

## REQUEST FOR PROPOSALS

DATE: November 1, 2016

TO: All Interested Parties

FROM: Far Northern Regional Center (FNRC) Community Services Division

RE: Request for Proposals for the Development of Community Support Services for Hispanic and Southeast Asian Families who have Family Members with a Developmental Disability in Butte, Glenn, Shasta, Siskiyou and Tehama Counties.

AWARDED TO NORTHERN VALLEY CATHOLIC SOCIAL SERVICES ON 1-3-17

Far Northern Regional Center (FNRC) is a private nonprofit organization under contract with the California Department of Developmental Services (DDS). FNRC is part of a statewide network of 21 regional centers responsible for the coordination and development of services to meet the needs of people with developmental disabilities in Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama Counties.

FNRC is seeking two (2) vendors, one (1) vendor to serve Butte and Glenn Counties and a second vendor to serve Tehama, Shasta and Siskiyou Counties. The potential vendors would develop and implement a program of community support services for Hispanic and Southeast Asian families using the Promotoras Model of community organizing. The purpose of the proposed programs would be to decrease the disparity in providing and funding of services for the identified groups. The project will be funded for two (2) calendar years starting January 1, 2017 through December 31, 2018. Each vendor could be eligible for up to \$335,500 for the entire two (2) year project.

All interested parties are required to submit a proposal to FNRC.

Proposals must include:

1. A cover page listing the applicant's agency name, address, phone number, and name of the contact person for the proposal.
2. A description of the applicant's education, experience with working with the identified communities and cultures, experience with similar projects and ability to complete the project.
3. A statement of applicant's goals and expected outcomes in providing community support services.
4. A brief description of the services, activities and supports to be provided by the project. The chosen applicants will be requested to submit a more comprehensive program design describing their services.
5. A statement of the staff qualifications, staff training and plan for staff stability.
6. A statement of the types of consultants to be used.
7. A proposed timeline for the project.
8. A budget for the project which would include agency costs, staff costs (including 3 Promotoras per area), training costs, and the costs of two (2) conferences.

The proposal must be submitted to:

Kathy Lusher, Resource Development/Quality Assurance Specialist  
Far Northern Regional Center  
1377 E. Lassen Ave, Chico, CA 95973  
530-8958633 or email [klusher@farnorthernrc.org](mailto:klusher@farnorthernrc.org)

Deadline for submission of proposals is December 1, 2016 by 5pm. All proposals submitted by the deadline will be reviewed by the selection committee. Applicants may be interviewed as part of the selection process.

All submissions should include five (5) copies of the proposal.

