



Valley Mountain Regional Center

702 N. Aurora Street
P. O. Box 692290
Stockton, CA 95269-2290

Request for Proposals/Letter of Intent To Interested Providers VMRC-Community Placement Plan *Fiscal Year 2011-2012*

<i>Deadline for Submission:</i>	<i>March 2, 2012</i>
<i>Project #3:</i>	<i>Day Program to serve Adult Male and Female Consumers in Stanislaus County</i>
<i>Project #1:</i>	<i>Day Program to serve Adult Male and Female Consumers in Tracy</i>
<i>Project #4:</i>	<i>Day Program to serve Adult Male and Female Consumers in North Stockton/Lodi Area</i>

A Pre-Proposal Conference is scheduled for February 10, 2012 at 10:00 am to allow applicants an opportunity to ask questions.

Description of Project:

Valley Mountain Regional Center (VMRC) has a need for licensed Day Programs to serve Adult Male and Female Consumers in Stanislaus County, Tracy, and in the North Stockton/Lodi area. The facility should be licensed for a minimum capacity of 15 participants.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by March 2, 2012.

\$80,000 in start-up funding is available for the development of each of the 3 projects.

Scope of Service:

The selected service provider(s) will be required to develop and operate a licensed Day Program to serve Adult Male and Female Consumers in one of the areas listed above. The facility should be licensed, vendored and operational on or before June 30, 2013.

All proposals must address certain basic points:

- The program must have a licensed site and be vendored as one or more of the following: Activity Center, Service Code 505; Adult Development Center, Service Code 510; Behavior Management Program, Service Code 515; Community Integration Training Program, Service Code 055.
- The facility must be located in one of the listed locations. The facility location is subject to approval by VMRC.
- The program must have a full-time director.
- The program must have qualified direct service providers to support the consumers to be served.
- Preference will be given to proposals that emphasize staff training and program support.
- The program should be located on or near public transportation routes if possible.

- Preference will be given to proposals that emphasize consumer community involvement and articulate transportation supports for this purpose.

The day program services provided must comply with all applicable regulations contained in Title 17, Division 2, and Title 22, Division 6, of the California Code of Regulations (CCR). Day Program rates are set by the State Department of Developmental Services (DDS).

Eligibility of Applicants:

Applicants must have, at minimum, three years of prior experience providing direct supervision or special services to persons with developmental disabilities.

Responses to the Request for Proposal will *not* be considered if any of the following conditions exist:

- A. The parent organization or Director has been subject to a licensing administrative action within the last three years;
- B. The parent organization or Director has failed to clear a Corrective Action Plan in a timely manner within the last three years.
- C. The parent organization or Director is currently involved with a VMRC start-up grant project.

Application Package:

All applicants must include the following in their application:

1. Letter of Intent (brief 5 – 10 pages maximum), typed and double-spaced, including:
 - A) Briefly describe proposed program, including clientele to be served, program operating hours and days, program curriculum and training components, goals and expected outcomes.
 - B) The applicant's philosophy and values.
 - C) Personnel requirements for Director, Supervisor, Direct Care Staff and Consultants.
 - D) Staffing plans, including staffing ratio and justification for staffing ratio.
 - E) A transportation plan.
2. Request for Proposal Application Form [see Attachment 1].
3. Budget Proposal [see Attachment 2].
4. Strategic Plan (timeline for completion of project) [See Attachment 3].
5. Resumes of Applicant/Director.

Criteria for Selection:

A Review Committee will evaluate each applicant's RFP Application Packet and Budget Proposal. Incomplete application packets will not be eligible for consideration. Qualified applicants whose proposals score 75% and above will be scheduled for an interview. Applicants should be prepared

to answer questions about the contents of the RFP Application Packet and Budget Proposal and the daily operation of the service before a panel of Review Committee members.

The applicant's demonstrated commitment to serving people with developmental disabilities will be given special consideration.

Reservation of Rights:

VMRC reserves the right to select a provider for the services described in this Request for Proposal without further negotiations. VMRC may, at its sole discretion, select no applicant for these services if, in its determination, no applicant is sufficiently responsive to the need.

Costs for Proposal Submission:

Applicants responding to this Request for Proposal shall bear all costs associated with the development and submission of their RFP Application Packet. No costs shall be charged to VMRC, the Department of Developmental Services, or the State of California.

Format and Submission Requirements:

Applicants responding to this Request for Proposal must submit an original, and six copies of all required information to VMRC. Each copy should be bound only by a single staple. No Faxed or e-mailed proposals will be accepted.

Deadline:

RFP Application Packets must be received no later than March 2, 2012 at 5:00 P.M. RFP Application Packets will be stamped with the date and time of receipt. Time and date stamps and postmarks after March 2, 2012 at 5:00 P.M. will not be accepted and will be returned to the applicant.

Submit to:

Carmen Hill
Assistant Director of Case Management Services/Resource Development,
(209) 955-3360
Valley Mountain Regional Center

by mail to: PO Box 692290, Stockton, CA 95269-2290
or deliver to: 702 N. Aurora St, Stockton, CA 95202

Dissemination of Funds:

Disbursement of the Grant Funds will be made on a reimbursement basis for approved expenditures accumulated on a monthly basis.

Request for Proposals

Proposal Review/Selection Criteria

(The minimum requirement for interview is 75% of the total possible points)

Project _____ Applicant/Agency _____

	Maximum Score	Proposal Score
The overall proposal is complete, indicates an ability to follow directions, and is an appropriate response to the RFP.	Y	N
A. Agency Description		
1. The applicant/agency has prior relevant experience in the developmental disabilities field.	10	
2. The applicant/agency has prior relevant project-specific experience.	5	
3. The qualifications and experience of the Project Administrator meet and/or exceed Title 17 and Title 22 requirements.	10	
4. The applicant/agency's philosophy is positive, consumer oriented and appropriate to the goals of the proposed project.	5	
5. The applicant/agency's history indicates the administrative capacity and organizational capability of developing, managing, and operating the proposed project.	10	
B. Project Description		
1. The expected service outcomes, including the description of the needs of the consumers who will be served, are clear and consistent with the goals of the proposed project.	10	
2. The proposed use of personnel, including the selection, management and training of staff should ensure quality outcomes in the project.	5	
C. Strategic Plan/Timelines		
1. The Strategic Plan indicates a thorough knowledge of the processes and procedures needed to complete the project.	10	
2. The Strategic Plan/timeline for project development is realistic and meets deadlines.	10	
D. Budget/Finances		
1. The start-up budget is reasonable.	5	
2. The applicant demonstrates an ability to document actual costs involved in completing the project.	5	
E. Proposal Responsiveness		
1. The proposal provides evidence of innovative practices in providing services.	10	
2. Other Project-Specific Requirements, if applicable:	5	
TOTAL	100	

Proposal review completed by _____

Signature

Date

**Valley Mountain Regional Center
Request for Proposal (RFP)
Application Form**

Date: _____

Applicant Information

Agency/Applicant's Name: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #(s): _____

E-Mail Address: _____

Fax #: _____

Project Information

Project Name/#: _____

Proposed Project Address (if known: _____

City: _____ State: _____ Zip Code: _____

Type of services to be provided: _____

Number of consumers you plan to serve: _____

I have included an original and six (6) collated copies of the following with my Proposal:

- Completed RFP Application Form (Attachment 1)
- Project Proposal
- Start-Up Budget (Attachment 2)
- Strategic Plan (Attachment 3)
- Applicant's resume and resume of Administrator, if identified

Applicant Signature

Date

**Valley Mountain Regional Center
Grant Start-Up Budget**

Applicant/Agency: _____

Start-up costs are related to preparing the facility and staff to provide services. Only Start-up costs should be included in this budget.

Personnel Related Costs

Salaries & Wages	\$ _____
Benefits & Taxes	\$ _____
Staff Training Costs	\$ _____
Travel & Transportation Costs	\$ _____
Consultants/Professionals	\$ _____
Advertising/Recruitment Costs	\$ _____

Physical Plant Related Costs

Business Start-Up/Application Fees/Deposits	\$ _____
Building Rental/Lease Costs	\$ _____
Equipment Rental/Lease	\$ _____
Insurance Costs	\$ _____
Furniture/Appliance	\$ _____
Utilities	\$ _____
Communication Costs	\$ _____
Housekeeping Supplies	\$ _____
Office Supplies	\$ _____
Food Expenses	\$ _____
Personal Care Expenses	\$ _____

Programming/Activities Supplies \$ _____

Repair & Maintenance Costs \$ _____

General Expenses \$ _____

Household Set-Up \$ _____

Remodeling Costs \$ _____

Other _____ \$ _____

Total Start-Up Budget \$ _____

Signature: _____

Date: _____

For Office Use: Approved By: _____
Date: _____

Explanation of Costs for Start-Up Phase

Please provide a brief explanation of each section above and how you arrived at the dollar amount. This needs to be attached to the Start-Up Budget worksheet when you submit it.

Start up is the timeframe before vendorization and consumer placement. Start-up costs are related to preparing the facility and staff to provide services. Only Start-up cost should be included in this budget. Once you are vendored, the start up phase ends and you are operational. At the point of vendorization, all costs become operation costs and are the responsibility of the vendor.

Definitions- (What can be included within each line item)

Personnel Related Costs:

Salaries & Wages- Gross wages paid to employees (staff training)

Benefits & Taxes- F.I.C.A. payroll taxes, S.U.I. state unemployment insurance, workers compensation insurance, contribution to retirement plans, health insurance, dental insurance, vision insurance, other related employee benefits

Staff Training Costs- Fingerprint clearance fees, Health Screening, CPR, First Aid, behavioral training classes, training materials

Travel & Transportation Costs- Employee travel expenses to trainings and orientations

Consultants/Professionals- Gross wages for contract employees (1099 employees), accounting, clerical, or managerial services not provided by facility staff (Legal services not covered)

Advertising/Recruitment Costs- Advertisement costs such as newspapers, flyers, on-line sites

Physical Plant Related Costs:

Business/Application Fees/Deposits- Opening bank account fees, check printing, business licensing fees, fictitious business fees, licensing orientation fee, licensing application fees, Licensee and Administrator fingerprint clearance fees, Administrator certification class fee, Administrator certificate fees, vendor application fee, vendor orientation workshop fee, utility deposits and hook-up fees

Building Rental/Lease Costs- Cost for property mortgage, rent or leasing fees, homeowners association fees; Number of months to be used; can not include the purchase, down payment or deposit for the purchase of real property

Equipment Rental/Lease- Only deposits and/or monthly lease payments are allowable for equipment such as copiers, faxes, printers or similar office equipment. Only computers for consumer use are allowable.

Insurance Costs- Liability, homeowners, fire, rental, vehicle, Surety Bond

Furniture/Appliance- Household and office furniture lease/rental fees, cost of beds, dressers, sofa, dining, refrigerator, washer, dryer, TV, patio furniture, small kitchen appliances (coffee maker, iron, blender, mixer, etc), desk, chairs, file cabinets

Utilities- Water, sewer, garbage, cable TV, power, heating/cooling; number of month to be used

Communication Costs- Monthly service plans for telephones and cell phone plans, pager plan costs, monthly internet access fees, and TDD equipment Number of months to be used (Telephone equipment not allowed)

Housekeeping Supplies- Cleaning/housekeeping supplies, laundry supplies, maintenance supplies, paper products, batteries, light bulbs

Office Supplies- Pens & pencils, paper, printer ink, tape, staplers, consumer binders, clipboards, bulletin boards, postage, general office supplies

Food Expenses- Only to include non-perishable groceries for 7 days (watch expiration dates)

Personal Care Expenses- Toiletries and personal care items (shampoo, soap, toothpaste, etc) for consumers

Programming/Activities Supplies- Supplies to be used by consumers to carry out in home care or training, supplies for in home programming such as arts & craft supplies, gardening supplies, games, cards, sports equipment, musical instruments, activity reference books, camera

Repair & Maintenance Costs- Cost of contract labor for repairs and maintenance of building, furniture, equipment, (The following are considered routine maintenance of plant or facility and are not allowed: costs for monthly gardener/landscaper, housecleaner service, gutter cleaning, tree trimming, fence repair, etc. costs for purchases of items to do routine maintenance, lawn mowers, trimmers, ladders, tools, outside extension cords, etc)

General Expenses- Dues for professional organizations related to consumer's care, subscription for publications which are used in the operation of the facility, for resident, or staff development, fees for licenses, certifications, registrations or permits required in order to operate a facility, local newspaper, magazines, fire extinguisher annual service

Household Set-Up- Bed linens, bedspreads, pillows, bath & kitchen towels, hot pads, pots & pans, dishes, glassware, flatware, serving bowls & platters, serving & cooking utensils, draperies, first aid kits, fire extinguishers, smoke detectors

Remodeling Costs- Environmental modification, construction, or remodeling that promotes a non-ambulatory consumer's ability to access living space or is directly related to the environmental modifications necessary to develop the CPP project. All projects must have 2 estimates and must be pre-approved by VMRC in writing before work can be started and reimbursed.

Other- Please explain with detail.

Strategic Plan
Timeline for Completion of Project

Facility Name: _____

Project Activities	Target Date

Directions:

This form is to be used as a template for your Strategic Plan. List your Project Activities and your Target Date for completion. Please include all project tasks.

The following are items that need to be addressed:

- Locating your property
- Moving into property
- Setting up bank accounts
- Purchasing surety bonds
- Purchasing insurance
- Addressing transportations for consumers
- CCL orientation components
- VMRC orientation classes
- CCL Administrator training classes
- DSP classes
- CCL application submission
- Fire Marshall visits
- Furniture purchases
- Household purchases and set-up
- Utilities set-up
- Recruiting/advertising for staff, hiring & training staff (including CPR & First Aid classes)
- Behavior training for staff
- Program design submissions
- Hiring consultants
- Purchasing groceries
- Quarterly progress meetings with VMRC Resource Development staff
- Anything else you have identified as a step in the process.