



Helping People with Developmental Disabilities Reach Their Maximum Potential

San Joaquin County

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Amador, Calaveras, and Tuolumne Counties

Branch Office
704 Mountain Ranch Rd #203
P. O. Box 1420
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Request for Proposals/Letter of Intent To Interested Providers VMRC-Community Placement Plan Fiscal Year 2015-2016

Project # VMRC-1516-4

Project Type: Crisis Services Step-Down Residential Facility to serve Adult Female Consumers

Deadline for Submission: February 22, 2016

Description of Project:

Valley Mountain Regional Center (VMRC) has a need for a licensed Adult Residential Facility to serve up to five (5) female consumers who have intense behaviors and are either being discharged from the adult crisis home or at risk of being placed in the adult crisis home.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by February 22, 2016.

\$100,000 in start-up funding is available for the development of this project.

Scope of Service:

The selected service provider will be required to develop and operate a licensed Adult Residential Facility to serve up to five (5) female adults with developmental disabilities and autism or autism-like characteristics that exhibit ritualistic behaviors who require highly structured residential services and are either being discharged from the adult crisis home or at risk of being placed in the adult crisis home, and 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. This service will have staff that is specifically trained to work with individuals with autism while having behavioral supports including a Board Certified Behavior Analyst, psychiatric services, others. Private rooms are preferred. The facility location may be in any of VMRC's counties (Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne) and is subject to approval by VMRC. The facility will need to qualify for vendorization as a Negotiated Rate facility. The facility should be licensed, vendored and operational on or before June 30, 2017.

All proposals must address certain basic points:

- The residential facility must provide environments for residents who require privacy, quiet and space.
- The residential facility must be capable of providing a highly structured program, including behavioral services, typically required by adults with behavioral challenges.
- The residential facility must have a Board Certified Behavior Analyst (BCBA) and Psychiatric Consultant, other appropriate clinical professionals, and qualified direct service providers to support adults with behavioral challenges.

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:

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, Licensee, or Administrator has been subject to a licensing administrative action within the last three years;
- B. The facility, parent organization, Licensee, or Administrator has been subject to written notification of an "Immediate Danger" situation within the last three years.
- C. The facility, parent organization, Licensee, or Administrator has been subject to sanctions issued by a California Regional Center as required by Title 17, CCR, Section 56057 within the last three years.
- D. The facility, parent organization, Licensee, or Administrator is currently involved with a VMRC start-up project.

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) A transportation plan
 - E) Qualifications of applicant and Administrator (including work histories in narrative form)
2. Request for Proposal Application Form [see Attachment 1]

3. Budget Proposal [see Attachment 2]
4. Strategic Plan (timeline for completion of project) [See Attachment 3]
5. Resumes of Applicant and Administrator (if identified)

Criteria for Selection:

A Review Committee will evaluate each applicant's RFP Application Packet and Budget Proposal. Incomplete application packets will not be eligible for consideration. Qualified applicants whose proposals score 75% and above will be scheduled for an interview. Applicants should be prepared to answer questions about the contents of the RFP Application Packet and Budget Proposal and the daily operation of the 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.

Format and Submission Requirements:

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

Deadline:

RFP Application Packets must be received no later than February 22, 2016 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 February 22, 2016 at 5:00 P.M. will not be accepted and will be returned to the applicant.

Submit to:

Carmen Hill
Assistant Director of Case Management Services/Resource Development, (209) 955-3360
Valley Mountain Regional Center
by mail to: PO Box 692290, Stockton, CA 95269-2290
or deliver to 702 N. Aurora St, Stockton, CA 95202

Dissemination of Funds:

Disbursement of the Grant Funds will be made on a reimbursement basis for approved expenditures accumulated on a monthly basis.

