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**Request for Proposal/Letter of Intent**

**To Qualified Providers**

**VMRC Community Resource Development Plan (CRDP)**

**Fiscal Year (2021-2022)**

**Project Type:** *Swim Lessons & Water Safety Training for Children and Families*

**Deadline for Submission:** **June 28, 2021**

**Background:** Valley Mountain Regional Center (VMRC) is a private, non-profit corporation that contracts with the State of California to provide diagnostic, evaluation, case management, and early intervention services to people with developmental disabilities. VMRC purchases essential services for people with developmental disabilities. Additional background information about VMRC is available on our website located at <https://www.vmrc.net/>

**Description of Project:**

Valley Mountain Regional Center (VMRC) has a need for qualified professionals to provide **swim lessons** to persons with Autism Spectrum Disorder (ASD) and other qualifying regional center conditions **and water safety supports** to members of the same household who are at greater risk of drowning than the general community due to the nature of their disability.

Interested parties are invited to submit a letter of Intent and an application packet for the development and operation of the proposed service to VMRC by **Monday June 28, 2021**.

**\$15,00** in start-up funding is available for the development of this project.

Targeted start date for service is **August 1, 2021**.

**Scope of Service:**

- The selected service provider will be required to provide swim lessons to children with Autism and other intellectual and developmental disabilities from ages 3-17 years of age.
- The selected service provider will be expected to provide regular group water safety training sessions to families; these sessions will be based on the needs of the VMRC community and available to immediate family members who have pools or live by waterways that compromise the health and safety of their children or person served by VMRC.

- The service provider must demonstrate the ability to assess the level of supports required, prior to receiving lessons in the water.
- The selected provider is expected to participate as part of the Interdisciplinary Team, giving progress reports and provide written (digital) outcomes following the receipt of lessons / instruction.
- The selected service provider must be qualified to support children with diverse backgrounds, consumers whose preferred or primary language is not English. The service provider must be able to incorporate linguistic and cultural support strategies into Individual Service Plans.
- Start up grant funds may be used for training related to specialty training related to providing Swim/ Water Safety training to persons with Autism / Intellectual and Developmental Disabilities, to hire additional qualified lifeguards, first-aid, CPR training, Instructional Materials for family training and adaptive equipment needed to provide lessons.
- The selected service provider should be technologically adaptable, able to provide training via various modes (i.e., in person, ZOOM) to support family water safety training in all FIVE VMRC Counties
- The selected service provider should be amenable to entering user agreements and M.O.U.'s with area community rec center's / pools to better serve all Five county areas with opportunities for swim lessons.

### **Qualifications/ Eligibility of Applicants:**

Applicants must have experience and appropriate licensure / credentials to provide aquatic/ swim lessons and supports to children. Prior experience providing direct supervision or special services to children with intellectual and / or developmental disabilities is preferred.

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

- A. Fails to demonstrate understanding of the 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, criminal action within the last three years.
- C. The facility, parent organization, Licensee or Administrator is currently part of any ongoing investigation by Community Care Licensing or VMRC which if substantiated would result in the issuance of Substantial Inadequacies or Immediate Danger per Title 17 Section 56053 and Section 56054.

### **Application Package:**

All applicants must include the following in their application:

1. Letter of Intent (should be no more than 15 pages total) typed and double-spaced, in English, including:
  - A) Applicant's philosophy and values. (1-2 pages)
  - B) Statement of qualifications (1-2 pages)
  - C) A detailed description of the proposed services and strategies to be provided.
2. A section on equity and diversity that shall include, but shall not be limited to:
  - A) A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations;
3. Qualifications of all applicants (Resume for Licensee and proposed Administrator)
4. Start-Up budget proposal
5. Operations Budget Proposal

### **Criteria for Selection:**

A Review Committee will evaluate each applicant's Application Packet and may request an interview prior to making its final selection. Applicants should be prepared to answer questions about the contents of the Application Packet and details regarding the proposed 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.

### **Deadline:**

RFP Application Packets must be received no later than **June 28, 2021, at 5:00 p.m.** Application Packets will be stamped with the date and time of receipt. RFP Application Packets with time/date

stamps and postmarks after **June 28, 2021, at 5:00 p.m.** will not be accepted and will be returned to the applicant. Faxed submissions will not be accepted.

**Submit by mail to:**

Brian L. Bennett  
Director of Community Services  
Valley Mountain Regional Center  
PO Box 692290  
Stockton, CA 95269-2290

**Submit by e mail to:**

[bbennett@vmrc.net](mailto:bbennett@vmrc.net)