

## **REQUEST FOR PROPOSAL**

**DATE:** February 28, 2023

**TO:** All Interested Parties

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

**RE:** Notice of Request for Proposal for employment services in Shasta County, California.

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### **DESCRIPTION OF SERVICES REQUESTED:**

Far Northern Regional Center (FNRC) believes adults, with and without, intellectual and developmental disabilities should have the opportunity to engage in meaningful employment in an integrated community setting, and earn at least minimum wage as defined by the State of California.

Far Northern Regional Center (FNRC) is seeking a service provider to transition an existing employment program for individuals over the age of 21 years, and to provide all, or parts of the following:

- Employment for individuals to work in the community with paid job coaching supports
- Employment for small crews of 2-3 individuals to work in the community with paid job coaching
- Pre-Employment instruction to clients to prepare individuals for community employment
- Volunteer opportunities for clients who want to participate in community activities instead of working

The program will promote paid employment training and services to individuals who may need additional supports while working and fully integrated within the community. There is currently no start up funding for this transition from an existing provider to a new provider.

Prospective vendors must have experience in providing services to individuals with developmental disabilities. Current or previous knowledge of the Commission on Accreditation of Rehabilitation Facilities (CARF) is helpful. Experience in negotiating contracts with private and public entities for work services is beneficial.

The program shall have sufficient number of competent, trained staff who have experience working with individuals with developmental disabilities and who can also communicate clearly with consumers, professionals and members of the community. The program shall provide earnings data to Far Northern Regional Center and Social Security Administration regarding monthly wages paid to FNRC consumers. Preferences will be given to the most qualified

provider who intends to seek additional training and consultation, and has a willingness to collaborate with FNRC in meeting each individuals support needs.

The services shall:

- Improve accessibility of integrated work services that are person-center and culturally and linguistically responsive to the beliefs, values and choices of adults with intellectual disabilities.
- Utilize and leverage existing employment resources to enhance and develop integrated and inclusive work services that are safe and supportive.
- Address how the program will serve diverse populations, including, but not limited to culturally and linguistically diverse populations.

All interested parties are required to submit a proposal to FNRC. The proposal must include a description of the program services, relevant experience of work services, familiarity with contract negotiations and budgeting functions, how supports will be provided in a safe and supportive environment, address barriers that interfere with integration into paid vocational opportunities for clients, and how the program will demonstrate success in reaching identified client goals. Please address how transportation and adequate supervision will be managed.

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.

Preference will be given to the most qualified applicant who intends to seek additional training and consultation, and has willingness to collaborate with FNRC in meeting each individual support need.

Please submit proposals to:

Jane Work  
Community Service Division  
Far Northern Regional Center  
(530) 221-9546  
Email: [jwork@farnorthernrc.org](mailto:jwork@farnorthernrc.org)

**Deadline for submission of proposal.....3/15/2023 prior to 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.

Applicants responding to this Request for Proposal shall bear all accosts associated with the development and submission of the RFP application packet. No costs shall be charged to FMRC, DDS or the State of California.