



Helping People with Developmental Disabilities Reach Their Maximum Potential

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Request for Proposals To Interested Providers VMRC-Community Resource Development Plan (CRDP) Fiscal Year 2023-2024

Project # VMRC-2324-6

***Project Type:** Adult Day Program with behavioral management supports*

Deadline for Submission: ***March 4, 2024***

Description of Project:

Valley Mountain Regional Center (VMRC) has a need for an adult day program to support the growing number of individuals who demonstrate significant behavior deficits and require initial 1:1 staffing during their transition to day program services. The program will offer a licensed setting and will incorporate community integration opportunities for all participants. The program will support up to thirty individuals (30) who require behavior management services in a day program environment. Individuals may be non-ambulatory and require assistance with transfers, may need substantial supports related to food intake, assistance with incontinence, positioning, and sensory stimulation.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by **Monday March 4, 2024**.

\$200,000 in start-up funding is available for the development of this project.

Scope of Services:

The selected service provider will be required to develop and operate a licensed Day Program that can provide services to individuals with significant support needs, including but not limited to seizure disorders, cerebral palsy, diabetes, skin conditions, and/or other medical conditions. The location of the Day Program will be in Stanislaus county (Modesto, Turlock, Ceres, Patterson) and is subject to prior approval by VMRC. Individuals supported may also require behavioral management services for behaviors such as self-injurious behaviors, and inappropriate social behaviors.

The Day Program should be licensed, vendored and operational on or before June 30, 2025.

All proposals must address certain basic points:

- Development of Individualized Behavioral Management Plans that address the individuals behaviors that impact their well-being. This plan will need to demonstrate the implementation of the plan between the day program, residential home, and transportation services.
- Qualifications of staff and training of qualified staff that will be responsible for meeting the health care and behavior needs as well as implementing the elements required of a day program to meet the needs of the described population.
- Special staff training requirements such as completion of the Direct Care Support Professional Training and hands-on-training that translates the Behavioral plan into direct care.
- Use of consultants and licensed staff such as, Registered Nurses, Licensed Vocational Nurses, Licensed Psychiatric Technicians, Certified Nursing Assistants, Board Certified Behavioral Analyst, Physical Therapist, Occupational Therapist, Physical Therapist, Recreation Therapist.
- Delivery of services that work toward ensuring the individual develops as much independence as possible, develops sensory exploration, movement, and opportunities to participate in community integration and work skill development activities.
- Facility modifications, specialized medical equipment and supplies that are needed to deliver the level of care required by individuals that are non-ambulatory and have medical conditions.
- Compliance with all applicable regulations contained in Title 17, Division 2, and Title 22, Division 6 of the California Code of Regulations.

Eligibility of Applicants:

Applicants must have, at minimum, three years of prior experience providing direct supervision or special services to persons with developmental disabilities.

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

- A. Fails to demonstrate understanding of intent of service, and how supports are deployed to achieve expected service outcomes.
- B. The facility, parent organization, Licensee, or Administrator has been subject to a licensing administrative action within the last three years;
- C. The facility, parent organization, Licensee, or Administrator has been subject to written notification of an “Immediate Danger” situation within the last three years.
- D. 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.

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. Start Up Budget Proposal [see Attachment 2]
- 4. Operations Budget Proposal (include staff to consumer ratios).

5. Strategic Plan (timeline for completion of project) [See Attachment 3]
6. 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.

Equity and Diversity in Request for Proposals

An RFP prepared by Valley Mountain Regional Center to develop or provide consumer services and supports shall include a section on issues of equity and diversity. The section on equity and diversity shall not be limited to all of the following information.

- A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations;
- Examples of the applicant's commitment to addressing the needs of those diverse populations; and
- Any additional information that the applicant deems relevant to issues of equity and

Deadline:

RFP Application Packets must be received no later than **March 4, 2024, 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 **March 4, 2024, at 5:00 P.M.** will not be accepted and will be returned to the applicant.

Submit to:

Brian L . Bennett, Director of Community Services

Bbennett@vmrc.net

OR

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.

Attachment 1

**Valley Mountain Regional Center
Request for Proposal (RFP)
Application Form**

Date: _____

Applicant Information

Agency/Applicant's Name: _____

Contact Person(s) & Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #(s): _____

E-Mail Address: _____

Fax #: _____

Project Information

Project Name/#: _____

Proposed Project Address (if known): _____

City: _____ State: _____ Zip Code: _____

Type of services to be provided: _____

Number of consumers you plan to serve: _____

I have included an original and six (6) collated copies of the following with my Proposal:

- Completed RFP Application Form (Attachment 1)

- Project Proposal
- Start-Up Budget (Attachment 2)
- Strategic Plan (Attachment 3)
- Applicant's resume and resume of Director

Applicant Signature

Date

**Valley Mountain Regional Center
Grant Start-Up Budget**

Applicant/Agency: _____

Start-up costs are related to preparing the facility and staff to provide services. Only Start-up costs should be included in this budget.

Personnel Related Costs

| | |
|-------------------------------|----------|
| Salaries & Wages | \$ _____ |
| Benefits & Taxes | \$ _____ |
| Staff Training Costs | \$ _____ |
| Travel & Transportation Costs | \$ _____ |
| Consultants/Professionals | \$ _____ |
| Advertising/Recruitment Costs | \$ _____ |

Physical Plant Related Costs

| | |
|---|----------|
| Business Start-Up/Application Fees/Deposits | \$ _____ |
| Building Rental/Lease Costs | \$ _____ |
| Equipment Rental/Lease | \$ _____ |
| Insurance Costs | \$ _____ |
| Furniture/Appliance | \$ _____ |
| Utilities | \$ _____ |
| Communication Costs | \$ _____ |
| Housekeeping Supplies | \$ _____ |
| Office Supplies | \$ _____ |
| Food Expenses | \$ _____ |
| Personal Care Expenses | \$ _____ |

Programming/Activities Supplies \$ _____

Repair & Maintenance Costs \$ _____

General Expenses \$ _____

Household Set-Up \$ _____

Remodeling Costs \$ _____

Other _____ \$ _____

Total Start-Up Budget \$ _____

Signature: _____

Date: _____

Explanation of Costs for Start-Up Phase

Please provide a brief explanation of each section above and how you arrived at the dollar amount. This needs to be attached to the Start-Up Budget worksheet when you submit it. Start-up is the timeframe before vendorization and consumer placement. Start-up costs are related to preparing the facility and staff to provide services. Only Start-up cost should be included in this budget. Once you are vendored, the start-up phase ends and you are operational. At the point of vendorization, all costs become operation costs and are the responsibility of the vendor.

Definitions- (What can be included within each line item)

Personnel Related Costs:

Salaries & Wages- Gross wages paid to employees (staff training)

Benefits & Taxes- F.I.C.A. payroll taxes, S.U.I. state unemployment insurance, workers compensation insurance, contribution to retirement plans, health insurance, dental insurance, vision insurance, other related employee benefits

Staff Training Costs- Fingerprint clearance fees, Health Screening, CPR, First Aid, behavioral training classes, training materials

Travel & Transportation Costs- Employee travel expenses to trainings and orientations

Consultants/Professionals- Gross wages for contract employees (1099 employees), accounting, clerical, or managerial services not provided by facility staff (Legal services not covered)

Advertising/Recruitment Costs- Advertisement costs such as newspapers, flyers, on-line sites

Physical Plant Related Costs:

Business/Application Fees/Deposits- Opening bank account fees, check printing, business licensing fees, fictitious business fees, licensing orientation fee, licensing application fees, Licensee and Administrator fingerprint clearance fees, Administrator certification class fee, Administrator certificate fees, vendor application fee, vendor orientation workshop fee, utility deposits and hook-up fees

Building Rental/Lease Costs- Cost for property mortgage, rent or leasing fees, homeowners association fees; Number of months to be used; cannot include the purchase, down payment or deposit for the purchase of real property

Equipment Rental/Lease- Only deposits and/or monthly lease payments are allowable for equipment such as copiers, faxes, printers or similar office equipment. Only computers for consumer use are allowable.

Insurance Costs- Liability, homeowners, fire, rental, vehicle, Surety Bond

Furniture/Appliance- Household and office furniture lease/rental fees, cost of beds, dressers, sofa, dining, refrigerator, washer, dryer, TV, patio furniture, small kitchen appliances (coffee maker, iron, blender, mixer, etc), desk, chairs, file cabinets

Utilities- Water, sewer, garbage, cable TV, power, heating/cooling; number of month to be used

Communication Costs- Monthly service plans for telephones and cell phone plans, pager plan costs, monthly internet access fees, and TDD equipment Number of months to be used (Telephone equipment not allowed)

Housekeeping Supplies- Cleaning/housekeeping supplies, laundry supplies, maintenance supplies, paper products, batteries, light bulbs

Office Supplies- Pens & pencils, paper, printer ink, tape, staplers, consumer binders, clipboards, bulletin boards, postage, general office supplies

Food Expenses- Only to include non-perishable groceries for 7 days (watch expiration dates)

Personal Care Expenses- Toiletries and personal care items (shampoo, soap, toothpaste, etc) for consumers

Programming/Activities Supplies- Supplies to be used by consumers to carry out in home care or training, supplies for in home programming such as arts & craft supplies, gardening supplies, games, cards, sports equipment, musical instruments, activity reference books, camera

Repair & Maintenance Costs- Cost of contract labor for repairs and maintenance of building, furniture, equipment, (The following are considered routine maintenance of plant or facility and are not allowed: costs for monthly gardener/landscaper, housecleaner service, gutter cleaning, tree trimming, fence repair, etc. costs for purchases of items to do routine maintenance, lawn mowers, trimmers, ladders, tools, outside extension cords, etc)

General Expenses- Dues for professional organizations related to consumer's care, subscription for publications which are used in the operation of the facility, for resident, or staff development, fees for licenses, certifications, registrations or permits required in order to operate a facility, local newspaper, magazines, fire extinguisher annual service

Household Set-Up- Bed linens, bedspreads, pillows, bath & kitchen towels, hot pads, pots & pans, dishes, glassware, flatware, serving bowls & platters, serving & cooking utensils, draperies, first aid kits, fire extinguishers, smoke detectors

Remodeling Costs- Environmental modification, construction, or remodeling that promotes a non-ambulatory consumer's ability to access living space or is directly related to the environmental modifications necessary to develop the CPP project. All projects must have 2 estimates and must be pre-approved by VMRC in writing before work can be started and reimbursed.

Other- Please explain with detail.

Strategic Plan
Timeline for Completion of Project

Facility Name: _____

| Project Activities | Target Date |
|--------------------|-------------|
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Directions:

This form is to be used as a template for your Strategic Plan. List your Project Activities and your Target Date for completion. Please include all project tasks.

The following are items that need to be addressed:

- Locating your property
- Moving into property
- Setting up bank accounts
- Purchasing surety bonds
- Purchasing insurance
- Addressing transportations for consumers
- CCL orientation components
- VMRC orientation classes
- CCL Administrator training classes
- DSP classes
- CCL application submission
- Fire Marshall visits
- Furniture purchases
- Utilities set-up
- Recruiting/advertising for staff, hiring & training staff (including CPR & First Aid classes)
- Behavior training for staff
- Program design submissions
- Hiring consultants
- Quarterly progress meetings with VMRC Resource Development staff
- Anything else you have identified as a step in the process.