www.vmrc.net
VALLEY MOUNTAIN REGIONAL CENTER

Helping People with Developmental Disabilities Reach Their Maximum Potential

☑ **San Joaquin County**
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- Administration: 209-473-0256
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1820 Blue Gum Avenue
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Amador, Calaveras, and Tuolumne Counties
Branch Office
704 Mountain Ranch Rd #203
P. O. Box 1420
San Andreas, CA 95249
Phone: 209-754-1871
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Request for Proposal/Letter of Intent
to
Interested Providers

Project Type: *Basic Behavioral Training Course for Spanish Speaking Parents*

Deadline for Submission: *April 17, 2015*

Description of Project:

Valley Mountain Regional Center (VMRC) has a need for qualified professionals to teach basic behavioral techniques/skills to Spanish speaking parents to assist them in learning ABA-based strategies for decreasing inappropriate maladaptive behaviors and increasing self-help/adaptive skills exhibited by their children in home and/or community settings.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by April 17, 2015.

Scope of Service:

The selected service provider will be required to develop and provide a series of introductory behavioral training courses for Spanish speaking parents of VMRC consumers.

Eligibility of Applicants:

Applicants must be **fluent in both written and spoken English and Spanish** and must be qualified in one of the following vendor categories:

- Behavior Analyst (service code 612):
  - Certification by the national Behavior Analyst Certification Board as a Board Certified Behavior Analyst.
- Behavior Management Consultant (service code 620):
  - Completion of 12 semester in applied behavior analysis, **and**
  - At least 2 years experience designing and implementing behavior modification intervention services, **and**
  - License as a Marriage and Family Therapist pursuant to Business and Professions Code, Section 4980 through 4984.7, **or**
  - License as a Psychologist from the Medical Board of California or Psychology Examining Board, **or**

- License as a Clinical Social Worker pursuant to Business and Professions Code, Sections 4996 through 4998.7.

VMRC may also consider the applications of Associate Behavior Analysts (BCaBA) to teach the classes, provided they do so under the direct supervision of a Board Certified Behavior Analyst; however, a lesser pay rate will be assigned in that situation.

- Associate Behavior Analyst (service code 613):
  - Certification by the national Behavior Analyst Certification Board as a Board Certified Associate Behavior Analyst

Application Package:

All applicants must include the following in their application:

1. Letter of Intent (brief 5 – 10 pages maximum), typed and double-spaced, in English, including:
   A) A statement of purpose, including goals and expected outcomes
   B) The applicant's philosophy and values
   C) A summary outlining instructional format for the course, and list of ABA concepts and treatment strategies to be taught to parents - including a draft course curriculum.
2. Applicant resumes and copies of appropriate licenses/certifications of applicant and any assistants/associates to be employed by applicant. For non-BCBA applicants, transcripts to verify adequate ABA completed coursework will also be required.

Criteria for Selection:

A Review Committee will evaluate each applicant's RFP Application Packet 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 details regarding the proposed course 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 five copies of all required information to VMRC.

Deadline:

RFP Application Packets must be received no later than April 17, 2015 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 April 17, 2015 at 5:00 P.M. will not be accepted and will be returned to the applicant. No Faxed or Emailed proposals will be accepted.

Submit to:

Carmen Hill
Assistant Director of Case Management Services/Resource Development
Valley Mountain Regional Center
PO Box 692290
Stockton, CA 95269-2290