

POLICY

TITLE: Use of RFPs to Address Service Needs

POLICY NO. C-9

APPROVED BY KRC BOARD: SEPTEMBER 28, 2021

APPROVED BY DDS: FEBRUARY 25, 2022

EFFECTIVE DATE OF POLICY: FEBRUARY 25, 2022

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PURPOSE: To provide guidelines under which RFP procedures shall be used.

POLICY: Kern Regional Center (KRC) has maintained procedures on the use of Request for Proposals (RFPs) for resource development purposes since 1999. This Board Policy provides guidelines under which KRC shall implement RFP procedures.

1. KRC shall use the RFP process for identified resource development needs under each of the following circumstances (subject to Sections 5 and 6 below):
 - a. Any development where Start Up funds are available;
 - b. When KRC determines that the billings from a vendor are expected to exceed \$500,000 during the first 12 months after the vendor commences providing services; and
 - c. The development of residential facilities.
2. If an applicant delivers an unsolicited proposal for services to KRC, then KRC may vendorize such applicant as long as it meets all applicable Title 17 vendorization requirements. However, per Title 17, KRC has no legal obligation to enter into contracts with any vendor, since vendorization alone does not guarantee utilization of such vendor's services. However, if KRC desires to enter into a contract with a new applicant who has submitted an unsolicited proposal for services, KRC may do so without complying with the RFP process, as long as KRC determines that the billings from such applicant during the first 12 months of service are expected to be less than \$500,000.
3. RFPs shall be posted on the KRC website, shared with other Regional Centers for distribution, sent out to all interest lists via email and circulated using the KRC all provider email lists. The RFP provides specific details on proposal requirements and review processes.
4. This Board Policy and any current RFPs shall be posted and maintained on the KRC website.
5. Under unusual circumstances, when the RFP process has been implemented but has not been successful in adequately identifying vendor resources to meet the need, KRC may contract with a vendor on a case-by-case basis to secure needed resources through direct procurement. KRC may use direct procurement in any of the following circumstances:
 - a. KRC has not identified a qualified vendor through the completion of the RFP process;

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- b. The service need may be for consumer populations considered difficult to serve, which may include but not be limited to consumers exiting from or at risk of entering a State Developmental Center, or for services where resources are scarce; or
 - c. The services to be procured are based on specific KRC contract requirements.
- 6. If KRC identifies an emergency need for services, such as emergency vendorization under Title 17 Section 54324, KRC may authorize the service without following the RFP process, provided the vendor contract is approved by KRC's Executive Director.