



2017 WINTER OPEN PROPOSAL PERIOD

January 1, 2017 – March 30, 2017

North Los Angeles County Regional Center IS NOW ACCEPTING submissions for our OPEN PROPOSAL PERIOD (OPP). NLACRC is accepting proposals for unmet service needs that have been identified within the agency but are not critical. Entities wishing to develop an identified service may submit their proposal following the instructions provided here. Proposals are reviewed and eligible applicants are selected to move to the next stage of development.

With regard to the indicated Needed Services and Saturated Services (supply beyond the point at which the demand for a service is satisfied) listed below, we request that applicants only submit a proposal for NLACRC's needed services. While an applicant may submit a proposal for any service, we highly recommend that all applicants utilize the NLACRC service provider directory found here to determine how many active service providers are already vendored with NLACRC for the service they wish to develop. All applicants must be aware that vendorization does not guarantee referrals (Title 17, Section 54322(d)(10)), and that Resource Development staff must focus their time and efforts primarily on developing services that meet our consumers' current needs. Additionally, it is in consumers' best interest that service providers vendored with NLACRC are able to receive adequate referrals to maintain stable businesses over time. We strongly advise all applicants to carefully consider both their business plan and the level of need for services they are qualified to provide before submitting a proposal and pursuing development of a particular service.

Needed Services

- All Valleys
 - Adult Residential Facilities
 - Speech/OT/PT
 - Infant Development Program (Santa Clarita and Antelope Valleys)
 - Money Management
 - Community Based Program (HCBS compliant)
 - Applied Behavior Analysis Services (Santa Clarita and Antelope Valleys only)

Saturated Services

- San Fernando Valley
 - Supported Living Services
 - Independent Living Services
 - Adaptive Skills
- Antelope Valley
 - No saturated services at this time.
- Santa Clarita
 - No saturated services at this time.

All applicants must demonstrate that they possess the necessary relevant professional experience and organizational capacity to create and sustain high quality, effective, long-term services that are responsive to the needs of the individual.

*Note: These projects **do not** have startup funds associated with them. You are responsible for 100% of the initial start-up cost and continued maintenance of the business.*



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- *Per regulation, we must inform you that pursuant to Title 17 section 54322, (d) (10) Regional Centers cannot guarantee referrals.*

An Informational Applicants' Conference to answer questions about the vendorization process and to provide technical assistance will be held on Wednesday, January 11, 2017 from 10:00am-11:30am at NLACRC's Chatsworth office, 1st Floor Conference Room.

RSVP to resourcedevelopment@nlacrc.org by January 10, 2017.

Providers interested in responding to this OPP may download a complete copy of the OPP and Proposal Writing Guidelines from NLACRC's website at www.nlacrc.org.

[The deadline for submission of proposals is, February 15, 2017.](#)



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North Los Angeles County Regional Center (NLACRC) appreciates your interest in responding to the [Winter 2017 Open Proposal Period](#).

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal as one electronic copy to resourcedevelopment@nlacrc.org. No fax copies will be accepted. The proposals must be complete, typewritten, collated, and page numbered. No proposals will be accepted after the deadline.

DEADLINE FOR SUBMISSION OF PROPOSALS

[February 15, 2017](#)

RESERVATION OF RIGHTS:

NLACRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. NLACRC reserves the right to withdraw this Open Proposal Period (OPP) and/or any item within at any time without notice. NLACRC reserves the right to disqualify any proposal which does not adhere to the OPP guidelines. This OPP is being offered at the discretion of NLACRC. There are no start-up funds associated with these proposals.



2017 WINTER OPEN PROPOSAL PERIOD

NLACRC PROPOSAL WRITING GUIDELINES

The applicant is required to submit an electronic copy in a word compatible document. An application will be disqualified from consideration for failure to follow instructions, complete documents, submit required documents or meet the submission deadline. All proposals submitted must adhere to the following requirements:

- Use Standard size format so proposal will print out on a standard 8 ½ x 11 paper
- Proposal must be typed using a standard font (12).
- Complete submission must not exceed a total of 30 pages, excluding cost statement and DS1891.
- Every page must be numbered consecutively.
- The “Proposal Title Page” must be the first page of the proposal. The project to be developed must be indicated.
- The proposal must include a Table of Contents that corresponds to Content Requirements.
- All sections of the Content Requirements must be addressed in the proposal.



NORTH LOS ANGELES COUNTY
REGIONAL CENTER

2017 WINTER OPEN PROPOSAL PERIOD

PROPOSAL TITLE PAGE

TO: North Los Angeles County Regional Center
resourcedevelopment@nlacrc.org

RE: Submission of Proposal in Response to OPP for the following project: **(check 1 box for location)**

PROPOSED SERVICE

LOCATION

- San Fernando Valley
- Santa Clarita Valley
- Antelope Valley

NAME OF APPLICANT or ORGANIZATION SUBMITTING PROPOSAL *(please print)*

ADDRESS CITY STATE ZIP

TELEPHONE NUMBER FAX NUMBER e-mail address

CONTACT PERSON FOR PROPOSAL *(please print)* TELEPHONE NUMBER

NAME OF PARENT CORPORATION, if applicable please indicate: Non-profit For-profit

AUTHOR OF PROPOSAL *(if different from applicant identified above)*

I affirm that the information presented in this application and proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications for proposed service, late proposal submissions, facsimile proposal copies, and any missing information will also be cause for immediate disqualification. I further understand that, in the event that my proposal is selected for development, the proposal itself is not approved conclusively.

Applicant Signature/Signature of Person Authorized to Bind Organization DATE



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STATEMENT OF OBLIGATION

1. The applicant is presently providing social services to regional center consumers or other members of the community.
 No Yes
If yes, indicate name, location, type and capacity of service(s).

2. The applicant is currently receiving or planning to apply for grants/funds from any source to develop social service programs?
 No Yes
If yes, indicate name, location, type and capacity of service(s).

3. The applicant is planning to expand existing services (with or without grant funds) from a source other than North Los Angeles County Regional Center during Fiscal Year 2016/17 and/or Fiscal Year 2017/2018:
 No Yes
If yes, indicate funding source and scope of grant project.

4. The applicant or member of the applicant's organization or staff has received a citation from any agency for abuse (verbal, physical, sexual, fiduciary, neglect)?
 No Yes
If yes, explain in detail.

5. Has the applicant or any member of the applicant's organization received a Corrective Action Plan (CAP), Sanction, notice of Immediate Danger, or an "A" or "B" citation, or any other citation from a regional center or State Licensing Agency? If already a regional center vendor, are any regulatory items (including DS1891 and annual audit) delinquent or out of compliance?
 No Yes
If yes, explain in detail.

6. Describe other professional/business obligations held by the Licensee and Administrator, including name, location, type, and capacity (time commitment) of each obligation. *Do not include services you propose to provide through this proposal.*

Signature of Applicant or Authorized Representative

Date