

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 18**

**DEVELOPMENT OF RESOURCES**

**REVISION**

North Bay Regional Center recognizes the need for a variety of vendor services and it shall conduct activities to recruit applicants and assist them in becoming vendored. To this end, North Bay Regional Center (NBRC) shall periodically conduct a formal assessment to determine unmet client needs. Based upon this assessment, North Bay Regional Center shall establish priorities to direct the efforts of staff in developing new resources.

A Request for Proposal (RFP) is a method of soliciting proposals from prospective providers of service. It is used when start-up funds are available for new or expanded programs, and/or when North Bay Regional Center (NBRC) is seeking additional programs to meet client needs. NBRC currently develops all level 4 homes via the RFP process.

It is the policy and practice of NBRC to inform and communicate program needs to the community prior to recruitment, with or without start-up funding attached; regardless of annual expenditure. All RFP's are posted to the NBRC website, submitted to the NBRC Board to review via the board packet, and forwarded via mail to relevant vendors and/or to those who request to be on the RFP mailing list.

The RFP Process addressed in NBRC Policy #3551, will continue to be followed when initiating any new RFP development. It directs the establishment of resource need, contents of the written RFP document, the membership of the RFP Review Committee, announcement of the RFP in local papers, distribution methodology and selection process.

Upon selection of an RFP respondent, a contract will be developed with an articulation of budget categories and an amount assigned to each category. NBRC will review each reimbursement request to ensure that the expenditures are allowable. Only those expenditures that meet with contract and regulatory guidelines with regard to disbursement will be reimbursed. Selected RFP recipients will be obliged to provide legitimate receipt of payment (imprinted receipts, cancelled checks with both front and back photocopied) with their reimbursement requests. Construction work must be conducted by those who are currently licensed and bonded to guarantee quality of work.

All RFP award contracts will include the following:

- a. Budget worksheet
- b. Disbursement guidelines
- c. Fair and equitable recoupment of start-up funds
- d. Description of project and timelines for completion