

## REQUEST FOR PROPOSAL

**DATE:** April 26, 2022

**TO:** All Interested Parties

**FROM:** Far Northern Regional Center (FNRC) Community Service Division

**RE:** Request for Spanish speaking Person Centered Planner

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 Shasta, Butte, Tehama, Siskiyou, Modoc, Trinity, Glenn, Lassen and Plumas Counties.

FNRC is seeking a provider to recruit, hire and train Bilingual Spanish speaking staff to provide Person Center Planning services to FNRC clients and families. The Self Determination Program (SDP) is available to all FNRC clients whose needs are not met through traditional services and Person Centered Planning is an important piece of the SDP process. Spanish is the most commonly spoken language behind English amongst FNRC clientele and currently FNRC does not have any providers who offer Person Centered Planning in any language other than English. Language should not be a barrier to accessing any regional center program, particularly SDP.

The expected outcome for Bilingual Spanish speaking Person Centered Planners is to connect with FNRC families focusing on Butte, Glenn, and Tehama counties, where the Latino population is most concentrated, to offer quality Person Centered Plans. Person Centered Planning involves a detailed process directed by the client and/or family and chosen representatives, where they construct and articulate a vision for the future, consider various paths, and engage in decision-making and problem solving. It is crucial that the client and/or family and chosen representatives participate in this process in their language of choice. Person Centered Planners should also have a good understanding of the Latino culture in order to understand the needs and potential obstacles or challenges faced by the client/family.

It is FNRC's goal to improve service access and reduce disparities for Latino families by providing access to Person Centered Plans in Spanish as well as education regarding Self Determination and available resources within the community. Person Centered Planners may also perform outreach and provide education on other FNRC services.

Start up funds are available for this project through the Community Placement Plan (CPP) up to \$75,000.00.

Prospective vendors must include the following in their training plan:

- Person Centered Thinking Skills training
- Training on Person Centered Plans such as Picture of a Life Plans, Liberty Plans, Essential Lifestyle Plans, Map/Path etc.

- Regardless of what plan is chosen, all plans must contain the following components: strengths, relationships, purpose of plan, important to /important for, reflection on what is working/not working, risks, outcome statements, action plans, and a review of previous learning (for subsequent plans).

Preference will be given to the most qualified applicant who intends to seek additional training and consultation, and has a willingness to collaborate with FNRC in meeting each individuals support needs. The FNRC Self Determination and Person Centered Planning Teams are willing and available to partner with the chosen vendor to provide assistance and resources if requested.

All interested parties are required to submit a proposal to FNRC. The proposal must include:

1. A cover page listing the applicant’s name, address, phone number, name of person preparing the proposal if other than the applicant.
2. A description of applicant’s education, experience with the identified community and cultures; any experience related to the field of developmental disabilities; and experience with similar projects, and ability to complete the project.
3. Description of applicant’s purpose/intention in operating the proposed service to be delivered, including meeting requirements for Home and Community –Based Services (HCBS)
4. Budget for start up cost, showing realistic costs of operating such program as required by this proposal.
5. A statement of applicant’s goals and expected outcomes in providing client programming support services.
6. A description of how applicant will assess the level of support required to meet lifestyle preferences of the people served.
7. A statement of how applicant will plan for staff stability and training.
8. Information on how applicant deems relevant to issues of equity and diversity.

Please submit a hardcopy proposal, **the original plus five (5) copies**, to Far Northern Regional Center. All proposals receive by the deadline will be reviewed and scored by evaluators selected by FNRC. Applicants who meet the proposal criteria may be invited to participate in an interview process.

Please submit proposals to:

Martha Alvarez  
 Community Service Division  
 Far Northern Regional Center  
 1377 East Lassen Ave.  
 Chico, CA. 95973  
 (530) 332-1481  
 Email: [malvarez@farnorthernrc.org](mailto:malvarez@farnorthernrc.org)

**Deadline for submission of proposal.....May 31, 2022 by 5pm**

\*FNRC reserves the right to withdraw this Request for Proposal (RFP) at any time without prior notice. Furthermore, FNRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. FNRC reserves the right to reject the proposal of any respondent who, in the opinion of FNRC, is not responsible or has previously failed to perform properly, or is not in a position to operation within the program design.