



Helping People with Developmental Disabilities Reach Their Maximum Potential

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Request for Proposal/Letter of Intent

Facilitation Services to Interested Providers

December 28, 2016

Project Type:

Solicitation for Facilitator Services

Deadline for Submission:

February 28, 2017

Background:

VMRC is a private, non-profit corporation that contracts with the State of California to provide diagnostic, evaluation, case management, and early intervention services to people with developmental disabilities. VMRC purchases essential services for people with developmental disabilities.

VMRC is governed by a 21-member Board of Directors and an Executive Director, who manages the daily operations of the agency through a senior management team. The board membership includes individuals with developmental disabilities, parents, and community members from our five-county catchment area. The board strives to be inclusive of all members by utilizing facilitation services, plain language materials and other adaptations as needed. VMRC's main office is in Stockton, with satellite offices in Modesto and San Andreas.

Additional background information about VMRC is available on our website located at <http://www.vmrc.net/index.htm>

Description of Project:

Valley Mountain Regional Center (VMRC) is soliciting proposals intended to deliver Facilitation services for VMRC consumer board members. Facilitation services are to be delivered prior to Board meetings, during Board meetings, and subsequent to board meetings. Additionally, Facilitation services are to be delivered at sub-committee Board meetings and any other Board related endeavor. Facilitation services generally occur late afternoon or early evening hours, one

to two times monthly or more frequently contingent upon Board related activities. The successful applicant will receive training from VMRC management staff offering an overview of the Lanterman Developmental Services Act, regional center system of care, VMRC's internal operations, vendor(s) partnerships, external stakeholders such as the Department of Developmental Services, Disability Rights of California, Family Resource Network, and the State Council for Developmental Disabilities to name a few. A core area of training for the successful applicant will include an overview of VMRC's Board Packet, and its contents, including fiscal reports, contracts, and sub- committee activities.

Scope of Service:

Facilitation service provider(s) shall demonstrate competent knowledge of the contents of the Board packet, and the impact of Board Actions that are proposed and voted on by the Board. Facilitation service provider(s) must acquire and retain a competent understanding of information including financial data that is presented in the context of the general Board meeting or Sub-committee meetings, and proactively request clarification when needed. Facilitation services, must be delivered in a manner that conveys information in a concise and easy to understand format, and is capable of adjusting service delivery according to the needs of the consumer Board Member. Facilitation service provider(s), must show preparedness, prior and during the Board meeting, in having reviewed the current Board Packet, and offering clear articulation of the Agenda and supplemental materials for consumer Board members. Facilitation service provider(s) service delivery shall be neutral, having no bias, offering the facts presented, and responses that are accurate and based on information specifically found within the Board Packet or presented during Board meetings. Facilitation service provider(s), must build a good rapport with consumer Board Members, and during Board meetings offer consumer Board Members encouragement to speak up, to participate and to ask questions as fully vested Board Members to the fullest extent.

Working Conditions and Physical Requirements:

Applicant(s) must have reliable transportation and be able to travel locally and out of town as needed. Applicant(s) must have the ability to read, write and comprehend large amounts of written materials. Excellent oral and written skills are essential.

Eligibility of Applicants:

Applicant(s) for this RFP must be fluent in both written and spoken English. Applicants must have experience working with persons with developmental disabilities and/or background in the areas of social work, communication, business, public relations, and leadership/advocacy skills. Applicant(s) must demonstrate good interpersonal skills.

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Application Package:

All applicants must include the following in their application:

1. Letter of Intent (typed and double-spaced, in English and must include a statement of purpose, including goals and expected outcomes as found in the Scope of Services.
2. Applicant resume(s) and copies of appropriate certifications of applicant and any assistants/associates to be employed by applicant.
- 3.

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.

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 this service if, in its determination, no applicant is sufficiently responsive to the need.

Deadline:

RFP Application Packets must be received no later than February 28th at 5:00 p.m. RFP Application Packets will be stamped with the date and time of receipt. RFP Application Packets with time/date stamps and postmarks after February 28th at 5:00 p.m. will not be accepted and will be returned to the applicant.

Submit to:

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