

**SAN DIEGO REGIONAL CENTER POLICY
FOR ISSUING REQUEST FOR PROPOSALS
FOR NEW PURCHASE OF SERVICE RESOURCES**

1. Pursuant to article II, section 1 of the contract with the Department of Developmental Services, the San Diego Regional Center (SDRC) will issue a Request for Proposals (RFP) when SDRC has determined that it is necessary to create a new resource that will be of direct benefit to consumers.
2. An RFP will be issued when start-up funds of \$50,000 or more are to be awarded.
3. Prior to an RFP being issued an analysis will be completed to determine the scope of service or resource needed and amount of start-up funding, if any, to be awarded and the projected annual purchase of service costs for continuation of the new community resource once the grant period is complete.
4. An RFP will be awarded through a competitive process. This process will include:
 - a. An announcement that includes the amount of funds available to be awarded, a scope of work, necessary licenses, minimum qualifications of applicants, and the deadline for submission of the application.
 - b. The RFP will be posted on the SDRC website at least 30 days prior to the deadline for submission. At least 30 days prior to the submission deadline the RFP will be sent to service providers including the chairpersons of the SDRC Board of Directors' Vendor Advisory Committee and the Developmental Disabilities Provider Network with a request that they distribute it to their membership.
 - c. Progressive steps for application and submission include:
 - General applicant information such as name of applicant, name of program, address, telephone number, e-mail address, etc.

- A program plan with measurable outcomes to be achieved and the methods of achieving them, use of staff including minimum staff qualifications, and assurance of compliance with any licensing requirements.
 - Budget and financial information.
- d. An RFP Review Committee, consisting of a minimum of three persons will review and objectively score each complete proposal submitted before the deadline.
 - e. Within 30 days after the deadline for submission of applications, applicants will be notified of the decision of the RFP Review Committee by e-mail.
 - f. Applicants who believe that the SDRC did not adhere to this policy may file a written appeal of the decision to the executive director of SDRC. The written appeal must be received by the SDRC executive director within 10 working days of notification. The appeal must include the reason(s) for the disagreement and any documentation. The executive director or executive director's designee will render a decision regarding the appeal within 10 working days of receipt of the appeal. The person appealing will be notified in writing of the decision. A final award will not be made until the director of SDRC sends a decision to the appellant.
5. When start-up funds are awarded, a contract will be executed between the SDRC and the service provider that includes measureable performance expectations and the use of funds. Among other things, each contract will indicate that start-up funds cannot be used for routine maintenance of a provider's plant or facility; for the purchase, lease, or maintenance of a provider's vehicle; nor, for construction, renovation, alteration, improvement, or repair of real property that is not of direct medical or remedial benefit to a consumer.

Start-up contracts will include a provision for recovery of start-up funds if the service provider does not begin to provide services or ceases providing services within two years of the execution of the contract.

6. Disbursement of start-up funds will be made at a frequency of not more than once per month. In order to receive a disbursement, the service provider shall submit a claim with sufficient detail to account for the amount requested.

Approved by the SDICDSI Board of Directors on February 8, 2011

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