

SOUTH CENTRAL LOS ANGELES REGIONAL CENTER

Recruitment Practices Applied to Prospective Vendors of Services and Supports

In order to ensure that each consumer has a complete range of services and supports to meet his/her needs, South Central Los Angeles Regional Center (SCLARC) hereby establishes a protocol on the recruitment practices of prospective vendors of services and supports to meet consumers' service needs, not related to the Community Placement Plan (CPP).

The development of new, non CPP resources will be based on a "Request for Proposal" (RFP) basis and/or a competitive bidding process. Currently, parties interested in developing services and supports contact SCLARC on a regular basis. Each party is informed of current needed services and supports and whether start-up money is available. The enactment of such a practice will bring about consistency to our enlistment efforts and in addition achieve the following goals:

- Develop a wider pool of qualified applicants;
- Create opportunities for growth within SCLARC's geographic boundaries;
- Insure cost effectiveness;
- Ensure utilization of the best program practices conforming to current values and technologies; and,
- Equitable disbursement of possible start-up monies.

Implementation of this protocol may be circumvented when a long standing service and support development need is present and/or an emergent need is evident. The appropriateness of operating outside this protocol to permit the development of needed resources which constitute an ongoing need in spite of sustained recruitment efforts shall be determined by the resource development staff and the Director of Community Services in consultation with the Executive Director. The services and supports subject to RFP prior to development include, but are not limited to, Family Home Agencies (FHA's).

In the event SCLARC determines a need for specific services, the Regional Center will notify all existing vendors, and other potentially interested parties, by posting a "Call for RFP" on its external website located at www.sclarc.org. SCLARC will also announce RFP opportunities on the website of the Vendor Advisory Committee as well as written notice by mail.

The RFP will specify:

- a. The target population and extent of need;
- b. Desired geographic location of the program;
- c. Acceptable program cost ranges;
- d. Required staffing and qualifications; and,
- e. The proposal submission time lines.

In addition, the RFP will request a description of the proposed services and supports including:

- a. Project and consumer objectives;
- b. Entrance and exit criteria
- c. A list of generic and integrated community resources
- d. A statement of how consumer skills/supports will be developed
- e. The consumer evaluation process
- f. A proposed activity schedule
- g. Staff training and in service plan;
- h. Record keeping plan (Services & Fiscal)
- i. Staffing Pattern and,
- j. Staff qualifications

The RFP will include a requirement that all proposals include:

- a. A statement of the applicants experience with the targeted population
- b. An agency financial statement indicating ability to carry out the project development process
- c. A statement of project location
- d. A description of the type of service and/or support and,
- e. A proposed time line for project development

A "Selection Committee" will be convened for the purpose of reviewing and ranking the submitted proposals. The committee will be comprised of a minimum of four (4) members. One individual from each of the following areas will be represented:

- a. Consumer Services Division
- b. Department of Children and Adult Services
- c. Clinical Department
- d. SCLARC Stakeholder Community (specifically a Parent or Consumer Representative)

All applications will be scored based on the following criteria:

- a. Service Curriculum
- b. Goals
- c. Objectives
- d. Methods
- e. Evaluation and Reporting Format and,
- f. Budget (when applicable)

All applicants will be numerically ranked. Based on the review schedule indicated in the RFP time lines, applicants will be notified in a timely manner of the Committee's decision. SCLARC reserves the right to refrain from awarding the grant if it is deemed by the committee that the request for proposal doesn't yield a qualified candidate. In the event the first choice by the Committee declines, the second proposal will automatically become the candidate of choice, and so on until the list is fully exhausted. Once the selected applicant has accepted SCLARC's offer to proceed with the RFP, the Community Services Division will immediately begin to work with the said contractor. If the contractor is not a current regional center vendor, Community Services will assist the contractor in completing the vendorization process.

Recruitment that includes the use of start-up money is registered in a record of funded Contracts which specifies the contract number, contractor, purpose/title, award type and award. Each contract includes language which addresses actions to be taken by SCLARC to recoup State funds in the event the contractor fails to perform. The contract will include provisions for:

1. Naming South Central Los Angeles Regional Center as an additionally insured party on all insurance policies
2. The termination of the contract and for the fair and equitable recoupment of start-up funds, should the Contractor fail to meet the start up expectations or milestones specified in the start-up contract or if the Contractor ceases to provide services to clients prior to the number of years specified in the start-up contract.