

**EASTERN LOS ANGELES REGIONAL
CENTER**

ANNOUNCEMENT

OF

**COMMUNITY RESOURCE
DEVELOPMENT PLAN (CRDP) START-UP
AWARD**

Behavioral Services

FISCAL YEAR 2022-23

REQUEST FOR PROPOSALS (RFP)

**Project Number:
ELARC-2223-3**

SUMMARY OF PROJECT

The Eastern Los Angeles Regional Center (ELARC), is seeking a qualified service provider with extensive background and experience working with challenging behaviors to respond to this request for proposal. ELARC proposes to collaborate with an Applied Behavior Analysis (ABA) agency or similar type of service agency to develop/provide a behavioral training curriculum for five Respite and/or Personal Assistance service providers to enable these vendors to support individuals (both adults and children), in their home environments that have intense, ongoing behavioral challenges. Applicants will be expected to demonstrate their knowledge, skills, abilities and competencies to train Respite and/or Personal Assistance service providers in basic principles of ABA to increase their ability to support individuals who are physically aggressive and have other challenging behaviors. The training developed must address behaviors and other barriers which interfere with individual's capacity to be supported by traditional Respite and/or Personal Assistance programs.

Start-up funding may be awarded to a selected applicant subject to approval by the Department of Developmental Services for **Fiscal Year 2022-23**. The total amount may be up to **\$250,000** to develop/provide a behavioral training curriculum for five Respite and/or Personal Assistance service providers. The training curriculum should include permanent products to train future staff, including but not limited to instructional videos, pre/post-surveys and/or tests, handouts, and fact sheets. The training curriculum shall also incorporate a behavioral skills training (BST) portion with each provider to ensure learning of objectives through verbal instruction, modeling, rehearsal or role-play, and feedback.

Project Number and Description: 2223-3: Behavioral Services

The interested parties are invited to submit a proposal to ELARC in accordance with the specifications contained in this Request for Proposal (RFP) for the development of this project to enhance existing services through behavior training. Start-up monies are awarded with the intent of defraying the cost to develop the 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 meets the desired elements of this RFP.

PURPOSE & SCOPE

ELARC is currently experiencing a gap in resources for Respite and Personal Assistance service providers that can support individuals who are physically aggressive and have other challenging behaviors. In general, Personal Assistant services are defined as direct assistance with activities of daily living (e.g., eating, bathing, dressing, personal hygiene, toileting, transferring, and maintaining continence care, etc.). Personal assistance is a service that directly benefits the consumer to perform tasks that they are not able to perform due to the developmental disability. Respite services are defined as intermittent or regularly scheduled, temporary, non-medical care and supervision provided directly to the consumer. Respite services are designed to do all of the following:

- Assist family members in maintaining the consumer at home;
- Provide appropriate care and supervision to protect the consumer's safety in the absence of family members;
- Relieve family members from the constantly demanding responsibility of caring for a consumer; and

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- Attend to the consumer's basic self-help needs and other activities of daily living, including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member;

Awardee will need to train a minimum of five of these service providers in behavior analytical principles and management to enhance their ability to support individuals that display challenging behavior. Such behavior may include, but not be limited to, the following:

- Individuals who AWOL (wander or run away)
- Physical Aggression
- Self-Injurious Behavior (SIB)
- Property Destruction

The training developed must also consider a target population that has higher self-help needs, higher staffing ratio needs, limited to no verbal communication, and individuals who are dual diagnosis (e.g., mental health, substance abuse, forensic involvement, etc.). This project must support providers that are 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 developmental disabilities
- Relevant licenses, certifications and/or credentials as required by the State of California to practice in the field of Applied Behavior Analysis [Title 17 §54342(a)(11-13)].

APPLICANT ELIGIBILITY

The provider shall have at a minimum, one year's experience working with individuals 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 of Applied Behavior Analysis [Title 17 §54342(a)(11-13)]. 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. Experience in the delivery and/or operation of Respite or Personal Assistance services is preferred. 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

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- employee;
- e. Any applicant determined to be an excluded individual or entity as defined in Section 54302 (b) (1).

PRELIMINARY ORIENTATION

A **mandatory** virtual orientation to this RFP and an opportunity to have questions answered will be held on **Wednesday March 1, 2023 from 3:30pm to 5:00pm via ZOOM:**

Topic: ELARC CPP/CRDP RFP Orientation
Time: March 1, 2023 03:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83222154377?pwd=VIRwOGh0RFgwU0FjVXFRb2dDYU5QZz09>

Meeting ID: 832 2215 4377
Passcode: 686980

Attendance at the orientation is required in order for the proposal to be accepted unless special arrangements are made prior to the orientation. Should you have any questions prior to the orientation, please contact Ivanna Ayala at iayala@elarc.org or (626) 299-4897.

SUBMISSION OF PROPOSAL

Notice of Intent to Respond to Request for Proposal (**EXHIBIT B**) is due by **12:00 p.m. Friday, March 10, 2023**. 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 4:30 p.m., Thursday, March 30, 2023**. 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 Ivanna Ayala, Community Services Specialist (Project Coordinator):

By mail at:

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

By delivery to:

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

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All inquiries regarding this proposal and technical assistance requests should be directed to Ivanna Ayala at iayala@elarc.org or (626) 299-4897. 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	February 15, 2023
RFP available online	February 21, 2023
Orientation	March 1, 2023
Notice of Intent to Respond to Request for Proposals due no later than 12:00 pm	March 10, 2023
Deadline for receipt of proposals	no later than 4:30 p.m. March 30, 2023
Evaluation & Selection of Proposals	on or before April 21, 2023
Interviews, if necessary	on or before April 27, 2023
ELARC Board of Directors Decision	on or before June 13, 2023
Notice of Selection.....	on or before June 14, 2023
Discussion of project details.....	on or before June 21, 2023
Contract negotiations complete.....	on or before June 30, 2023
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, 2023
Project Completion Date.....	January 31, 2025

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 4:30 p.m. on March 30, 2023 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.

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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	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 2022-23 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

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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

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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 TRAINING SERVICES

The proposed program shall include, but not be limited to, the following:

1. Number of providers and individual staff members to be trained, along with provider training plan timeline;
2. An in-detail description on training content areas, including the instructional methods and techniques to be utilized;
 - a. Include additional training in emergency preparedness (e.g., how to prevent, prepare, and react in emergency situations when supporting the targeted population outlined in the “Purpose and Scope” section of this RFP.
3. An in-detail description of training objectives, including the methodology used to measure trainee progress which includes a description of how the program administration will ensure all trainees are competent to perform their assigned duties. This description shall include, but not be limited to:
 - a. Types of data to be collected;
 - b. Data collection methods (e.g., pre/post-training measures, surveys, etc.);
 - c. Frequency of data collection;
 - d. Methods and intervals for summarizing data and reporting on progress made; and
 - e. Permanent products for vendors to utilize for continuous staff training (e.g., videos, handouts, informational flyers, etc.).
4. An organizational chart for the staff employed by the program and, if applicable, for the organization;
 - a. Identify trainer(s) that meet qualifications outlined in Applicant Eligibility section above.
 - b. Provide resumes and proof of applicable credentials/certifications for all trainers.
5. A description of how the program will serve diverse populations including, but not limited to, culturally and linguistically diverse populations. The program shall

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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. An explanation of how the program will ensure the protection of consumers' personal rights, including those specified in Sections 50500-50550;
7. Date and signature of the applicant.
8. Specify any change(s) in the program operation that alters the contents of the approved program plan, including a change of trainer(s). To be submitted to the ELARC for approval prior to implementation.

Once selected, the awardee will be expected to submit samples of data collection forms, training curriculum, and all other relevant materials for review prior to the commencement of services.

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

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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 2223-3 – \$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 behavioral services training 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 2022-2023**

**NOTICE OF INTENT TO RESPOND TO REQUEST FOR PROPOSALS
FOR Behavioral Services**

DUE TO: Ivanna Ayala, Project Coordinator, Fax: (626) 299-4676, Email: iayala@elarc.org

BY: 12:00 P.M., Friday, March 10, 2023- 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 Behavioral 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 2022-2023

Proposed BUDGET
Start-up Costs for Behavioral Services

<u>ITEM</u>	<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.