



Helping People with Developmental Disabilities Reach Their Maximum Potential

### San Joaquin County

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## Request for Proposal/Letter of Intent To Interested / Qualified Providers

*Project Type:* **Activity Center (505) –San Joaquin County**

*Deadline for Submission:* **February 1, 2019**

**Background:** Valley Mountain Regional Center (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. 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) has a need for a licensed Activity Center (Service Code 510) to serve consumers residing in North San Joaquin County (Stockton/ Lodi). The Activity Center should serve up to 35 persons.

Interested parties are invited to submit a letter of Intent for the development and operation of the proposed service to VMRC by **February 1, 2019**.

There are **NO START UP FUNDS** associated with this project.

Targeted start date for service is: **August 2019**

### **Scope of Service:**

“Activity Center” means a community-based day program that serves adults who generally have acquired most basic self-care skills, have some ability to interact with others, are able to make their needs known, and respond to instructions. Activity center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration and employment;

- The program must be located in San Joaquin County. Location is subject to approval by VMRC.
- The program must have qualified direct service providers to support the consumers served.
- The program must have a qualified full time director.
- Preference will be given to proposals that incorporate community integration components and/ or employment related opportunities and innovative policies and procedures to serve this population.
- 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).

**Qualifications/ Eligibility of Applicants:**

The Director of an adult day program shall have:

- (1) A bachelor’s degree and a minimum of 18 months of experience in the management of a human services delivery system; or
- (2) Five years of experience in a human services delivery system, including at least two years in a management or supervisory system.
  - (b) The supervisor of an adult day program shall have:
    - (1) three years of experience in a human services delivery system, including at least one year in a comparable program or a bachelor’s degree in a human services related field; and
    - (2) The demonstrated ability to provide staff training, supervision and planning.

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

- A. Fails to demonstrate understanding of the intent of service, and how supports are deployed to achieve expected service outcomes.
- B. The facility, parent organization or Director has been subject to a licensing administrative action within the last three years.
- C. The facility, parent organization or Director has been subject to written notification of an “Immediate Danger” situation within the last three years.
- D. The facility, parent organization, or Director has been subject to sanctions issued by a California Regional Center as required by Title 17, CCR, and Section 56057 within the last three years.
- E. The parent organization or Director is currently involved with or recipient of any active start up grant project.
- F. The facility, parent organization, Director is currently part of any ongoing investigation by Community Care Licensing or VMRC which if substantiated would result in the issuance of Substantial Inadequacies or Immediate Danger per Title 17 Section 56053 and Section 56054.

### **Application Package:**

All applicants must include the following in their application:

1. Letter of Intent (should be from 5-10 pages **total**) typed and double-spaced, in English, including:
  - A) Briefly summarize the clientele to be served, program hours/ days, program curriculum and training components, goals and expected outcomes.
  - B) Applicant's philosophy and values.
  - C) Statement of qualifications and business history.
  - D) A detailed description of the proposed services and treatment strategies to be provided (clinical strategies, consultant's to be used, recreation and leisure activities, behavior management strategies) and maintenance of a home like setting in accordance with person centered thinking.
2. A section on equity and diversity that shall include, but shall not be limited to:
  - A) A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations;
  - B) Examples of the applicant's commitment to addressing the needs of those diverse populations; and
  - C) Any additional information that the applicant deems relevant to issues of equity and diversity.
3. Qualifications of all applicants (Resume for Licensee and proposed Administrator)
4. Request for Proposal Application Form (Attachment 1)
5. Start-Up budget proposal (Attachment 2)
6. Operations Budget Proposal (include appropriate staff to consumer ratios)
7. Strategic Plan (Attachment 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. Applicants should be prepared to answer questions about the contents of the Application Packet and details regarding the proposed 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.

**Deadline:**

RFP Application Packets must be received no later than **February 1, 2019 at 5:00 P.M.** Application Packets will be stamped with the date and time of receipt. RFP Application Packets with time/date stamps and postmarks after **February 1, 2019 at 5:00 P.M.** will not be accepted and will be returned to the applicant. Faxed or emailed submissions will not be accepted.

**Submit to:**

Brian L. Bennett  
Assistant Director of Consumer Services/  
Resource Development  
Valley Mountain Regional Center  
PO Box 692290  
Stockton, CA 95269-2290