



Helping People with Developmental Disabilities Reach Their Maximum Potential

### San Joaquin County

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702 N. Aurora Street  
P. O. Box 692290  
Stockton, CA 95269-2290  
Phone: 209-473-0951



- Fax:
- Administration: 209-473-0256
  - Case Mgmt: 209-473-0719
  - Community Services 209-955-3232
  - Clinical: 209-956-6439

### Stanislaus County

Branch Office  
1620 Cummins Drive  
Modesto, CA 95358  
Phone: 209-529-2626  
Fax: 209-526-5763

### Amador, Calaveras, and Tuolumne Counties

Branch Office  
704 Mountain Ranch Rd #203  
P. O. Box 1420  
San Andreas, CA 95249  
Phone: 209-754-1871  
Fax: 209-754-3211

## Request for Proposal/Letter of Intent To Interested / Qualified Providers

**Project Type: Self Determination Support**

**Deadline for Submission: April 30, 2021**

### Description of Project:

Valley Mountain Regional Center's (VMRC) Self Determination Local Advisory Committee (SDAC) is requesting proposals for services provided by an individual or organization that will assist participants and families in all VMRC Counties of service (Amador, Calaveras, San Joaquin, Stanislaus and Tuolumne) with understanding the Self Determination Program, identifying independent facilitators and Financial Management Services, and supporting and encouraging them to move forward in the process. There may be other duties assigned by the committee such as planning trainings and resource fairs and developing a mentor program. There will be a focus on supporting self-advocates with limited family support and participants and families with complex needs. The individual/organization who provides these services cannot also be providing other services to VMRC Self Determination participants. The individual/organization will be selected by and report to the VMRC Self Determination Local Advisory Committee. Applicants must demonstrate the ability to serve diverse populations, including but not limited to, culturally and linguistically diverse populations.

### Expectations:

During the COVID-19 health emergency, these supports will be provided through phone, online platforms, as well as in-person in a safe environment considering all safety measures. The consultant would meet in the participant's/family's preferred manner. Consultant must retain own liability insurance at the time of the RFP being awarded.

### Ownership and Confidentiality:

All intellectual property will become the property of the nonprofit organization receiving services. All data remains the sole property of the nonprofit organization. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered on this project.

## **Proposal Format:**

Please include the following information in your proposal:

### **General Information:**

The proposal should provide the name of the consultant, title, address, phone number, email address, and website, if one exists. The name and email address for any team members assisting in the project should also be included.

### **Consultant Qualifications & Roles:**

Proposals should be limited to 15-20 pages maximum. The proposal must describe the consultant's qualifications such as work activities, expertise, knowledge, and experience. Experience should include examples of similar related individual and family support work.

#### **Some key qualifications that will be considered:**

- Knowledge of the Self-Determination Program
- Person-centered approach and understanding of the HCBS final rule
- Understanding of the developmental disability community
- Problem-solving skills
- Flexibility
- Bilingual in Spanish preferred
- Examples of the applicant's commitment to addressing the needs of diverse populations or any information related to equity and diversity

### **Work Plan:**

The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work. Work plan should include a budget that breaks down the overall cost of the project completion and how many individuals/families would be supported during the work period.

### **References:**

Information regarding each reference should include the individual's name, address, phone number and email address.

### **Criteria for Selection:**

A Review Committee will evaluate each applicant's RFP 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.

**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:**

Contents of Application Package should be sent by electronic mail to Robert Fernandez, Jr., Resource Development Division Manager **and** to VMRC's Self Determination Advisory Committee Chairperson, Mariela Ramos

TO: [rfernandez@vmrc.net](mailto:rfernandez@vmrc.net) and [marielaramirez329@gmail.com](mailto:marielaramirez329@gmail.com)

**Deadline:**

RFP Application Packets must be received no later than **April 30, 2021 at 5:00 P.M.** RFP Application Packets with time/date stamps and postmarks after **April 30, 2021 at 5:00 P.M.** will not be accepted and will be returned to the applicant.