

FRANK D. LANTERMAN  REGIONAL CENTER

February 3, 2022
REQUEST FOR PROPOSALS

DEVELOPMENT OF NEW RESOURCES
CPP/CRDP FY 2021-2022

START (SYSTEMATIC, THERAPEUTIC, ASSESSMENT, RESOURCES AND
TREATMENT) SERVICES

ANNOUNCEMENT

The Frank D. Lanterman Regional Center (FDLRC) is seeking proposals to develop START (Systematic, Therapeutic, Assessment, Resources and Treatment) Services in the FDLRC catchment area to provide support for individuals with Intellectual Developmental Disabilities and mental health needs. START is an evidence-based model of cross system crisis prevention and intervention services for individuals ages 6 and older with developmental disabilities and mental health needs. The START model includes comprehensive clinical assessment, consultation, outreach, training, cross systems linkages and 24-hour mobile crisis response. The Center for START Services (CSS) – Institute on Disability/UCED, University of New Hampshire will train and certify the selected START provider.

If you are interested in developing these services, please complete a proposal in accordance with the submission instructions below. The next sections of the RFP briefly describe the service need, service specifications and procedures for vendorization. The provider selected may receive funds of up to \$300,000 to support the development of a START Team.

Deadline for Submission

Proposals must be received by the Regional Center by 4:00 PM on Tuesday, April 12, 2022. Applications that are incomplete or do not meet the basic requirements will be disqualified. No proposals will be returned.

Christian Irigoyen
Resource Developer
Frank D. Lanterman Regional Center
cirigoyen@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

The primary goal of a START program is to promote effective supports and services for individuals with IDD/MH. The START model, which serves individuals ages 6 and above, integrates positive psychology approaches, assessment, training, capacity-building, and therapeutic coaching. CSS will provide the selected provider consultation and technical assistance to develop the START program. The selected provider will be required to establish a START clinical team that includes at least:

- Masters Level Program Director
- Full-time Ph.D. Clinical Director
- Part-time Medical Director (MD Psychiatrist)
- Clinical Team Lead (Masters level)
- Therapeutic Coaching Team Lead (Masters level or equivalent experience)
- START coordinators (Masters level or equivalent experience)

CSS will coordinate trainings and certification of the START clinical team.

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

On-Going Service Specifications

Data collection and reporting are essential and help determine if modification of services is necessary. The selected provider is expected to collect data using the START Information Reporting System (SIRS) in order for CSS to review the data and provide monthly, quarterly, and/or annual reports.

START provides emergency meetings, on-call crisis response, and emergency assistance. The selected provider will be required to provide START Cross-Systems Crisis Prevention and Intervention Plans (CSCPIP) for individuals enrolled in the START program. This is an individualized, person-specific written plan of response that provides clear supportive interventions to prevent and de-escalate a crisis. A successful provider will follow the guidance and procedures outlined for the CSCPIP process.

Active communication and collaboration with the START team is required in order to support individuals enrolled in START.

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

The applicant must:

- Have experience working with individuals with intellectual/developmental disabilities and mental health needs.
- Have experience implementing behavior interventions /crisis management.
- Be able to network and create community linkages with other mental health and medical providers.

To learn more about the START model, visit www.centerforstartservices.org.

Service Start Date

The contract term for the selected Applicant is scheduled to begin on or about May 30, 2022.

AVAILABILITY OF START-UP FUNDS

Start-up funds of up to \$300,000 are available. Note – the contract period will be May 2022 – March 31, 2024.

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.

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 may 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.

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.

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.

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.
- 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

- Confer with Client Services and Community Services staff at LRC, and other regional centers as applicable.
- Complete unannounced visit(s) to existing programs 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.
- Confer with Client Services and Community Services staff at LRC, and other regional centers as applicable.
- Confer with licensing agencies (e.g., Dept. of Public Health or Community Care Licensing), as applicable.
- Confer with Community Services staff at LRC, 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 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.)

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

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

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

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 include 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 cirigoyen@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:

Christian Irigoyen, Resource Developer, 213-252-6012

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

Timeline

- | | | |
|---|-----------------------|---|
| ➤ | <u>April 12, 2022</u> | Deadline for receipt of proposals |
| ➤ | <u>April 18, 2022</u> | Evaluation of proposals by Selection Committee |
| ➤ | <u>April 25, 2022</u> | Interviews with highest-ranking applicants, if applicable |
| ➤ | <u>May 4, 2022</u> | Notice of selection mailed to applicants |
| ➤ | <u>May 30, 2022</u> | Contract Signed |
| ➤ | <u>May 30, 2022</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, and your plans to address the service needs for this RFP.

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. What is your average annual staff turnover rate?

5. Consultation: Describe a time you may have worked with a program evaluation consultant, and how you incorporated consultant feedback into your work.

6. Summary of Program Plan: Provide a summary description of the program development you are proposing. At a minimum, your summary is to address the following: the items listed in the project requirements section of this RFP, your philosophy on providing services to persons with IDD/MH, and a description of your proposed treatment and stabilization plans.

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

Budget Summary

Name of Applicant/Organization:

Salaries & Wages	\$
Benefits	\$
Consultant Fees	\$
Training Costs	\$
Equipment Rental & Maintenance Costs	\$
Insurance Costs	\$
Communication Costs	\$
Office Supplies	\$
Travel Costs	\$
Recruitment Costs	\$
Other	\$
	\$
	\$
	\$
	\$
Expected Operating Costs	\$