision or services/supports to persons with developmental disabilities or special needs.	<ul style="list-style-type: none">➤ Intra and inter-Regional Center review as applicable.
Applicant has proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service.	<ul style="list-style-type: none">➤ 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 program 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

- Development of Program Design: The selected applicant will be required to create and implement a program design as a condition of vendorization.
- 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

FDLRC 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 FDLRC, and does not commit FDLRC to award the project.

FDLRC 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.

FDLRC 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.

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

SUBMISSION INSTRUCTIONS

Proposal Content

Each proposal must be comprised of **a complete set** 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 – Attach your proposed budget for this project

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 nmore@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:

Nichola Ashford-More, Resource Developer, 213-252-4910

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

Timeline

➤	<u>April 30, 2024</u>	Deadline for receipt of proposals
➤	<u>May 15, 2024</u>	Evaluation of proposals by Selection Committee
➤	<u>June 3, 2024</u>	Interviews with highest-ranking applicants, if applicable
➤	<u>June 21, 2024</u>	Notice of selection mailed to applicants
➤	<u>June 30, 2024</u>	Contract Signed
➤	<u>June 30, 2024</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	
List all Regional Centers with which you have vendored programs or services			
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 and a timeline for its completion.

3. Staff Qualifications: Do you, your staff and/or your organization currently possess the credentials, skills, training and/or years of experience noted in the Project Requirements Section for this RFP? (Briefly explain)

4. Staff Recruitment, Training and Retention: Describe your plan for recruiting, training and retaining quality staff.

5. Summary of Program Plan: Provide a summary description of the program development you are proposing. At a minimum, your summary is to address the items listed in the Service Description section of this RFP and your philosophy on providing services to individuals with IDD and behavioral needs.

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 attached</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

Proposed Sample Budget for Start-Up Costs

Name of Applicant/Organization:

Office/Business Expenses (taxes, fees, business license, etc.)	\$
Utilities	\$
Furnishings/Equipment	\$
Staff (recruitment, training, program development)	\$
Consultant Fees	\$
Office/Project Supplies	\$
Technology/Communications	\$
Insurance	\$
Administrative Overhead (up to 15% of direct cost)	\$
Other General Expenses (Specify)	\$
	\$
	\$
	\$
	\$
	\$
Total Projected Start-Up Costs	\$