

## REQUEST FOR PROPOSAL

**DATE:** April 26, 2022

**TO:** All Interested Parties

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

**RE:** Request for a Training and Program Development Consultant for Day Programming and Community Integration Services

### **AWARDED TO COPELAND CENTER ON 6/3/22**

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 will contract with the Consultant to develop and implement strategies to improve existing day program and community integration services throughout FNRC's catchment area. Consultant will also work collaboratively in the community to design a strategic roadmap for future service development.

#### **The Consultant must:**

- Be knowledgeable of the purpose, requirements, and expected deliverables of Day Program and Community Integrated Training services, both licensed and unlicensed.
- Demonstrate the experience and ability to provide person-centered services to individuals with developmental disabilities, especially in a group setting.
- Demonstrate the ability to conduct thorough needs-assessments.
- Demonstrate the ability to develop quality improvements plans for individual Day Program and Community Integrated Training services.
- Demonstrate the ability to provide tailored training to service providers.
- Demonstrate the ability to track and measure program outcomes and deliverables.
- Demonstrate innovation in creating quality Day Programming services.

#### **The Consultant will be responsible to:**

- Work with FNRC Community Service Staff to identify a list of Day Programs and Community Integrated Training sites with which to work collaboratively.
- Conduct Needs Assessment, including a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, for each identified program.
- Work collaboratively with each identified program and develop a plan to address identified weaknesses and threats and build upon identified strengths and opportunities.

- Explore and incorporate evidence-based practices within each program.
- Take the lead in providing training, oversight and evaluation of the implementation of each plan.
- Coordinate all aspects of technical assistance and training to each program.
- Work closely with FNRC Community Service Staff to develop standard evaluation tools including the measurements of both quantitative and qualitative data.
- Provide on-going assessment, evaluation, and feedback to each identified program.
- Develop and maintain a list of best-practice models and resources for program development.
- Work with FNRC diversity staff to enhance service delivery and program design to be inclusive of our most underserved populations.
- Engage community stakeholders, including clients, families, and FNRC staff and Board members in developing an overall strategic roadmap for Day Program and Community Integration development within the FNRC catchment area.
- Complete and submit all required evaluation documents as requested by FNRC in a timely manner.

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

Prospective vendor must have experience in providing innovative services to individuals with developmental disabilities and experience and knowledge of local resources. Consultant must be able to communicate clearly with consumers, professionals and members of the community. Preference will be given to the most qualified applicant who has a willingness to collaborate with FNRC on day program developments.

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 related to the field of developmental disabilities and 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 a project as required by this proposal.
5. A statement of applicant's goals and expected outcomes.
6. A description of how applicant will assess the level of progress made towards achieving goals and expected outcomes.
7. 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 received 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:

Cathy Tillman  
Community Service Division  
Far Northern Regional Center  
P.O. BOX 492418  
Redding, CA 96049-248  
(530) 221-9549  
Email: [ctillman@farnorthernrc.org](mailto:ctillman@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.