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**VALLEY
MOUNTAIN
REGIONAL
CENTER**



Helping People with Developmental Disabilities Reach Their Maximum Potential

San Joaquin County

Main Office
702 N. Aurora Street
P. O. Box 692290
Stockton, CA 95269-2290
Phone: 209-473-0951
Fax:

- Administration: 209-473-0256
- Case Mgmt: 209-473-0719
- Community Services: 209-955-3232
- Clinical: 209-956-6439

Stanislaus County

Branch Office
1820 Blue Gum Avenue
Modesto, CA 95358
Phone: 209-529-2626
Fax: 2nd Floor 209-557-2173
3rd Floor 209-557-2174

**Amador, Calaveras, and
Tuolumne Counties**

Branch Office
704 Mountain Ranch Rd #203
P. O. Box 1420
San Andreas, CA 95249
Phone: 209-754-1871
Fax: 209-754-3211

**Request for Proposal/Letter of Intent
to
Interested Providers**

Project Type: Residential Step-Away Facility to serve Adult Male and Female Consumers with Substance Abuse Conditions

Deadline for Submission: March 31, 2010

Description of Project:

Valley Mountain Regional Center (VMRC) has a need for a licensed Adult Residential Facility to serve up to six (6) male and female consumers between the ages of 18 and 59. One bed will be for non-ambulatory consumers; private rooms are recommended. This facility will specialize in treatment of consumers who have substance abuse conditions. Consumers may demonstrate behavioral challenges and may have a mental health diagnosis. Background in working with the criminal justice system is preferred. Consumers will have successfully completed a Substance Abuse treatment program prior to admission. The facility will need to qualify for vendorization as a Level 4I facility. The facility location is subject to approval by VMRC.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by March 31, 2010.

\$80,000 in start-up funding is available for the development of this project.

Scope of Service:

The selected service provider will be required to develop and operate a licensed Adult Residential Facility for up to six males and/or females with developmental disabilities between the ages of 18 and 59 who may have substance abuse conditions, mental health diagnoses, and demonstrate behavioral challenges. The facility is anticipated to be a Service Level 4I. The facility should be operating on or before June 30, 2011.

The residential 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). The services must also comply with VMRC's Best Practice in Licensed Residential Care. All Service Level rates and median 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 and special services to persons with developmental disabilities and a background in substance abuse treatment.

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

- A. The facility, parent organization, Licensee, or Administrator has been subject to a licensing administrative action within the last three years;
- B. The facility, parent organization, Licensee, or Administrator has been subject to written notification of an “Immediate Danger” situation within the last three years.
- C. The facility, parent organization, Licensee, or Administrator has been subject to sanctions issued by a California Regional Center as required by Title 17, CCR, Section 56057 within the last three years.
- D. The facility, parent organization, Licensee, or Administrator is currently involved with a VMRC start-up project.

Application Package:

All applicants must demonstrate the following standards in their application:

- 1. Letter of Intent (brief 5 – 10 pages maximum), typed and double-spaced, including:
 - A) A statement of purpose, including goals and expected outcomes
 - B) The applicant’s philosophy and values
 - C) A summary of services and treatment strategies to be provided (clinical strategies, consultants to be utilized, skill training, recreation and leisure, support services, behavior management program)
 - D) A transportation plan
 - E) Qualifications of applicant and Administrator (including work histories in narrative form)
- 2. Budget Proposal [see Attachment 1]
- 3. Resumes of applicant and Administrator
- 4. Strategic Plan (timeline for completion of project) [See Attachment 2]

Criteria for Selection:

A Review Committee will evaluate each applicant’s RFP Application Packet and Budget Proposal and may request an interview prior to making its final selection. 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.

Deadline:

RFP Application Packets must be received no later than March 31, 2010 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 31, 2010 at 5:00 P.M. will not be accepted and will be returned to the applicant.

Submit to:

Carmen Hill, VMRC Assistant Director of Case Management Services, (209) 955-3360; 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.

**VMRC
Budget Proposal**

Agency Name: _____

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|---|----------|
| Business Start-Up/Application Fees/Deposits | \$ _____ |
| Salaries & Wages | \$ _____ |
| Benefits & Taxes | \$ _____ |
| Consultants/Professionals | \$ _____ |
| Building Rental/Lease Costs | \$ _____ |
| Insurance Costs | \$ _____ |
| Furniture/Appliance | \$ _____ |
| Equipment Rental/Lease | \$ _____ |
| Utilities | \$ _____ |
| Communication Costs | \$ _____ |
| Housekeeping Supplies | \$ _____ |
| Office Supplies | \$ _____ |
| Food Expenses | \$ _____ |
| Personal Care Expenses | \$ _____ |
| Travel & Transportation Costs | \$ _____ |
| Programming/Activities Supplies | \$ _____ |
| Repair & Maintenance Costs | \$ _____ |
| General Expenses | \$ _____ |
| Advertising/Recruitment Costs | \$ _____ |
| Staff Training Costs | \$ _____ |
| Household Set-Up | \$ _____ |
| Remodeling Costs | \$ _____ |
| _____ | \$ _____ |
| | \$ _____ |
| Total Start-Up Budget | ===== |

| |
|--|
| <p><i>For Office Use:</i> Approved By: _____ Date: _____</p> |
|--|

Explanation of Cost

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.

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

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

Salaries & Wages- Gross wages paid to employees- indicate how many FT and PT employees, and the hourly and/or fixed pay rate

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

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

Building Rental/Lease Costs- Cost for property mortgage, rent or leasing fees, homeowners association fees; Can not include the purchase, down payment or deposit for the purchase of real property

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, small kitchen appliances (coffee maker, iron, blender, mixer, etc), desk, chairs, file cabinets,

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

Utilities- Water, sewer, garbage, cable TV, power, heating/cooling,

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

Housekeeping Supplies- Cleaning & maintenance supplies, paper products, batteries, light bulbs, external housekeeping or laundry services, first aid kit replacement supplies

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

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

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

Repair & Maintenance Costs- Cost of contract labor for repairs and maintenance of building, furniture, equipment, (routine maintenance not allowed)

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

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

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

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 should have 3 estimates and must be pre-approved by VMRC in writing.

Other- Please explain with detail

Strategic Plan
Timeline for Completion of Project

Facility Name: _____

| Project Activities | Target Date |
|---------------------------|--------------------|
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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.