

XVI. POLICY ON RESOURCE DEVELOPMENT AND PROCUREMENT

BACKGROUND

The Regional Center of Orange County (RCOC) recognizes that in order to meet consumers' needs, it may issue requests for proposals for services. As established in the Lanterman Developmental Disabilities Services Act, RCOC is committed to assuring the health, well-being and safety of the consumers it serves.

The Regional Center of Orange County (RCOC) also recognizes the importance of transparency and accountability to the community it serves. In keeping with the Lanterman Developmental Disabilities Services Act, RCOC is committed to reporting information with accuracy and transparency and maintaining full compliance with the laws, rules and regulations that govern RCOC's business.

The vendorization process is governed by the California Code of Regulations, Title 17. Under Title 17, vendor applicants may qualify and be vendored outside a Request for Proposals (RFP) Process. However, RCOC will continue to use the RFP process for the development of services to meet consumers' needs.

POLICY

The Department of Developmental Services' (DDS') contract with regional centers (RCs) requires RCs to have a Board policy on resource development that includes all of the following:

- the circumstances under which the regional center will issue requests for proposals to address a service need;
- the applicable dollar thresholds for requiring the utilization of the request for proposals process;
- the request for proposals notification process; and
- how submitted proposals will be evaluated and the applicant selected.

REQUEST FOR PROPOSALS PROCESS

Issuance of Requests and Instructions for Submissions

There is no dollar threshold for requiring use of the RFP process. RCOC will issue RFP's at least once a year for new services, if any new services are needed, excluding parent-vendor services and services paid at the Schedule of Maximum Allowances, also known as Medi-Cal rates. For existing services obtained through the RFP process for which rates are negotiated, such as transportation, RCOC will issue a new RFP at least once every five (5) years for the service. Although the California Code of Regulations, Title 17, section 54322(a) requires regional centers to approve vendorization within 45 days of receipt of all information which specifies that the

applicant is in compliance with section 54320(a), RCOC encourages applicants to follow the RFP process.

RFP information is distributed to interested service providers and the general public via RCOC's website. An Information Conference is held after distribution of RFPs in order to answer questions and further clarify the projects.

Electronic documents are required at all stages in the process of becoming a service provider. The proposal must contain the following:

- completed RFP Response Form, and
- an Executive Summary describing the service, staff qualifications and service implementation as described in the RFP.

Proposal Review Process

Proposals will be reviewed by an RFP Review Committee, which shall include RCOC management as well as staff members knowledgeable about the specific services being requested. Supplemental information may be requested. Applicants may be asked to participate in an interview. Any proposal may be rejected if it is incomplete or deviates from the specifications in the RFP. RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.

Criteria for Evaluation of Proposals

Evaluation of the applicant's proposal will consider the following:

- The proposal provides evidence that the applicant understands the needs of individuals to be served and the issues involved in providing quality services.
- Applicant demonstrates an understanding of current "Best Practices" and has incorporated them into the design.
- Proposal outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for individuals receiving services.
- The applicant's philosophy and values are consistent with RCOC's mission and guiding principles.
- For services with a negotiated rate, whether the applicant is the least costly available provider who is able to meet consumers' needs.

Acceptance and Selection of Proposals

All proposals from applicants that meet the specifications, and if required provide supplemental information and participate in an interview, will be ranked according to the criteria stated above. If the RFP is for services with negotiated rates, proposals will be opened publicly. Once awarded, all selected applicants will be required to complete and comply with the California Code of Regulations, Title 17, and RCOC vendor

requirements. Information regarding requests for proposals and contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award, will be posted on RCOC's website (WIC 4926.5 and 4926.5(b)(4)).

GUIDING PRINCIPLES

- Consumers are in safe settings.
- Services and supports for families recognize, facilitate and build on family strengths, natural supports and existing community resources.
- Service planning and coordination is based on the understanding that consumers and families know what services and supports they need.
- The Regional Center will maximize all alternative sources of funding for necessary services and supports including federal and generic funding.
- The public funds that support the service system are expended in a fashion that is cost-effective, consumer-directed, consistent with good business practices, and that reflect RCOC's principles and careful stewardship.
- RCOC aspires to the highest standards of ethical conduct: doing what we say; reporting information with accuracy and transparency; and maintaining full compliance with the laws, rules and regulations that govern RCOC's business.

Last Policy Review Date: June 29, 2011

Date Revisions Approved by Board: July 7, 2011

Date of Next Review: on or before July 7, 2012