

## 1.2.4 AGENCY POLICIES (Continued)

### 1.2.4(s) Policy on Procurement of Services and Supports and Use of Start-Up Funds for Resource Development

It is the policy of Inland Regional Center to specify the circumstances under which the regional center will issue requests for proposals (RFP) to address a service need. Further, to outline when start up funds may be offered through a variety of sources in accordance with Department of Developmental Services contract provisions that may include Purchase of Service Funds, Community Placement Plan and other sources as identified.

An RFP process will be used to address a service need as identified by families, consumers, Consumer Service Coordinators, other IRC employees including administrative, generic agencies in the surrounding two counties; Riverside and San Bernardino.

The purposes of the Request for Proposal process are to seek qualified service providers to offer needed services as follows:

1. Make a competitive evaluation of qualified service providers who are anticipated to have annual POS expenditure thresholds of \$250,000 or above;
2. Fulfill unmet needs for which IRC must find qualified provider/vendor;
3. Purchase services that reflect IRC's person centered practices and philosophy;
4. Create competition to obtain the best services at the best price and ensure cost effectiveness;
5. Discourage monopolies of providers regionally or according to service provided;
6. Seek providers using evidence-based practices based on contemporary research; and
7. Create opportunity for equitable and fair review of applicants.

IRC recognizes that it is difficult and challenging to secure capital and other sources of income to start new program/ventures; therefore, through contract provisions with State Department of Developmental Services Purchase of Service funds may be used for this purpose.

IRC shall use the needs assessment to determine what services the RFP process and when and under what conditions startup funds may be used. These conditions may include:

1. Necessary for establishing a new or additional program, project or resources for providing services and supports to consumers;
2. Services are of direct benefit to consumers;
3. Supported by contracts with sufficient detail and measurable performance expectations and results;
4. Not used for routine maintenance of a provider's plant/facility/for the purchase, lease or maintenance of provider's vehicle; and
5. Not used for construction, renovation, alteration, improvement or repair of real property that is not of direct medical or remedial benefit to the consumer.

***When the need for specific services or funds are identified and are made available for Start Up efforts, the Regional Center will be responsible for notifying all existing vendors in the IRC service area and any other interested potential applicants by means of an RFP announcement. A list serv is established and maintained for interested parties.***

## 1.2.4 AGENCY POLICIES (Continued)

### 1.2.4(s) Policy on Procurement of Services and Supports and Use of Start-Up Funds for Resource Development (Continued)

*A proposal will be submitted in accordance with the RFP within designated time frame. It is reviewed for basic requirements and eligibility for consideration by RDTU personnel. 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 five (5) members of which one individual from each of the following areas will be represented:*

- 1. Consumer/Family Representative;*
- 2. Community Representative (Priority given to IRC Board of Director's vendor representative, will waive seat when applying);*
- 3. Consumer Services Division*
- 4. Community Services Division; and,*
- 5. Administrative/Financial Services*

*All applications will be scored based on the coverage of the following items:*

- 1. Service Curriculum;*
- 2. Goals;*
- 3. Objectives;*
- 4. Methods;*
- 5. Evaluation and Reporting Format; and,*
- 6. Budget (when applicable)*

*All applicants will be numerically ranked using the Request for Proposal Review/Selection Criteria score sheet. Based on the review schedule indicated in the RFP time lines, applicants will be notified in a timely manner of the Committee's decision. 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 the Regional Center offer to proceed with the RFP, the Community Services Department will immediately begin to work with the prospective applicant on the vendorization process.*

Reference: IRC's RFP Process and use of Start Up Funds is outlined in Procedure 2.2.9 Resource Development and Transportation Unit of IRC's Operational Manual.

This policy approved by Inland Counties Regional Center, Inc. Board of Trustees on September 10, 2001. Revision approved February 14, 2011.