

Westside Regional Center  
Protocol for Resource Development - Identified Service Needs  
Request for Proposal Policy

**I. Effective Date: January 1,2011**

**II. Issue:**

The WRC contract with the Department of Developmental Services (DDS) includes a provision, under Article II. Program Provisions, (2) Resource Development that regional centers must have a Board approved policy specifying the circumstances under which the regional center will issue requests for proposal to address a service need. This policy has been developed in accordance with the requirements of the current WRC/DDS contract and shall be submitted to DDS.

**III. Procedures/Guidelines for Services Development for identified needs:**

- a. WRC Community Services Department will identify unmet/new service needs.
- b. Request for Proposals (RFP) will be developed to identify the service need(s). RFPs will identify and describe the following criteria that will be used in the selection process:
  - 1) Identification of Applicants' requirements that include but are not limited to
    - Ability to meet the qualifications to become a vendor of the requested service per the California Code of Regulation (CCR) Title 17 and Title 22 (when applicable).
    - Proven expertise and experience in related services.
    - Demonstrate fiscal stability and responsibility.
    - Proven expertise in the recruitment, retention and training of support staff.
    - Ability to develop and write program descriptions and plans that address the service needs of the individuals.
    - Ability to prove no conflict of interest per CCR Title 17.

**IV. Proposal Announcement and Screening:**

- a. Westside Regional Center will maintain a link on our website, [www.westsiderc.org](http://www.westsiderc.org) that is dedicated to Request for Proposals. This link will provide interested candidates with the ability to review the RFP(s) available and to electronically submit a letter of interest to be considered for the RFP. RFP information will also be provided as a general announcement to the WRC Vendor Advisory Committee and via email to service providers and to the community.
- b. The RFP will include information that addresses the applicable dollar thresholds. WRC thresholds will include: ARF Level Rates; DDS Cost Statement Rates; SMA Rates, and Negotiated Rates.
  - a) Negotiated rates will be determined under the Median Rates Requirements. Candidates will be provided a set of qualifications that identifies the requirements and thresholds for the negotiated Median Rate.
- c. Timelines for the RFP process will be detailed in the RFP document.
- d. Timelines will include the following dates: Last date of submission; internal review dates; notification of interviewee selection dates; date of final selection.
- e. All RFP evaluation process will be as follows:
  1. The WRC community services staff shall coordinate screening. Additional persons, including people with developmental disabilities, professionals and members of the community may be included in the process, based on the scope and content of the proposal.
- f. The executive director shall approve final selection. The decision of the WRC director is the final decision level.

- g. All applicants will receive notification of the WRC decision regarding their proposal.
- h. WRC 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.

**V. Proposal Screening Guidelines:**

- a. Will the proposal develop a needed new service, increase the number of people supported in a needed existing service, or enhance the quality and safety of needed services?
- b. Will the proposal address an identified need of the regional center?
- c. Will the proposal assure that the ongoing cost of the new program is cost-effective in comparison to other typical services?

**VI. Record Keeping:**

- a. WRC will maintain copies of all documents and documentation of each **RFP** process. These documents include but are not limited to:
  - A. Electronic Letters of Interest
  - B. Any and all additional documentation requested/presented during the **RFP** process.
  - C. Evaluation tools with scoring and notations.
  - D. Notification Letters

Approved by:

**Cecilia Fabulich**

Chairperson, WRC Board of Directors

November 3, 2010