



Helping People with Developmental Disabilities Reach Their Maximum Potential

### San Joaquin County

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702 N. Aurora Street  
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- Fax:
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Branch Office  
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### Amador, Calaveras, and Tuolumne Counties

Branch Office  
704 Mountain Ranch Rd #203  
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## Request for Qualified Service Provider To Operate a Licensed *Specialized* Adult Residential Step-Down Facility

*Project Type:* Specialized Adult Residential Step-Down Facility in Stockton, CA

*Deadline for Submission:* April 29, 2019

### **Description of Project:**

Valley Mountain Regional Center (VMRC) has the need for a qualified **Licensee** to operate a *Specialized* Adult Residential Step-Down Facility in accordance with California Code of Regulations, Title 22 and Title 17. The qualified applicant must be able to complete the regional center vendorization process.

Interested parties are invited to submit an application packet for the operation of the proposed project to VMRC by April 29, 2019.

*There are no start-up funds associated with this project. The prospective Licensee would be expected to assume operations immediately.*

### **Scope of Service:**

The selected service provider will be required to operate a licensed Adult Residential Facility to serve five (5) female adults with developmental disabilities who have a history of requiring intense supervision, behavior management, and ongoing management and monitoring of medications intended to control impulsivity and assaultive acts that may cause harm to themselves or others. Private rooms are preferred. The qualified applicant would be expected to enter into a use/ lease agreement with the current property owner in order to maintain the continuity of services.

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:**

The applicant must demonstrate the ability to oversee treatment planning, therapy needs, behavioral health support needs and must demonstrate the capacity to understand complex behavior challenges, psychiatric and emotional needs that are commonly demonstrated by persons who may be dually diagnosed.

Applicants must have, at minimum, three years of prior experience providing direct supervision or special services to persons with developmental disabilities and a background in providing services to those with severe/assaultive behavior challenges and/or psychiatric diagnoses.

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

- A. The facility, parent organization, or Licensee has been subject to a licensing administrative action within the last three years;
- B. The facility, parent organization, Licensee has been subject to written notification of an “Immediate Danger” situation within the last three years.
- C. The facility, parent organization, Licensee 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.

**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) Qualifications of applicant and Administrator (including work histories in narrative form)
2. Resumes of Applicant and Administrator (if identified)

**Criteria for Selection:**

A Review Committee will evaluate each applicant’s Application Packet. Incomplete application packets will not be eligible for consideration. Applicants should be prepared to answer questions about the contents of the RFP Application Packet, must be able to provide evidence of having the capacity to operate a licensed Specialized ARF. 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.

**Format and Submission Requirements:**

Applicants responding to this Request for Qualifications must submit an original, and 5 copies of all required information to VMRC. Each copy should be bound only by a single staple. No Faxed or e-mailed proposals will be accepted.

**Deadline:**

RFQ Application Packets must be received no later than April 29 , 2019 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 29, 2019 at 5:00 P.M. will not be accepted and will be returned to the applicant.

**Submit to:**

Brian L. Bennett  
Assistant Director Resource Development (209) 955-3309  
Valley Mountain Regional Center  
By mail to: PO Box 692290, Stockton, CA 95269-2290  
Or deliver to 702 N. Aurora St, Stockton, CA 95202