

REQUEST FOR PROPOSALS

SELF-DETERMINATION PROGRAM Independent Facilitator

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.

The goal of this RFP is to promote and support the SELF DETERMINATION PROGRAM. Selected candidates who are awarded to be an **Independent Facilitator** (IF), who will work directly with NBRC consumers with the following but not limited to: assisting with the SDP orientation, Person Centered Planning, Developing a budget, and spending plan.

*****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:

To register for the TECHNICAL BRIEFING:

<https://www.eventbrite.com/e/technical-briefing-tickets-673974444707?aff=oddtcreator>

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

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 7th, 2023 – August 7th 5PM

Application Packets meet the following:

A RFP packet can be submitted beginning **July 7th, 2023 through August 7th, 2023**

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 the Individual/Agency that will be the **Independent Facilitator**. Identify the Individual/Agency knowledge or experience in the below areas:
 - Project Management
 - SDP Process
 - Developing Spending Plans
 - The Lanterman Act, HCBS, and DDS Directives
 - Facilitating Communication between Multiple Parties
 - Developing Person Centered Plans
 - Bilingual/ Multilingual Preferred

3. START UP BUDGET INFORMATION

- Budgets should reflect realistic costs (<https://nbrc.net/wp-content/uploads/STARTUP-BUDGET-2.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.

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.

RFP Q&A Information

✓ Technical Briefing Meeting ✓	<p style="text-align: center;">THURSDAY JULY 27, 2023 @ 1:00pm</p> <p style="text-align: center;">Technical Briefing Meeting will be held via <u>ZOOM</u></p> <p style="text-align: center;">**Zoom invitations will be sent out separately to all interested candidates who register**</p> <p style="text-align: center;">To register please submit a request to participate @ RFP@nbrc.net</p>
-----------------------------------	--

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>**FRIDAY AUGUST 18TH, 2023**</p> <p><i>Interview times begin @ 10:00am 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>
-------------------	--

Selection Notification	<p>Week of September 11th</p>
-------------------------------	---

EVALUATION OF PROPOSALS

APPLYING APPLICANTS MUST HAVE AN ADDRESS IN ONE OF NORTH BAY REGIONAL CENTER'S CATCHMENT AREAS: NAPA, SOLANO, OR

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 outlines if the project description that 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/STARTUP-BUDGET-2.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 formatyed an emailed to: RFP@nbrc.net

North Bay Regional Center
Request for Proposal

Project	Independent Facilitator
Services to be provided:	Implementing Self Determination Program
Service Area:	Napa, Solano and Sonoma Counties
Population to be served	Regional Center Clients
Startup Funding:	\$1200

Independent Facilitator shall be responsible for:

- **Understanding the SDP process:** Must be able to assist clients through orientation, PCP, budget, IPP and spending plan.
- **Facilitating Communication with all Parties:** Initiate and maintains communication with the client, their supports, NBRC, vendors, and FMS. Responds to communication and deadlines in a timely manner.
- **Problem Solving:** Finding creative solutions to complex problems that suit the client's needs.
- **Creating PCP:** IFs should be able to create Person Centered Plans that reflect the client's needs and goals. This will be used to support the items listed in the Spending Plan.
- **Creating Spending Plans:** IFs will create an appropriate Spending Plan that supports the client's eligibility diagnosis.
- **Advocating for the Client:** Will understand and advocate for the client's needs.
- **Knowledge on Lanterman Act, HCBS, and DDS Directives:** An IF will understand the appropriate directives, regulations, policies and waivers. They will be able to apply these to their client's cases.
- **Resource Allocation:** Will be able to find and obtain vendors/ employees for their clients to support the clients' needs. May need to utilize online job board to recruit. Will help support the vendors/ employee's enrollment into the FMS.

North Bay Regional Center

COVER SHEET

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

Click here for [budget forms](#)

Start-Up Budget

START UP BUDGET	PROJECT NAME:
LINE ITEMS	PROPOSED AMOUNT TO SPEND
PROGRAM SUPPLIES	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROGRAM AMOUNT	\$

Financial Statement

Current Assets	
Cash in Banks	\$
Accounts Receivable	\$
Notes Receivable	\$
Equipment / Vehicles	\$
Inventories	\$
Deposits / Prepaid Expenses	\$
Life Insurance (Cash Value)	\$
Investment Securities (Stocks and Bonds)	\$
Fixed Assets	
Building and or / Structures	\$
Long Term Investments	\$
Potential Judgments and Liens	\$
Current Liabilities	
Accounts Payable	\$
Notes Payable (Current Portion)	\$
Taxes Payable	\$
Long- Term Liabilities	\$
Notes/ Contracts	\$
Real estate Mortgages	\$
Other Income, Wages, Revenues from other Sources	
(Specify)	\$
Line of Credit	
Amount Available	\$
Total	\$

