



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-2425-6**

**Project Type:** Independent Living Services Provider (ILS)

**(Amador, Calaveras and Tuolumne Counties)**

**Deadline for Submission: Monday January 6, 2025**

**Description of Project:**

Valley Mountain Regional Center (VMRC) has a need for a provider to deliver services associated with Independent Living Services to individuals who reside in their family homes or who are currently in care home settings, and wish to develop the skills and training necessary to pursue living independently.

Independent living program services shall offer supports and training related to (but not limited to), cooking, menu planning, money management, cleaning, safety, sanitation, public transportation options, home and community safety, health and hygiene practices, parenting skills training, accessing generic supports including behavioral health services and substance abuse supports, gaining work experience, employment and self-advocacy.

Interested parties are invited to submit an application packet for the development and operation of the proposed project to VMRC by **Monday January 6, 2025**

**\$50,000 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 an Independent Living Program service (Service Code 520) , supporting individuals in Amador, Calaveras and Tuolumne counties. The goal of the ILS service will be to support individuals in their natural environment with gaining skills to maximize their independence, to support their growth to gain independent living within their community of choice. Services shall be provided and delivered in accordance with Title 17 Section 56710 through 56756.

The service shall be vendored and operational on or before June 30, 2026

**VMRC will host an informational session related to this RFP on Thursday December 12, 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**

Join Zoom Meeting

<https://us06web.zoom.us/j/87007330165?pwd=LHDNTOLfBdgKbif3budVdEXylerBUm.1&from=addon>

Meeting ID: 870 0733 0165

Passcode: 193336

**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 excepted 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
  - D) 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. Strategic Plan (timeline for completion of project) [See Attachment 3]
5. Operations Budget Proposal -Monthly (Attachment 4)
6. Statement of obligations (attachment 5)
7. Resumes of Applicant

### **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 **January 6, 2025**, RFP Application Packets will be stamped with the date and time of receipt. Time and date stamps and postmarks after **January 6, 2025**, 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.