

**EASTERN LOS ANGELES REGIONAL
CENTER**

ANNOUNCEMENT

OF

**COMMUNITY RESOURCE DEVELOPMENT
PLAN (CRDP) START-UP AWARD
Occupational Therapy, Physical Therapy, and
Speech Therapy Services for Minors
FISCAL YEAR 2020-21**

REQUEST FOR PROPOSALS (RFP)

**Project Number:
ELARC-2021-13**

SUMMARY OF PROJECT

Per Welfare and Institutions Code section 4679, it is the intent of the Department of Developmental Services that the Community Resource Development Plan (CRDP) for regional centers addresses the needs for services and supports of individuals living in the community. Local needs and priorities for the use of CRDP funds are determined with input from stakeholders representing the diversity of this Regional Center's catchment area, including but not limited to consumers, family members, providers, and advocates. The CRDP provides funding to the regional centers for the development of a variety of resources, including, but not limited, to residential development, transportation, day services, and mental health and crisis services, within individuals' communities consistent with resource development as described in Welfare and Institutions Code sections 4418.25 and 4679(a). **The Eastern Los Angeles Regional Center (ELARC) in collaboration with DDS seeks proposals for development of specialized therapeutic services, specifically Occupational, Physical and Speech Therapy, for minors with developmental disabilities.** Applicants must submit a proposal to develop these services in accordance with this Request for Proposals (RFP).

Start-up monies are awarded with the intent of defraying the cost to develop a new service. Therefore, commitments in the form of hard (dollar) and/or soft (in-kind) contributions are necessary for each applicant receiving an award. Selection will be based on the proposal which best meet the desired elements. Eastern Los Angeles Regional Center (ELARC) reserves the right to award, or not award funding.

Project Number and Description: **ELARC CRDP 2021-13: Occupational Therapy, Physical Therapy, and Speech Therapy for minors** with intellectual and/or developmental disabilities; **Start-up funding up to \$250,000.**

PURPOSE & SCOPE

Awardee will need to provide occupational, physical and/or speech therapy services for consumers ages three through twenty who require specialized services that go beyond the school day/school year. This new resource developed must be located within the ELARC catchment area (Los Angeles County health districts East Los Angeles, Northeast, Alhambra, or Whittier) as indicated in the attached Cities & Zip Codes for ELARC **EXHIBIT A**.

Additional specifications for the project are provided below:

Qualifications:

- At least one year experience working with individuals with disabilities
- Relevant licenses, certifications and/or credentials as required by the State of California

APPLICANT ELIGIBILITY

The provider shall have at a minimum, one year's experience working with persons with developmental disabilities and provide validation of this experience. Applicants must be able to provide relevant licenses, certifications and/or credentials as required by the State of California

to practice in the field being offered. Applicant will also be required to outline their plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations, as well as give examples of their prior commitment to addressing the needs of those diverse populations. Selected applicants are subject to funding source review and approval.

APPLICANT INELIGIBILITY

The following agencies or individuals are not eligible for housing development:

- a. The State of California, its officers, or its employees;
- b. A regional center, its employees, and their immediate family members;
- c. The area board members, its employees or their immediate family members;
- d. Any CONTRACTOR with a conflict of interest in either board members or employee;
- e. Any applicant determined to be an excluded individual or entity as defined in Section 54302 (b) (1).

PRELIMINARY ORIENTATION

A **mandatory** orientation to this RFP and an opportunity to have questions answered will be held from **2:00-4:00 p.m., Thursday, April 29, 2021** via Zoom:

Join Zoom Meeting
<https://us02web.zoom.us/j/89231308320?pwd=YzhxZTRzU3RpTnh4cGtieUI0UWpROT09>
Meeting ID: 892 3130 8320
Passcode: 528587
One tap mobile
+16699009128

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made and documented in writing prior to the orientation. Should you have any questions prior to the orientation, please contact Mayra Magaña at mmagana@elarc.org or (626) 299-4899.

SUBMISSION OF PROPOSAL

Notice of Intent to Respond to Request for Proposal (**EXHIBIT B**) is due by **5:00 p.m. Thursday, May 6, 2021**. The Notice of Intent form here enclosed as Exhibit B must be used and all questions and requests for information must be provided, including signature and date. FormDS1891(<https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>) applicant/vendor disclosure statement must accompany Notice of Intent to Respond to Request for Proposals. Response to the Request for Proposals must be received by ELARC, **no later than 12:00 p.m., Monday, May 24, 2021**. There will be no exception to this deadline unless approved in writing by regional center based on either a violent act of nature or arson, vandalism and/or theft of records and/or property by individuals other than the applicant. All interested applicants must submit an original and five copies of each proposal to the attention of Mayra, Community Services Specialist (Project Coordinator):

By mail at:

Eastern Los Angeles Regional Center
Mayra Magaña,
Community Services Specialist
P.O. Box 7916
Alhambra, CA 91802-7916

By delivery to:

Eastern Los Angeles Regional Center
Mayra Magaña,
Community Services Specialist
1000 South Fremont Av, Building A-2
Alhambra, CA 91803

All inquiries regarding this proposal and technical assistance requests should be directed to Mayra Magaña at mmagana@elarc.org or (626) 299-4899. Technical assistance is limited to information on the requirements for preparation of proposals. Applicants are expected to prepare their proposals themselves or retain someone to provide such assistance.

TIMELINE

Request for proposals announced	April 12, 2021
RFP available online	April 12, 2021
Orientation	2:00 – 4:00 p.m. April 29, 2021
Notice of Intent to Respond to Request for Proposals due	4:00 p.m. May 6, 2021
Deadline for receipt of proposals	no later than 12:00 p.m. May 24, 2021
Evaluation & Selection of Proposals	on or before May 31, 2021
Interviews, if necessary	on or before May 31, 2021
ELARC Board of Directors Decision	on or before June 9, 2021
Notice of Selection.....	on or before June 11, 2021
Discussion of project details	before June 25, 2021
Contract negotiations complete.....	on or before June 30, 2021
Projects to start operation	the latter of CA budget finalized or conditional approval by DDS
Monthly Reports due by the 15 th of each month	effective July 1, 2021

Strict adherence to the above deadlines will be followed.

PROPOSAL REVIEW AND SELECTION PROCESS

Each proposal will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Incomplete application means an application that does not include all information requested in this RFP. Proposals submitted after 12:00 p.m. on May 24, 2021 will not be accepted for consideration. No proposal will be returned.

The Review & Selection Committee will be seated by ELARC. This Committee will review, score, rank and prioritize the proposals. Applicant’s proposals may be rejected for inconsistency with state and federal guidelines, failure to follow instructions, incomplete documents, failure to submit required documents, and late submission.

Acceptable proposals will be scored in the following areas: CONTRACTOR organizational and financial documentation; Narrative proposal; Implementation plan; Project Budget. In addition to evaluation on 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, and track record consistent with established timelines for development). Preference will be given to plans and developments demonstrating leveraging of funds from grants, gifts and other like sources rather than, or in addition to, funds from long-term financing.

Acceptable proposals will be scored as per the following scoring guidelines by each of the CRDP Review Committee members:

Service Delivery Curriculum	35 points
Goals/Objectives	20 points
Strategies and Techniques	15 points
Reporting Requirements & Compliance with RFP Instructions	15 points
Budget (when applicable)	15 points

The minimum requirement will be 70% of the total possible points

All applicants are urged to design and develop their proposal to fully address each of the scoring criteria. The need for interviews with the highest ranking applicants will be determined by the regional center. The recommendation of the Review & Selection Committee shall be approved by the ELARC Executive Director and/or the ELARC board of directors, and is not subject to appeal. All applicants will receive notification of ELARC's decision regarding their proposal.

The RFP does not commit ELARC to select any proposal and award any contract.

CONTRACT TERMS

The applicant selected for the CRDP grant award will enter into an agreement (contract) with the ELARC. Among other provisions, the contract will be in compliance with the Guidelines for Regional Center Community Placement Plan and Community Resource Development Plan for FY 2020-21 Requests.

The selected CONTRACTOR shall submit invoices to ELARC for review. Within thirty (30) days of receipt of the invoice, the ELARC Project Coordinator shall determine, in collaboration with ELARC Fiscal Monitor, whose discretion shall be reasonably exercised, whether or not the services performed by the selected CONTRACTOR are in accordance with the terms of the Agreement and Federal, State and local laws and regulations and whether or not the selected CONTRACTOR is otherwise entitled to payment. The selected CONTRACTOR shall be bound by the determination of the ELARC Project Coordinator of approval or disapproval of any invoice in accordance with the terms of the agreement. The final claim will not be reimbursed until the final reconciliation is received.

CONTENT OF PROPOSAL

The proposal must be typed on standard white paper and include a table of contents and page numbering. Use the following outline. For items that request conditional information, provide a

statement whether or not it applies to the applicant in order to ensure that it has been addressed.

A. APPLICANT INFORMATION

1. The name, address and telephone number of the proposed facility and applicant. If the applicant is a corporation, list the principal members of the corporation. Indicate whether it is a profit or nonprofit corporation.
2. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal.
3. Any proposal written for an applicant by a consultant or professional grant writer will demonstrate a commitment by the writer to provide ongoing technical assistance during the project implementation phase.
4. Names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded a selection.
5. Resume and/or description of the applicant which details education, knowledge, experience in the field of developmental disabilities. Resume should reveal as much information as possible which demonstrates the applicant's ability to successfully administer and implement the proposal. It should also indicate a prior history of successful operation of a service similar to the proposal services which can be verified by primary consumers or agencies if available.
6. Specify any past history of activities which have had a serious negative impact upon individuals with developmental disabilities including, but not limited to: client abuse, exploitation, or serious citation under California Administrative Code, the Penal Code of the State of California, or regulations, or the laws of other states or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract. Description of past history should at least contain information for the past 12 months. If no deficiencies, it should still be identified in the proposal.
7. List of references and/or letters of reference. Applicants should be aware that ELARC will contact reference or other sources to corroborate any of the information provided in the proposal.
8. Specify if you are the start-up budget amount you propose to get awarded not to exceed specific amount. Additionally, specify the total start-up budget amount required which may exceed the funds available with hard (dollar) and/or soft (in-kind) commitments.
9. Specify whether you are currently in development with any other regional center with or without start-up grants.

B. TIMELINE OF PROJECT ACTIVITIES

The project objectives are a step-by-step action plan which includes measurable, time-limited activities toward the achievement of specific project tasks and achievement of the proposed outcome. The activities should cover each major step of the project and may include but not be limited to: attendance at vendor applicant orientation; working collaboratively with regional center; recruiting, hiring and training staff; staff pre-employment training; staff training and competency clearances; referral packets received from ELARC; monthly reports to ELARC documenting achievement of objectives. The project objectives should be realistically achievable within the time frame.

C. PROPOSED SPECIALIZED THERAPEUTIC SERVICES

The proposed specialized therapeutic services should include the following:

1. Number of consumers to be served;
2. Consumer intake criteria and procedures;
3. A description of how the program will ensure that appropriate services and supports are provided at the time of intake through the entire service period
4. An organizational chart for the staff in the program
5. A description of how the facility will serve diverse populations including, but not limited to, culturally and linguistically diverse populations. The plan shall address how the facility will provide culturally and linguistically competent services and supports, examples of the applicant's commitment to address the needs of ethnicity, culture and language relative to the diverse populations in the ELARC catchment area and any additional information that the applicant deems relevant to issues of equity and diversity.
6. A description of consumer services to be provided; including the instructional methods and techniques to be utilized;
7. A description of how the licensee will ensure all direct care staff and consultants are competent to perform their assigned duties, including but not limited to:
 - (A) A description of the consultant disciplines, qualifications, and hours to be utilized;
 - (B) A description of staff qualifications and a duty statement for each staff position;
 - (C) A sample staff schedule;
 - (D) Staff Training plan.
8. A description of the facility's emergency procedures, including but not limited to:
 - (A) The programs emergency evacuation procedures
 - (B) The type, location, and response time of emergency medical services;
 - (C) A description of how regularly scheduled fire and earthquake drills will be

conducted

9. The methodology used to measure consumer progress which includes:
 - (A) Type of data to be collected, including use of emergency interventions;
 - (B) Data collection systems;
 - (C) Frequency of data collection; and
 - (D) Methods and intervals for summarizing data and reporting on progress made
10. Consumer exit criteria;
11. A description of the proposed program (if center based), including size, layout, and location;
12. A description of the programs Continuous Quality Improvement System, including but not limited to how:
 - (A) Changing needs of consumers will be addressed
 - (B) Staff turnover is mitigated
13. Date and signature of the applicant.

D. BUDGET AND FINANCE

1. Applicants are required to submit three of the following financial documents depending on the amount of payment received from the regional center(s) during the applicant's fiscal year:
 - If the applicant received from the regional center(s) during the applicant's fiscal year is more than or equal to \$500,000 but less than \$2 million, the applicant shall obtain and submit an independent audit or independent review report of its financial statements for the period; or
 - If the applicant received from the regional center(s) during the applicant's fiscal year is more than or equal to \$2 million, the applicant shall obtain and submit an independent audit of its financial statements for the period; or
 - Last yearly financial statement which details all current and fixed assets and current and long-term liabilities. The format for the financial statement should follow the Financial Statement Example outlined below.

If either the report of review or independent audit is qualified, an explanation of how the qualification was resolved and approved by the regional center and DDS.

Detail matching funds whether in a hard (dollar) or soft (in-kind) form.

Financial Statement Example

- a. Current assets:

Cash in Banks
Accounts Receivable

Notes Receivable
Equipment/Vehicles
Inventories
Deposits/Prepaid Expenses
Life Insurance (Cash Value)
Investment Securities (Stocks and Bonds)

b. Fixed Assets:

Buildings and/or Structures
Real Estate Holdings
Long Term Investments
Potential Judgments and Liens

c. Current Liabilities:

Accounts Payable
Notes Payable (Current Portion)
Taxes Payable

d. Long Term Liabilities:

Notes/Contracts Payable
Real Estate Mortgages

e. Other income, wages, or revenues from other sources (specify)

f. Line of Credit Amount Available

ELARC will evaluate financial documentation in order to determine the applicant's financial ability to cover startup costs.

2. Using the attached Budget Form for Start-up Costs (**EXHIBIT C**) display all costs associated with the project. The proposed budget must not exceed the maximum amount approved (**ELARC 2021-13 – \$250,000**), of the grant award even if the projected budget may exceed the start up grant approved. A proposed budget should be developed which details start-up costs for the specialized therapeutic services program development.

Start-up costs are costs which are necessary for the implementation of the program but not its transitional or ongoing operation. Startup costs are usually incurred before the program is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period. For example, equipment where the need was not established during the start up period.

The following list represents the most frequently requested items which have historically

received approval for reimbursement for the specialized therapeutic services program start-up:

Rent (3 months + security deposit):
Utilities (after lease is signed)
Furnishings/Equipment (for the service only)
Staff (recruitment, training, program development)
Consultant Fees*
Office/Project Supplies
Communications
Travel
License/Fingerprinting
Insurance (Prorated for the length of the contract period)

* Contractor should seek regional center approval prior to incurring expense.

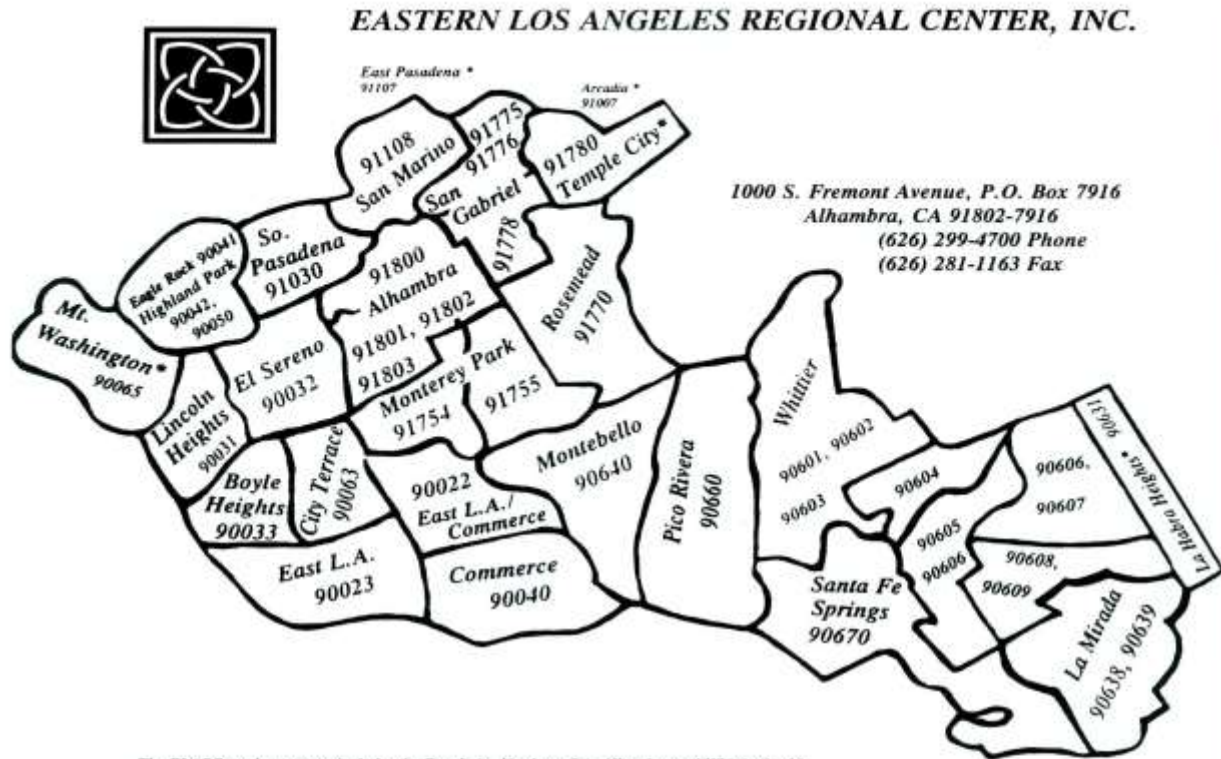
3. A budget narrative describing how each budget line item was calculated is required to sufficiently define all terms and areas of the budget except the item for facility modification.
4. General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.
5. Administrative costs (such as maintenance and repair, taxes, personal liability insurance directly associated with administrative functions, and depreciation) cannot exceed 15% of the costs in the development of residential program pursuant to W&I Code 4629.7.
6. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
7. Demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Applicant may submit evidence of passing an Independent Audit.
8. Describe the applicant commitment to hard (dollar) contributions to this project.

ATTACHMENTS

- EXHIBIT A. Cities & Zip Codes for ELARC
- EXHIBIT B. Notice of Intent to Respond to RFP
- EXHIBIT C. Proposed start up budget

EXHIBIT A

Cities & Zip Codes for ELARC



The ELARC catchment area includes the East L.A., Northeast LA, Alhambra and Whittier health districts which are composed of, but may not be limited to, the following cities and zip codes

<u>Cities</u>	<u>Zip Codes</u>	<u>Cities</u>	<u>Zip Codes</u>
Alhambra	91800, 91801, 91802 91803	Mt. Washington*	90065
Boyle Heights	90033	Pico Rivera	90660
City Terrace	90063	Rosemead	91770
Commerce	90040	San Gabriel	91775, 91776, 91778
East L.A.	90023	San Marino	91108
East L.A./Commerce	90022	So. Pasadena	91030
East Pasadena*	91107	Santa Fe Springs	90670
El Sereno	90032	Temple City*	91780
Eagle Rock/ Highland Park	90041, 90042, 90050	Whittier	90601, 90602, 90603, 90604, 90605, 90606, 90606, 90607, 90608, 90609
La Habra Heights*	90631		
La Mirada	90638, 90639		
Lincoln Heights	90031		
Montebello	90640		
Monterey Park	91754, 91755		

* Indicates only a portion, check Census Tract Book

EXHIBIT B

**EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP) START-UP AWARD FISCAL
YEAR 2020-2021**

**NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS
FOR Occupational Therapy, Physical Therapy, and Speech Therapy services for Minors
DUE TO:** Mayra Magaña, Project Coordinator, Fax: (626) 299-4758, Email: mmagana@elarc.org

BY: 5:00 P.M., Thursday, May 6, 2021- Late submission will disqualify the applicant.

FROM: NAME:
REPRESENTING:
ADDRESS:
TELEPHONE:

PLEASE GIVE A BRIEF ANSWER TO EACH OF THE FOLLOWING QUESTIONS:

1. State the background of either your organization or yourself in providing the type of project/services outlined in the RFP.
2. Briefly outline your organization's ability to fiscally start up this service.
3. Describe similar projects/services with which the organization has been successful?
4. State how you have met the applicant eligibility requirements of having actually provided residential services to consumers with profiles as specified in the RFP. Include dates, time period and supporting documents.
5. Explain how you will recruit, hire and maintain qualified staff as referenced in the RFP.

Enclosed completed: State of California—Health and Human Services Agency, Department of Developmental Services, **APPLICANT/VENDOR DISCLOSURE STATEMENT DS1891** found at <https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>

Signature: _____

Date: _____

EXHIBIT C

**EASTERN LOS ANGELES REGIONAL CENTER
COMMUNITY RESOURCE DEVELOPMENT PLAN (CRDP) START-UP AWARD
FISCAL YEAR 2020-2021**

<u>ITEM</u>	Proposed BUDGET	
	<u>COSTS FROM AWARD</u>	<u>TOTAL PROPOSED COSTS</u>
Salaries/Wages	_____	_____
Fringe Benefits	_____	_____
Liability & W/C Ins.	_____	_____
Consultant(s)	_____	_____
Communication	_____	_____
Staff Training	_____	_____
Travel	_____	_____
Office Supplies	_____	_____
Equipment	_____	_____
Administrative Overhead	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____
Other (Specify)	_____	_____
Total Projected Costs	_____	_____

In addition to the projected cost for each line item, be sure to include a narrative detailed breakdown (on a separate sheet of paper) of how each line item was constructed.