

**VALLEY MOUNTAIN REGIONAL CENTER
ADMINISTRATIVE PROCEDURES MANUAL**

		VMRC AP: <u>200-11-01</u>
		Date: <u>January 1, 2011</u>
To:	Interested Persons	
Subject:	Requests for Proposals to Address Service Needs	
Approved:	_____	
	Richard W. Jacobs Executive Director	
Date of Board Approval:	<u>February 14, 2011</u>	

POLICY

Valley Mountain Regional Center (VMRC) is required to institute a Board approved policy effective January 1, 2011 specifying the circumstances under which the regional center will issue requests for proposals to address service needs. This policy is designed to assure compliance with VMRC's contract with the State of California Department of Developmental Services (DDS). Specifically, it includes an applicable dollar threshold, a description of the notification process, and a description of the evaluation process. This procedure will be used in situations where the regional center is legally able to take advantage of competitive market forces to the benefit of families and consumers.

GENERAL

Request for Proposal-Purpose

The purposes for seeking services through a Request for Proposal are to:

- Make competitive evaluations of qualified service providers who are anticipated to have annual Purchase of Service (POS) expenditure of \$450,000 or above (the applicable dollar threshold),
- Fulfill unmet needs for which the regional center must find qualified vendor(s),
- Create competition to get the best service at the best price and ensure cost effectiveness,
- Discourage monopolies of providers regionally or according to service provided,
- Assure an equitable review and selection process for RFP respondents, and
- Select a service provider that will provide excellent care and services for VMRC consumers in a cost-effective manner.

Request for Proposal–Frequency

VMRC will issue Requests for Proposals (RFP) at least annually, if needed, and may do so more often depending on the unmet needs identified.

Request for Proposal–Deadline

Proposals must be received in VMRC's Stockton office no later than 5 p.m. on the deadline date identified in the request for proposal. In fairness to all applicants, exceptions to the deadline will not be made.

Request for Proposal-Submission

The proposal MUST contain all of the following:

- Executive Summary describing the service, staff qualifications, service implementation and other information requested.
- Identification as Community Placement Plan ("CPP") or regular Purchase of Service (POS). (CPP projects may include start-up funds; POS projects will not include start-up funds.)
- County in which the service is to be located and/or provided.
- Comprehensive budget information.
- Any additional information specified in the request for proposal. The requirements may vary dramatically based on the vendor category.

Many projects require a program design. Once awarded, applicants will be asked to submit a program design, if necessary. Program designs are required for, but not limited to, the following:

- Behavioral Services
- Infant Services
- Day Services
- Respite Services
- Supported Living
- Independent Living
- Residential Services
- Adaptive Skills
- Socialization Training
- Mobility Training
- Community Activities Support Services
- Family Home Agency
- Crisis Team

Criteria for Review of Accepted Proposals

At minimum, proposals that are selected for further consideration must provide evidence that the:

- applicant is qualified to provide service,
- applicant must have at least three years experience providing direct supervision or special services to persons with developmental disabilities
- applicant demonstrates understanding of service and regulatory requirements,
- applicant understands the needs of individuals to be served and the issues involved in providing quality services,
- applicant demonstrates an understanding of current best practices and has incorporated them into the design, and
- applicant has the administrative capacity to complete the project or implement the service in a timely fashion.

Proposal Review Procedure

Any proposal may be rejected if it is incomplete or deviates from the specifications identified in the request for proposal.

Proposals received by the due date are screened and scored using a proprietary standard screening tool.

Letters will be mailed to all applicants whose proposals do not meet the criteria outlined in the RFP or who are ineligible for some other reason.

The Community Services Manager/Resource Development will contact Quality Assurance (QA) staff to determine if the vendor has any unresolved quality assurance issues. Ongoing quality assurance issues or demonstrated lack of compliance with applicable statutes and regulations may disqualify an applicant.

The Community Services Manager/Resource Development contacts references provided by the applicant.

The scores are compiled by Resource Development staff and results are sent to the Resource Development Team.

All eligible applicants with a minimum score level of 75% are scheduled for interviews.

The interview panel determines project-specific interview questions to be included with standard general interview questions.

Applicants are interviewed by the Resource Development interview panel.

The results of the interview scores are compiled by Resource Development staff and distributed to the Resource Development team. The RD Team selects award recipients. VMRC reserves the right to reject any or all proposals and to cancel the RFP process at its sole discretion.

If the selected applicant fails to comply with the requirements of their proposal or implement the service in a timely manner, VMRC reserves the right to re-open negotiations with the next qualified applicant or re-post the RFP.

Notification

Current and potential providers are encouraged to utilize the RFP process to submit applications for services and supports identified as unmet needs.

RFP information is distributed to all service providers via:

- announcements on the VMRC web site
- mailings
- e-mail notifications to the Coalition of Local Area Service Providers (CLASP).

Assistance

Persons who are developing responses to requests for proposal are encouraged to contact Resource Development staff as they develop their proposals so that questions from prospective providers can be answered during the development stage.

Unsolicited Requests

A current description of needed services and supports for persons served is routinely available on VMRC's website and from VMRC's Resource Development Department. These may include services for which a formal request for proposal will not be issued.

If a prospective or current service provider seeks vendorization according to Title 17 guidelines for a service for which no RFP exists, the service provider shall submit a Letter of Interest ("LOI") to the VMRC Resource Development Department.

The following information is required to be included in the Letter of Interest:

- Type of services to be provided
- Qualifications of applicant
- Specific population and age group to be served
- Geographic location of service
- Proposed start date of service
- Mission and intent of service

- Brief statement explaining desire to serve persons with developmental disabilities
- Complete contact information of applicant

Prospective vendors are advised to review current needs prior to submitting proposals as referrals to any service are not guaranteed. Service providers responding to unmet needs are more likely to receive referrals. Applicants meeting regulatory requirements will be reviewed for vendorization. This review process will be completed forty five days after all required documents are received.

Contracting for Services

Upon completion of the RFP, evaluation and selection of the service provider, the rate negotiation (if allowed), contracting and vendorization processes shall follow with the provider.