

**State Funded Services
REQUEST FOR PROPOSALS
(RFP)**

For

**Developmental Therapy
Start Date: To be Determined**

**The Beacon Center
Local Management Entity**

RELEASE DATE: January 28, 2011

NOTE:

The Beacon Center RESERVES THE RIGHT TO MODIFY THIS RFP TO CORRECT ANY ERRORS OR TO CLARIFY REQUIREMENTS. Any changes will be posted on our website www.thebeaconcenter.net.

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KEY EVENTS AND DATES

Release of RFP	January 28, 2011
Deadline for Submission of Proposals	February 21, 2011 5:00pm

DEFINITIONS

LME: Local Management Entity

RFP: Request For Proposals

Contractor: A company or individual with a formal contract to do a specific job, supplying labor and materials and providing and overseeing staff and consumers.

Developmental Therapy: See page 4

Per the Division of Mental Health, Developmental Disabilities and Substance Abuse Services Policies and Procedures: Endorsement Policy 1/1/2011:

Good Standing - LME: A provider is in good standing with a Local Management Entity (LME) if the provider organization has a history of compliance with Clinical Policy specific to service delivery and does not have an open Plan of Correction (POC) with an LME. A POC must be timely submitted, approved, and implemented before the POC action can be closed. A POC is fully implemented when the POC is being followed and all out of compliance findings have been minimized or eliminated as determined by the LME in a maximum of two follow-up reviews. The POC action is closed when the provider receives the official notification from the LME stating the action is closed.

Good Standing – Department of Health and Human Services (DHHS): A Provider is not in good standing with the DHHS if any of the following conditions are present, regardless of any appeal filed by the provider:

a) The provider owes an outstanding accounts receivable to the DHHS, including but not limited to Medicaid overpayments, cost settlements, penalties and interest. An outstanding account is one that is more than thirty days past due from the date of notification. A provider that entered into an approved payment plan in accordance with Rule 10A NCAC 22F .0601(a), and who has made all payments on time and in full, and has met all other requirements that may be in the payment plan agreement, is considered to be in good standing;

- b) The Provider is required to submit its Medicaid claims for prepayment claims review to DMA or its contractor;
- c) The current owners, operators, or managing employee(s) of the provider agency were previously the owners, operators, or managing employee(s) of a provider agency which had its participation in the N.C. Medicaid program involuntarily terminated for any reason or owes an outstanding accounts receivable to the DHHS, irrespective of whether the provider agency is currently enrolled in the N.C. Medicaid program;
- d) The provider and its owners, operators and managing employee(s) are listed on the U.S. Department of Health and Human Services Office of Inspector General Exclusion list;
- e) The provider, or its corporate, has unresolved tax or payroll liabilities owed to the U.S. or N.C. Departments of Revenue or Labor;
- f) The provider abandoned or destroyed patient medical records or staff records in violation of federal or state law, rule or regulation;
- g) The current owners, operators, or managing employee(s) of the provider agency were previously the owners, operators, or managing employee(s) of a provider agency which abandoned or destroyed patient medical records or staff records in violation of federal or state law, rule or regulation;
- h) The provider has an open Plan of Correction (POC) with the DMH/DD/SAS Accountability Team. A POC must be timely submitted, approved, and implemented before the POC action can be closed. A POC is fully implemented when the POC is being followed and all out of compliance findings have been minimized or eliminated as determined by DMH/DD/SAS in a maximum of two follow-up reviews. The POC action is closed when the provider received the official notification from the DMH/DD/SAS Accountability Team stating the action is closed;
- i) If the provider is subject to licensure requirements, the provider fails to meet any of the requirements for enrollment and/or licensure set forth in N.C.G.S. 122C-23 (e).
- j) Where the provider is incorporated, or where otherwise applicable, the provider fails to maintain, and produce upon request, a current, valid Certificate of Existence issued by the NC Secretary of State's Office.

I. PROJECT DESCRIPTION

A. Introduction

The Beacon Center Catchment Area Needed Services

Due to quality of service needs in our catchment area there is a need for additional State Funded Services for Developmental Therapy. In order to begin or continue to provide this service all interested parties including current providers of this service must respond to this RFP in order to be considered for a State Contract for these services. Only providers who submit proposals and are chosen will begin or continue to provide this service for consumers from The Beacon Center catchment area.

The funding for this RFP is State Dollars and will be monitored per the State Contract. The Beacon Center seeks to forge a partnership or partnerships to provide State Funded Services to children and adults in our catchment area for this service. All aspects of the Service Definition must be followed for the service. The Beacon Center seeks a contractor(s) who will provide this service either as described in this Request for Proposal or as identified as proposed ideas and presented. It is anticipated that a contract will be signed with the contractor(s) on a fiscal year basis. Submitted proposals must contain budgets for the remainder of the current fiscal year and for the following fiscal year.

This service must be provided in accordance with all elements of the Service Definition and all aspects of the Service Record Manual must also be followed. Listed below is a summary of this Service Definition.

B. Service to be Provided by the Contractor Under This RFP

1. Developmental Therapy (Services for Children and Adults)

This RFP is for Child and Adult consumers. The budget described in F. Budget Request (page 15 of 22) should justify the rate requested for this service.

Required Components:

Developmental Therapy is a developmental disability service that includes individually designed instruction, training or functional developmental intervention activities based on the assessment of, and unique strengths and needs of the individual child or adult. It is designed to support the individual in the acquisition of skills that the recipient has not gained during the developmental stages of life, and is not likely to develop without additional training and supports. For children the focus is on strengthening skills in the major developmental domains and may include training and activities in areas such as self-help, language and cognitive development, and psychosocial skills. For adults, Developmental Therapy may include training in activities to strengthen appropriate developmental functioning in areas such as self-care, mobility, socialization, independent living, and self advocacy and rights.

Developmental Therapy providers must have the ability to deliver services in a variety of settings including the home and community.

Staffing

Persons who meet the requirements specified for QP or AP status according to 10A NCAC 27G.0104 and who have the knowledge, skills and abilities required by the population and age to be served may deliver Developmental Therapy. Supervision is provided according to supervision requirements specified in 10A NCAC 27G.0204. Paraprofessional level providers who meet the requirements specified in 10A NCAC 27G.0104 and 10A NCAC 27G.0202 for Paraprofessional status and who have the knowledge, skills and abilities required by the population and age to be served may deliver Developmental Therapy within the requirements for the staff definition specific in the above role. When a Paraprofessional provides Developmental Therapy services, they must be under the supervision of a QP or AP. Supervision of Paraprofessionals is also to be carried out according to 10A NCAC 27G.0204.

Service Type/Setting

Developmental Therapy is a direct periodic service that may be provided to an individual or group of individuals. It may take place in a range of setting, such as the individual's home, individual's family home, and community settings.

Professional level services must be provided by a Qualified Professional and include the following types of activities:

- development of outcomes and strategies
- provision of direct support to individuals with more intense needs

Paraprofessional staff activities focus on training and skill building:

The Person Centered Plan (PCP) must clearly demonstrate the need for one to one services in settings where two or more individuals receive the service at the same time of day.

Expected Outcomes

Developmental Therapy is directed toward improving or increasing functional development in areas such as self help, language and cognitive development, and psychosocial skills for children and youth with developmental disabilities. For adults with developmental disabilities it is directed toward skill development in areas such as self care, mobility, socialization, independent living, self advocacy and rights.

Referrals and Authorizations

Effective October 1, 2010 all Developmental Therapy reauthorizations require the following:

- Notes
- If there has been no contact there must be a note stating why
- If there has been no contact within 60 consecutive days, no re-auth

If services are transferred or if there is a termination the LME must be notified.

A referral is made to a company, not an employee of that company. Referrals are based on Medical Necessity therefore timely initiation of services is a must.

When a company accepts a referral they are saying they have the staff to provide the service.

Service Exclusions

Please note the following exclusions:

Educational skills that are usually taught in primary or secondary school settings; e.g. reading, math, writing, etc. are not reimbursable. The service can include some functionally related skills development in areas such as recognizing familiar people, streets signs, knowing how to get help in emergency or related developmentally appropriate self care, making a mark for a signature, or using a calculator to balance a checkbook, for adults who are or were not able to acquire these skills in an educational setting.

Vocational services directed toward assessing a recipient's work skills or aptitudes, training in specific job skills directed toward employment, etc. is not reimbursable. The service can provide training in prevocational areas such as staying on task, safety, being on time, etc. These skills can be taught in other functional settings or simulated work setting as long as the primary purpose of the training is not to train the recipient in a specific job skill.

Recreational services related to participation in recreational or leisure activities or attendance at such activities for recreational or leisure purposes are not reimbursable. Developmental Therapy may be used to teach a recipient to access the community, including recreational; (e.g., for children and youth learn to participate in developmentally appropriate inclusive activities that teach life and social skills, learn to ride the bus to a fitness center). It is expected that this type of training is time limited. The services must focus on the primary goals of the recipient. It is not acceptable to fill a need for training in recreational or leisure activities by developing goals not needed by the recipient to cover the recreational/leisure goal.

This service cannot be delivered to individuals on the CAP-MR/DD waiver or to individuals receiving Community Support.

This service cannot be provided in the school setting after the 2005-2006 school year ending by June 2006.

Parents' guardians or other family members may not provide this service to children or adults.

C. Other Requirements for this Service

Contractors who provide these services must conform to certain standards, including:

- Be community based and culturally competent in service delivery.
- Adhere to all applicable State Statutes, Licensure Rules, and Accreditation Standards and Federal laws in the performance of this agreement. This includes maintenance of a Quality Assurance Plan that complies with Accreditation Standards of the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.
- Comply with APSM 95-2 Client Rights in Community Mental Health, Developmental Disabilities, Substance Abuse Services.
- Comply with application standards as promulgated by the Division of Mental Health/Developmental Disabilities/Substance Abuse Services, APSM 30-1.
- Adhere to Public Law 103-227 also known as the Pro Children Act of 1994 (ACT).
- Comply with APSM 75-1 (Budgeting and Procedures manual).
- Comply with Title VI and VII of the Civil Rights Act of 1964.
- Comply with the Rehabilitation Acts of 1973, section 504.
- Assure that facilities are accessible to those with physical disabilities.
- Remain in compliance with OSHA regulations concerning exposure risks and controls to reduce risks of exposure to blood borne pathogens.
- Provide the LME's Client Rights Committee an annual report from the Provider's client grievance committee by the first Monday in August each year. This report will summarize the actions of the committee related to client grievances, alleged violations of rights including cases of abuse, neglect or exploitation, or failure to provide services.
- Follow all aspects of the State Contract and The Beacon Center's Provider Manual.

Documentation

Maintain documentation as required by the Service Records Manual.

D. Other Staff Requirements

The contractor will provide staff as stated in the Service Definition for the service.

All staff responsible for the provision of services to consumers under the terms of this contract must have:

- a. Verification of employment history of personnel.
- b. Criminal record check and if they have not been in the State of North Carolina for the last five years a national criminal records check must be done.
- c. Department of Motor Vehicles driving record check for personnel transporting recipients.
- d. Ensure staff providing transportation maintain emergency information on consumers in the event of an accident. Information should include but not be limited to: client name, address, emergency contact, Dr.'s name, address and phone number, preferred hospital, and allergic information.
- e. Ensure staff providing transportation via private vehicle maintain annual inspections as required by North Carolina law.
- f. Minimum of two positive work related references on personnel.
- g. Employers may access the Health Care Personnel Registry voice response system by calling (919) 715-0562 for information regarding individuals with substantiated findings of abuse, neglect, misappropriation of property, diversion of drugs or fraud.

The Contractor will insure staff are clinically supervised and privileged to deliver all services. Record of such supervision and privileging are maintained by the Provider readily available for Local, State or Federal review.

E. Eligible Bidders

Proposals may be submitted by any private for-profit, not-for-profit or public agency demonstrating the ability to complete the desired project and approved by the LME and able to receive IPRS funding.

II. THE PROPOSAL

The proposal must outline the required services and deliverables, describe the applicant's proposed program(s) to complete these services and explain how the applicant's organization is qualified to undertake this project. The proposal must include the following items:

- Cover letter
- Executive Summary
- Relevant Experience of Applicant (and subcontractors)
- Project Narratives(s)
- Staffing Proposal
- Reference List Form
- A copy of Provider agency's current operations budget and projections
- A copy of the provider's most recently completed fiscal audit. If an audit has not been conducted a compilation report by an independent auditor is acceptable.

- A statement indicating any investigative actions by any Local, State or Federal entity indicating the dates of the investigation, the entity conducting the investigation and the outcome since July 1, 2009.

Required Forms:

- Bidder's Identification Form
- Letter of Intent

III. SUBMISSION OF PROPOSALS

The proposal must be delivered by hand or mail on or before the close of business (5 P.M.) on February 21, 2011. Proposals, late for reasons beyond the control of the bidder, may be considered at the sole discretion of The Beacon Center Area Director.

Submit four (4) copies of the proposal (no facsimiles or emails accepted) to:

Karen Salacki
The Beacon Center
500 Nash Medical Arts Mall
Rocky Mount, NC 27804

The following information must be indicated on the outside of each proposal submitted:

Bidder's name and address
Bid for the specific service or all services

In the event The Beacon Center Office is closed by means of a public announcement on the due date, the date will be postponed to 5pm on the next business date that The Beacon Center open for business.

IV. SELECTION OF AWARD

A. Proposal Review Criteria

The proposal will be reviewed by a panel convened by The Beacon Center and composed of persons with expertise in applicable areas and related fields. Scoring will be based on the rating of the written proposal as well as other evaluation criteria. Such activities may include reference checks and discussions with other funding organizations or clients, including subcontractors. Reviewers will consider the following factors:

- 1) Cover letter and Executive Summary
- 2) the relevant experience of applicant and subcontractors
- 3) project narrative and start up timeframe
- 4) staffing proposal
- 5) the financial status of the entity
- 6) overall clarity, completeness, accuracy and feasibility of the proposal

B. Final Selection of Contractor

The final selection of a contractor will be made by Management Team based on the recommendations of the panel described above. Each bidder will be notified in writing as to the outcome of the proposal submission.

V. PROJECT FUNDING AND CONTRACTS

A. Contract Content and Payment Process

When the award is announced for the successful proposal, the contract process will be initiated between The Beacon Center and the successful bidder. Negotiations will be conducted and based on the bidder's proposed budget in combination with the project narrative and start up timeframes.

B. Accounting Records

The contractor will be required to maintain current and accurate fiscal and accounting controls to show the status of costs incurred under this contract. Accounting records must be supported by documentation and show a clear "audit trail" for all funds received and disbursed. The contractor will maintain for a period of five years from the date of service, accounting records in accordance with generally acceptable accounting principles and Medicaid record keeping requirements and other records as necessary to disclose fully the extent of services provided and billed to the Medicaid Program. For providers who are required to submit annual cost reports, records including invoices, checks, ledgers, contracts, personnel records, work sheets, schedules, etc. such records are subject to review and audit and reviewed by Federal and State Representatives.

C. Monitoring

The project will be monitored by The Beacon Center on a regular basis throughout the life of the contract. Monitoring may include oral reports, site visits, and telephone contact and/or discussions of reports and vouchers. The goal of this monitoring will be to ensure that the terms of the contract are being met and to provide technical assistance, where necessary, to help the contractor meet these obligations. As a contract provider of services for The Beacon Center consumers, the contractor may be reviewed by any agency reviewing The Beacon Center.

VI. TERMS AND CONDITIONS GOVERNING THIS REQUEST FOR PROPOSALS PROCESS

The term of the contract shall be on a State fiscal year basis. Funds not earned by provision of services will not be carried forward and contracts will be pro-rated on a fiscal year basis. No services may be subcontracted without written approval of The Beacon Center.

1. The contract will be subject to The Beacon Center's processing procedures for contracts of this type, including approval as to form by the Area Director and Finance Director. The successful bidder shall commence contract activities only after receipt of a fully approved copy of the contract.

2. The RFP does not commit The Beacon Center to award any contracts, to pay the costs incurred in the preparation of a response to the RFP, or to procure or contract for services.
3. The Beacon Center reserves the right to amend, modify or withdraw this RFP and to reject any proposals submitted, and may exercise such right at any time, without prior notice and without liability to any applicant or other parties for expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the bidder.
4. The Beacon Center reserves the right to accept or reject any or all proposals which do not completely conform to the instructions given in the RFP.
5. The proposal of the successful bidder will serve as the basis for the contract, the terms of which may be modified within the context of this RFP.
6. Submission of a proposal will be deemed to be the consent of the bidder to any inquiry made by The Beacon Center or third parties with regard to bidder's experience or other matters relevant to the proposal.
7. The Beacon Center reserves the right to request and consider additional information from any bidder beyond that presented in the initial proposal. The award of the contract, if any, may be made in reliance on additional information requested. Such information may include budget justification, program information, operation details, personnel information, or other funding source information.
8. All products, deliverable items, and working papers resulting from this contract will be the sole property of The Beacon Center and the bidder is prohibited from releasing these documents to any persons other than The Beacon Center or designee, unless authorized by The Beacon Center to do so.
9. The Beacon Center reserves the right to investigate the bidder's qualification, financial standing and ability to perform the proposed work. Should The Beacon Center determine that the bidder's qualifications, financial standing or ability to perform the work are inadequate, The Beacon Center may reject the proposal.
10. By submitting a proposal, the bidder agrees that it will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information.
12. In order to enable The Beacon Center to acquire goods and services that represent the "best value", The Beacon Center reserves rights to:
 - a. Establish evaluation criteria relating to quality, quantity, performance and cost; establish the relative importance of each criterion; and evaluate proposals as well as award contracts on the basis of these criteria;

- b. Provide that every offer shall be firm and not revocable for a period of up to sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
- c. Award a contract for any or all parts of a proposal and negotiate contract terms and conditions to meet agency program requirements consistent with the solicitation.

VII. REQUEST FOR PROPOSAL PROTEST

A. Reason for Automatic Rejection of an Application

The following reasons shall be grounds for automatic rejection of an application due to failure to conform to the requirements of the RFP:

1. Applicant did not meet the required application deadline;
2. The application is not signed in the appropriate places. Signature(s) on attachments or other documents do not count as signature(s) on the application;
3. Application is incomplete;
4. Non-compliance with the administrative requirements, including but not limited to the absence of attachments, price verifications, and letters of intent to provide service;
5. Proof of eligibility, if applicable;
6. Application submitted in an unacceptable manner, e.g., telephone, fax.

B. Notification of Deficiencies

Nothing in this policy shall preclude The Beacon Center from notifying the applicant of any deficiencies in the application. However, all corrections must be completed and received by The Beacon Center by the application deadline as set forth in the RFP. The notification of discrepancies shall be uniformly made to all applicants in a timely manner.

C. Public Information

The RFP shall become public information at the completion of the RFP process including the protest process, despite any other disclaimers submitted by the applicant to the contrary.

APPLICATION PACKAGE INSTRUCTIONS & FORMS

Proposal Instructions

The proposal must adhere to the outline described below. Proposals should be clear and well defined in describing the proposed deliverables and activities to achieve them.

A. Cover Letter

Complete all questions on the application pages. Please also state if your agency is in Good Standing with any Local Management Entities (LME) in which you have a current Memorandum of Agreement (MOA).

B. Executive Summary

This section should outline the required deliverables and provide an overview of the proposal including the use of any subcontractors.

C. Relevant Experience of the Applicant and Subcontractors

Proposals will be judged, in part, on the agency's relevant experience. The following information must be provided.

- Evidence of bidder's organizational ability to implement the program(s) described.
- Description of bidder's experience, if any, providing services for children, adolescents and adults with developmental disabilities.
- Quality improvement experience and procedures to be used by bidder to assure the quality and completeness of the services in accordance with this RFP.
- Description of bidder's experience, if any, working with The Beacon Center, provider organizations (hospitals, health centers, group practices, schools, juvenile justice and DSS etc.) which will support timely access to services.
- Reference checks will be done based on the completion of the required Reference forms. Three references must also be submitted for any bidder and subcontractor.

D. Project Narrative

This RFP seeks to perform quality services to consumers in our four county area. Proposals will be judged on the applicant's ability to provide the required service(s) and begin services in the required timeframe. Describe all the methods that your agency will use for completing all aspects of the project(s). This includes the projects mentioned in this proposal and any other innovative proposals. If a subcontract(s) will be used, identify the subcontractor(s) and their specific role in achieving the components. A letter and references from the subcontractor(s) must accompany the application specifying the qualifications of the subcontractor to provide the services to be supplied and the availability of the subcontractor(s) to perform the work during the contract period.

E. Staffing Plan

Applicants must include a staffing proposal that indicates all staff needed to complete the project(s) components. Provide a description of the applicant's organizational structure,

including key positions and staff associated with the proposed project(s), and/or a plan to acquire such staff.

F. Budget Request

Applicants must complete the required budget request form and provide detailed descriptions and calculations used for each line item. Applicants will be judged on the compliance with the RFP service requirements and cost of services. The budget will be judged on comparisons with rates allowed by the State and Federal funding sources.

G. Fiscal Year Audit

Include a copy of your last two Fiscal Year Audit with your packet. If an audit has not been conducted a compilation report by an independent auditor is acceptable.

H. Results of Investigations

A statement indicated any investigative actions by any Local, State or Federal entity indicating the dates of the investigation, the entity conducting the investigation and the outcome since July 1, 2009.

Budget Request Instructions

Summary Budget Request

The Budget Request summarizes all project costs.

Administrative Costs

The Beacon Center expects the contractor to minimize overhead expenses and maximize available funding for direct services. Therefore, indirect costs resulting from the application of an indirect rate are **not** allowable.

Excluded Costs

The following are illustrative of the types of items that will **not** be allowed:

- Advertising costs, except for recruitment of personnel; or those specifically relating to the RFP;
- Capital expenditures for improvement or acquisition of facilities;
- Staff entertainment costs, including social activities or cost of alcoholic beverages;
- Interest costs, including costs incurred to borrow funds;
- Costs of organized fund raising;
- Costs for attendance at conferences or meeting of professional organizations, unless attendance is necessary in connection with the project;
- Costs for preparation of continuation agreements and other proposal development costs;
- Equipment purchases.

The Beacon Center Request for Proposal for Developmental Therapy

Proposal Cover Letter

1a. Name and Address of Bidder (Include name and title of official authorized to sign)

Name of Official:

Title:

1b. Type of Organization

Not-for-Profit For-Profit Public

2. Contact Person

Name: _____

Title: _____

Telephone

Number: _____

Fax

Number: _____

Will this individual be directly in charge of the program ___ Yes ___ No

If no, who will be in direct charge?

Name/Title: _____

Telephone

Number: _____

Fax

Number: _____

3. Do you have a corporate seal? ___ Yes ___ No

4. Federal Payee Identification

Number: _____

5. Payment address (if different from #1) _____

6. Does your agency currently have a presence in our catchment area?
Yes____ No____

If yes, please describe:

7. Is any work to be accomplished by a subcontractor? ___ Yes ___ No

8. Is your agency currently a Certified CABHA agency? ____Yes ____No

9. If you are in the process of becoming a Certified CABHA Agency please explain your current status in this process:

10. Has your agency had any adverse fiscal, clinical or administrative actions from any regulatory agency in the past 12 months? ___Yes ___No

If yes, please explain:

11. Is your agency in Good Standing with all LME's that your agency has a Memorandum of Agreement with? ___ Yes ___ No

If No, please explain:

12. Is your agency in Good Standing with the Department of Health and Human Services (DHHS)? ____Yes ____No

If No, please explain:

13. What is your agencies capacity for providing this service for adults and children? Please specify how many adult consumers and how many child consumers your agency will be able to serve:

14. If you are currently providing Developmental Therapy services anywhere in North Carolina please indicate what sites, how many consumers you are currently serving and how many are waiting to be served.

15. If you are currently providing Developmental Therapy services how many consumers are you currently serving? Adults ____ Children ____.

16. If you are providing Developmental Therapy services what needs, challenges and staff turn over issues have you encountered and how have you handled them?

AGREEMENT:

It is understood and agreed to by the bidder that (1) Funds granted for this project must be used only for the conduct of the project(s) as approved. (2) The project(s) may be terminated in whole, or in part, immediately upon notice by The Beacon Center. Such termination shall not affect obligations incurred under the contract prior to the effective date of such terminations. (3) Any significant revision of the approved project proposal must be requested in writing by the contractor and approved by The Beacon Center prior to enactment of the change. (4) Progress reports must be submitted as required by The Beacon Center. (5) Necessary records and accounts, including financial and property controls, must be established and maintained by the Contractor for five years and made available to The Beacon Center for audit purposes. (6) All reports of investigations, studies, publication, etc. made as a result of this proposal must acknowledge the support provided by The Beacon Center (7) All personal information concerning individuals served or studied under the project is confidential and such information must not be disclosed to unauthorized persons. (8) The Beacon Center reserves a royalty-free, non-exclusive license to use and authorize others to use all copyrighted material resulting from this project.

The bidder certifies that to the best of his/her knowledge and belief the data in this application is true and correct, and that he/she will comply with the above agreement if the contract is received.

Signature of Official Authorized to Sign for Bidder

Date

Reference Form

Complete one form for the agency and one form for each subcontractor agency

Names and telephone numbers of 3 references that can speak to your agency's and subcontractors qualifications to operate the project which you are applying for funding must be provided. Please include the description of work done, including the value of the contract, and the applicable contract manager(s) as a references(s).

A) _____
Name Telephone Number

Agency Name and Address

Description of Work Done

Value of Contract: _____

B) _____
Name Telephone Number

Agency Name and Address

Description of Work Done

Value of Contract: _____

C) _____
Name Telephone Number

Agency Name and Address

Description of Work Done

Value of Contract: _____

Additional Funding

Name of
Organization _____

List all funding received from any North Carolina State/Local Government Agency during the past three (3) years. Complete the following information including the name and telephone number of a representative of the state/local agency who can be contacted by The Beacon Center. Use additional pages if necessary.

State Agency	State Agency Representative (Name & Phone)	Purpose of funding	Time Period of funding	Funding Amount

Budget Request Form

Briefly describe how each proposed line item will contribute to the completion of the program component. Please include the maximum of funding requested as well as a detailed report of line items. Use additional sheets if necessary.