

REQUEST FOR PROPOSAL

DATE: February 8, 2024

TO: All Interested Parties

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

RE: Request for the development of a Day Program for Individuals with Developmental Disabilities

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.

Far Northern Regional Center (FNRC) is seeking a provider to develop a new type of day program that is fully integrated in the greater community and supports full access of individuals to that community. The program should have a licensed base site and have the capacity to support up to thirty-five (35) individuals. The program should provide opportunities for individuals to seek activities and supports that are based on the individual's needs and preferences, such as employment in competitive integrated settings, and to engage in a full and meaningful life. The program must be able to provide individualized and small group activities to consumers with a wide range of interest, preferences, and needs, which requires knowledge of local resources and how to assist clients in accessing the community resources they need and desire. The new program should develop activities designed to build as much independence as is possible for each unique consumer. Goals and objectives should promote appropriate socialization opportunities, stimulate interest and pride in contributing to one's community, build skills essential to success in seeking and maintaining employment, support individuals in building community connections, and much more.

The program should provide activities and supports in a fully integrated setting and also provide services for those who wish to access supports outside of traditional day programming hours and service sites. Supports should include community activities that can be accessed by individuals to the same degree of access as individuals without a disability. The program should support individuals in a wide variety of settings, including an individual's home, the community, as well as an integrated site. Supports can be offered full and part-time to meet the needs and choice of individual clients. Service hours can be flexible to facilitate consumer access to community and peer events and activities.

Start up funds are available for this project through the Community Placement Plan (CPP) up to \$100,000.00. The on-going rate for program support will be subject to the statewide median rate structure. Individuals attending the program may require some type of behavioral or medical

intervention support services. The new program needs to address transportation and provide adequate staffing ratios for participants.

Prospective vendor must have at least a minimum of 3 years experience in providing innovative services to individuals with developmental disabilities. The program will need to have sufficient number of competent trained staff who have experience and knowledge of local resources and can communicate clearly with consumers, professionals and members of the community. 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.

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 program as required by this proposal. The budget will be used to support a contractual agreement for program development if applicant is selected.
5. Please include a generalized on-going operating budget cost for program operation. The FINAL on-going rate, which will be configured at the development phase, for program support will be subject to the statewide median rate structure.
6. A statement of applicant's goals and expected outcomes in providing client programming support services as it relates to day program services.
7. Transportation plan for programming services.
8. A description of how applicant will assess the level of support required to meet lifestyle preferences of the people served.
9. A statement of how applicant will plan for staff stability and training.
10. Information on how applicant will address the issues of equity and diversity. Applicant must include a statement of applicant's plan to support a diverse population, culturally and linguistic.

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:

Kao Saechao
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Far Northern Regional Center
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(530) 221-9546
Email: ksaechao@farnorthernrc.org

Deadline for submission of proposal.....February 23, 2024 by 4pm

FNRC reserves the right to withdraw this Request for Proposal (RFP) at any time without prior notice. Furthermore, FNRC makes no representation that any contractual terms will be awarded to any applicant responding to this RFP. FNRC may at its discretion not select any applicant for this program proposal if it's determined that no applicant meets the qualification to operate such program. 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.