

REQUEST FOR PROPOSALS

SELF-DETERMINATION PROGRAM Independent Facilitator Training Program

North Bay Regional Center (NBRC) is a community-based, private non-profit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. North Bay Regional Center is one of 21 Regional Centers throughout California serving individuals and their families who reside within Napa, Solano, and Sonoma Counties.

*****Please see project page for more details*****

BE SURE TO REVIEW ALL DEADLINE DATES

NO EXCEPTIONS WILL BE GRANTED!

Proposals submitted after the indicated time will not be considered

RFP Instructions and important dates can be found in the following pages.

QUESTIONS:

Please see EMAIL: SDP@nbrc.net

NBRC and DDS reserve the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines.

A Program of North Bay Developmental Services, Inc. • Under Contract with the State of California

Promoting Opportunities Supporting Choices • www.nbrc.net

NBRC RFP

DEFINITIONS PAGE:

- **SDP:** Self Determination Program
- **DDS:** Department of Developmental Services
- **PCP:** Person Centered Plan
- **FMS:** Financial Management Services

NBRC RFP INSTRUCTIONS

ACCEPTING RFP APPLICATION

July 9, 2024 – July 29th, 2024, 5PM

Application Packets meet the following:

A RFP packet can be submitted beginning **July 9th, 2024 through July 29, 2024**

Before submittal please be sure RFP packets are:

- ✓ Complete for consideration by the RFP Review Committee.
- ✓ Formatted to into a PDF and emailed to: RFP@nbrc.net
 - Only 1 (one) RFP packet is required
- ✓ Proposals that do not adhere to the format guidelines or informational content will not proceed in the screening process

All fill in forms are available electronically at <https://nbrc.net/service-providers/requests-for-proposals/>

APPLICATION CHECKLIST

1. **Cover Sheet** (one page maximum; please use attached form)
2. **Project Description**: Please provide a detailed description of the INDIVIDUAL or AGENCY that will be the **Independent Facilitator Trainer/Provider**. Identify the INDIVIDUAL'S or AGENCY'S knowledge or experience in:
 - Project Management
 - SDP Process & Training Independent Facilitators
 - A successful Trainer will be able to follow DDS guidance on what an Independent Facilitator provider will do. A successful applicant will be able to train in all of the identified areas identified below.

https://www.dds.ca.gov/wp-content/uploads/2019/02/SDP_IndependentFacilitator_20190201.pdf

https://www.dds.ca.gov/wpcontent/uploads/2022/07/Person_Centered_Planning_and_Self_Directed_Supports_Guidance_07282022.pdf

- Developing Spending Plans
- Experience working with Financial Management Service (FMS) Agencies
- The Lanterman Act, HCBS, and DDS Directives

- Ability to demonstrate an understanding of generic resources and natural supports
- Facilitating Communication between Multiple Parties
- Developing Person Centered Plans

3. **BUDGET INFORMATION**

- Budgets should reflect realistic costs (<https://nbrc.net/wp-content/uploads/Startupbudget-1.xls>)

4. **APPLICANT INFORMATION**

Please include resumes of the qualifying individual involved in the proposed project.

Resumes must address experience with the target population (e.g. types/service levels of programs and position in each program). Please do not attach copies of awards, certificates of training or degrees.

- Ability to work with and train diverse and monolingual/multilingual populations

5. **SUPPLEMENTAL NARRATIVE**

- What plans do you have in place to balance the future project (s) with NBRC and your current job and/or existing responsibilities? (maximum 1 page)
- List of all regional center vendored services including location, type of service and vendor numbers.

Proposal Submittals:

- ✓ Proposals will not be returned to the submitter.
- ✓ NBRC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFP.

INTERVIEW SELECTION PROCESS:

➤ **Announcement of those proposals moving to interview phase:**

Qualifying applicants will be contacted and invited in to interview on selected interview dates listed below.

Interviews	<p>Interviews will be held via <u>Zoom</u> on the date listed below:</p> <p>**August 12th & August 16th 2024**</p> <p><i>Interview times begin @ 10:00 am and will be scheduled throughout the day. <u>If you are scheduled for an interview please be prepared to accept your selected interview appointment</u></i></p>
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Selection Notification	<p>Week of August 26th 2024</p>
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EVALUATION OF PROPOSALS

Proposals will be evaluated and graded on a scoring system by a committee consisting of individuals who do not have a conflict of interest with the projects. The committee may include individuals supported by North Bay Regional Center (NBRC) and members of their family, NBRC staff or board members and employees of the California State Council on Developmental Disabilities or the Department of Developmental Services. Scoring of proposals will be based on the below:

1. Complete Request for Proposal (RFP) packet that is clear and thorough and meets all requirements listed in the RFP instructions.
 - RFP should include an identified individual/company with a successful record of providing services for at least two years with the target population.
 - Timetable of objectives clearly identifies the steps involved to entering a contract and or becoming vendored.
 - Organizational structure demonstrates the ability to closely develop and administer services within the regional centers catchment area.
2. Description of proposed services corresponds to the needs identified in the RFP and address the points outlined to demonstrating the project description will support the target population to be served.
 - RFP proposals should identify unique features of the proposed program/services
 - Proposal should include and promote increased independence for consumers
3. Program Start up Budget: Budget's should reflect realistic operational costs
(budget forms available electronically <https://nbrc.net/wp-content/uploads/Startupbudget-1.xls>)
4. Oral Interview: RFP candidates will also be scored on the ability to communicate and articulate in a professional manner, and be able to express the vision of the proposed service.

Board members and employees of regional centers are prohibited from submitting proposals. Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

Application Package(s) must be correctly formatted and emailed to: RFP@nbrc.net

North Bay Regional Center
Request for Proposal

Project	Independent Facilitator Training Program
Services to be provided:	Training Independent Facilitators how to Implement the Self-Determination Program and support Regional Center Participants & Families
Service Area:	Napa, Solano and Sonoma Counties
Population to be served	Regional Center Clients
Funding:	SDP D-1 Allocation 22/23 \$25,000

The Independent Facilitator Training Program shall be responsible for:

- **Advertising and Recruiting potential Independent Facilitators.**
- **Train 10-20 Independent Facilitators who will serve NBRC clients.**
- **Training Independent Facilitators in all areas of the SDP Program.**
- **Training Independent Facilitators to understand the SDP process:** Independent Facilitators must be able to assist participants and families through orientation, PCP, budget, IPP, spending plan and onboarding providers.
- **Training Independent Facilitators to provide ongoing support.** Independent Facilitators must have the skills to support participants and families as they transition to SDP, through Year 1 and subsequent renewals.
- **Training Independent Facilitators to communicate with all Parties:** Independent Facilitators will initiate and maintain communication with the participant, their supports, NBRC, vendors, and FMS. Independent Facilitators respond to communication and deadlines in a timely manner.
- **Training Independent Facilitators about the vendorization process.** Independent Facilitators must be vendorized with a Regional Center for (024) and (099).
- **Training Independent Facilitators to utilize Critical Thinking and Problem Solving:** Independent Facilitators must find creative solutions to complex problems that meet the participant's needs.
- **Training Independent Facilitators to create PCPs:** IFs should be able to create Person Centered Plans that reflect the participant's needs and goals. This will be used to support the items listed in the Spending Plan.

- **Training Independent Facilitators to create Spending Plans:** IFs will create and revise appropriate Spending Plan that supports the participant's eligibility diagnosis and IPP goals.
- **Training Independent Facilitators on how to advocate for the Participant:** IFs will understand and advocate for the participant's needs.
- **Training Independent Facilitators to have knowledge of Lanterman Act, HCBS, Regional Center Policies & Procedures and DDS Directives:** An IF will understand the appropriate directives, regulations, policies and waivers. They will be able to apply these to individual cases and the services provided to individuals.
- **Training Independent Facilitators to help the participant Utilize All Available Resources:** IFs will be able to find and obtain vendors/ employees for participants to support the individuals' needs. May need to utilize online job board to recruit. Will help support the vendors/ employee's enrollment into the FMS. IFs will have an understanding of and will utilize natural and generic supports.

North Bay Regional Center

COVER SHEET

Project Number/ Description	
Contact Name:	
Address:	
Email Address:	
Contact Number:	
Fax Number:	

Click here for [budget forms](#)

BUDGET	PROJECT NAME:
LINE ITEMS	PROPOSED AMOUNT TO SPEND
RECRUITMENT	\$
MATERIALS	\$
INDEPENDENT FACILITAOR TRAINING	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROGRAM AMOUNT	\$

Budget