



Life with the Power of Choice and Possibilities

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**Request for Proposals  
To Interested Providers  
VMRC-Community Resource Development Plan (CRDP)  
Fiscal Year 2024-2025**

**Project # VMRC-2425-4**

**Project Type:** Licensed , Behavior Management Day Program

**Tuolumne County**

**Deadline for Submission: Tuesday December 17, 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 to severe behavior deficits in Amador County. Licensed Adult Behavior Management providers must incorporate paid employment opportunities, pre employment, work experience opportunities and community integration opportunities for persons with significant supervision support needs.

The program will offer a licensed setting and will incorporate community integration opportunities for all participants. The program will support up to (20) twenty individuals who require behavior management services in a day program environment. Individuals may be non-ambulatory.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by **Tuesday December 17, 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, The location of the Day Program will be in Amador County and is subject to prior approval by VMRC. Proposals and services shall be driven by the principles of person-centered planning and be culturally and linguistically appropriate to the individuals served.

Licensed programs must be in compliance with Centers for Medicare and Medicaid Services (CMS) rules and in accordance with Code of Federal Regulations (CF), Title 42 , Section 441.530 (a)(2)(v) (Home and Community-Based Setting)

**Transportation:** A separate vendorization under service code 880 is preferred.

The Day Program must be licensed, vendored and operational on or before June 30, 2026

**VMRC will host an informational session related to this RFP on Wednesday December 4, 2024, from 3:30-4:30, via ZOOM.**

Interested parties should attend to hear about the project and to ask questions prior to submitting their proposal

**Join Zoom Meeting**

<https://us06web.zoom.us/j/83518844163?pwd=YQvhJAz2hRUD5khBYGBcWDH7BvbYpV.1&from=addon>

**Meeting ID: 835 1884 4163**

**Passcode: 390866**

**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.
- E. Applicants who operate similar services in other regional centers will need to provide evidence to support their ability to sustain viable staffing and operations across multiple regional center catchment areas.

### **Application Package:**

All applicants must demonstrate the following standards in their application:

1. Please include A-E within 5-10 pages total, 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, include how transportation to and from the program will occur)
  - D) Qualifications of applicant and Administrator (including work histories *in narrative form*)
  - E) How HCBS Final settings rules will be adhered to within a licensed day program setting.
2. Request for Proposal Application Form [see Attachment 1]
3. Start Up Budget Proposal [see Attachment 2]
4. Strategic Plan (timeline for completion of project) [See Attachment 3]
5. Operations Budget Proposal -Monthly (Attachment 4)
6. Strategic Plan (timeline for completion of project) [See Attachment 5]
7. Statement of obligations (attachment 6)
8. Resumes of Applicant and Administrator

### **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 **Tuesday December 17, 2024**, RFP Application Packets will be stamped with the date and time of receipt. Time and date stamps and postmarks after **Tuesday December 17, 2024**, will not be accepted and will be returned to the applicant.

### **Submit to:**

Brian L . Bennett, Director of Community Services  
[Bbennett@vmrc.net](mailto: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.

