

REQUEST FOR PROPOSALS

Date: April 3, 2019

To: All Interested Parties

FROM: Far Northern Regional Center (FNRC)

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

AWARDED TO LEVEL UP NORCAL ON 5/14/19

FNRC is seeking one (1) vendor to serve Butte and Shasta counties. The potential vendors would develop and implement a program of community support services Southeast Asian (specific to the Hmong and Mien) families using the Promotoras Model of community organizing. The purpose of the proposed programs would be to decrease disparity in providing and funding of services for identified groups. The project will be funded for ten (10) months starting May 1, 2019 through February 28, 2020. Vendor could be eligible for up to \$52,000 for the ten (10) month 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 the 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 staff qualifications, staff training, and plan for staff stability.
6. A statement of the types of consultants to be used.
7. A proposed timelines of projects.
8. A budget for the project, which would include agency costs, staff costs, (including number of Promotora per area), and training cost.

The proposal must be submitted to:

Attention:
Kao Saechao
Far Northern Regional Center
1900 Churn Creek Road #114
Redding, CA 96002

Deadline for submission of the proposal is April 16, 2019 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.