

**Alta California Regional Center
RESOURCE DEVELOPMENT POLICY**

Board Approved: November 18, 2010

Effective Date: January 1, 2011

Alta California Regional Center (ACRC) desires to develop resources to serve its consumers. It is the policy of ACRC to require a Request for Proposal (RFP) for all development of resources with an estimated annual expenditure in excess of \$250,000 as well as for any project where Start-Up Funds will be provided by ACRC. ACRC may also require an RFP for resource development where the estimated annual expenditure is less than \$250,000 if, in the discretion of the Executive Director or designee, determine that the use of an RFP will result in the creation of better resources for consumers.

ACRC may use POS funds as Start-Up for developing new community resources to protect the consumers' health and safety or because of other extraordinary circumstances, and the State has granted prior written authorization.

ACRC will issue Requests for Proposal (RFP) based upon the need for services and supports as assessed by the Regional Center. The RFPs will:

- be posted on the website
- provide instructions for the process, including timelines, submissions, evaluation, and selection

The ACRC RFP will include specifications:

- for the disbursement of start-up monies.
- instructing the provider to maintain accounting and other records to document the use of these monies.
- for review of each disbursement/contract for the fair and equitable recoupment of start-up funds.

Exceptions to the policy:

Exceptions must be approved by the Executive Director and will only be granted in extraordinary circumstances and must be in accordance with all applicable laws and regulations.