

## **Request for Proposal (RFP) for Support Circle for BIPOC and Spanish-Speaking Clients and Families**

**Service Type:** Support Group

**Specialization:** Mental Health Supports/Developmental Disabilities

**Funds Available:** Up to \$20,000.00

**Location:** NBRC catchment area- Sonoma, Solano and Napa counties.

### **Project Description**

North Bay Regional Center is seeking proposals from qualified mental health clinicians to establish and facilitate a support circle for newly eligible BIPOC (Black, Indigenous, and People of Color) and Spanish-speaking clients and their families who have just discovered they or their child has a developmental disability. This initiative aims to provide culturally sensitive and linguistically appropriate mental health support within Solano, Napa, or Sonoma County.

### **Project Overview**

- **Project Period:** July 1, 2026, to June 30, 2028
- **Budget:** \$20,000
- **Target Audience:** Newly eligible BIPOC and Spanish-speaking clients and families
- **Work to begin in August 2026.**

### **Purpose:**

North Bay Regional Center (NBRC) has released a Request for Proposals (RFP) for a culturally and linguistically relevant Support Circle for newly eligible clients and families.

The goal of this project is to provide a deeper understanding of developmental disabilities, how NBRC's services and supports and how intersectionality may impact accessibility, responsiveness, and support for all communities, especially those underserved or affected by disparities. This will help NBRC become more accessible, improve communication, engage with, and support individuals and families to ensure equitable access to regional center services.

NBRC is dedicated to ensuring that its regional center is equally accessible, open, responsive, and supportive of all its diverse communities, individuals with developmental disabilities, or at risk of, and their families within its catchment area. This includes typically underserved communities and those affected by disparities.

### **Scope of Work:**

The work is scheduled to span approximately two (2) fiscal years, commencing in August 2026. The Support Circle facilitator will conduct regular support circle sessions and develop session content and curriculum that addresses the specific needs of BIPOC and Spanish-speaking individuals dealing with developmental disabilities beginning their regional center journey.

The insights from the support circle will inform future support, projects and programs for individuals and families receiving regional center services that cater to the community's needs. The facilitator must lead a diverse team and possess substantial experience in the DEIB field.

Upon collecting and analyzing the data, the facilitator will provide a comprehensive summary report of this project. This report will include an analysis of key themes, survey data, and prioritized recommendations for NBRC's outreach programming and offerings. Additionally, a debriefing session with the Equity and Engagement and Intake teams will be conducted.

**1. Facilitation of Support Circles:**

- Conduct regular support circle sessions in person across NBRC's 3 county catchment area (frequency and format to be determined by the clinician and the needs of the participants).
- Develop session content and curriculum that addresses the specific needs of BIPOC and Spanish-speaking individuals dealing with developmental disabilities beginning their regional center journey.

**2. Community Engagement:**

- Collaborate with local organizations and community leaders to provide continuity of care.
- Utilize culturally appropriate outreach strategies to engage potential participants in partnership with NBRC's intake team.

**3. Monitoring and Evaluation:**

- Develop and implement tools and surveys to evaluate the effectiveness of the support circle.
- Monthly project updates regarding participation, challenges and successes.
- Provide a final report summarizing findings, participant feedback, and recommendations for future initiatives.

**Project Outcomes and Deliverables:**

- Conduct regular support circle sessions in person (frequency and format to be determined by the clinician and the needs of the participants).
- Develop session content and curriculum that addresses the specific needs of BIPOC and Spanish-speaking individuals dealing with developmental disabilities beginning their regional center journey.
- Develop and implement tools and surveys to evaluate the effectiveness of the support circle.
- Monthly project updates regarding participation, challenges and successes.
- Provide a final report summarizing findings, participant feedback, and recommendations for future initiatives.

**Expectations:**

The facilitator(s) should maintain their liability insurance when the RFP is granted. Monthly project updates and a final report must be submitted by the facilitator(s). Coordinating all support

circle sessions, including meeting arrangements and translation/interpretation, is the facilitator(s) responsibility. Conducting sessions in person is the standard expectation, unless the facilitator can present a convincing argument for virtual interactions. Any shift from in-person to virtual connections requires approval from NBRC.

### **Ownership and Confidentiality:**

- All intellectual property and data will be exclusively owned by North Bay Regional Center.
- The facilitator(s) must maintain strict confidentiality regarding all information related to this process. This includes NBRC internal processes and policies, human resources and staff details, contract terms, client and family information, and any confidential business or proprietary information collected during this project.

### **Objectives:**

1. **Create a Safe Space:** Create a supportive atmosphere where participants feel at ease sharing and discussing their challenges related to developmental disabilities, as well as their emotions following a diagnosis.
2. **Provide Culturally Relevant Support:** Offer support that acknowledges and respects cultural differences and language needs.
3. **Build Community Connections:** Foster relationships among participants to build a supportive network.
4. **Enhance Awareness:** Educate participants about topics pertinent to developmental disabilities, regional center services, and community-based organizations, all within the context of their community and culture.

### **Proposal Requirements:**

- **Qualifications:**
  - Licensed mental health professionals, or those working under supervision, or other qualified individuals, should possess experience in trauma-informed care, culturally responsive care, and developmental disabilities.
  - Fluency in Spanish is strongly preferred.
  - Familiarity with the mental health needs of BIPOC and Latine communities.
  - Familiarity of the regional center system and disability services.
- **Proposal Content:**
  - **Cover Letter:** A brief introduction of the clinician, individual or organization.
  - **Experience and Expertise:** Description of previous work with BIPOC and Spanish-speaking populations with developmental disabilities and knowledge of Regional Center services and supports.

- **Project Plan:** Detailed outline of how the support circle will be structured and facilitated.
- **Session Content and Curriculum:** Present a sample of the planned session content and curriculum intended for participants. NBRC will offer feedback prior to implementation.
- **Budget Proposal:** Breakdown of how the \$20,000 budget will be allocated.
- **References:** Contact information for two professional references.

### **Proposal Format:**

Please ensure the following details are included in your proposal, limited to 8 pages, focusing on the components below:

- **General Information**
  - Provide facilitator(s) details: name, title, address, phone number, email, professional training, professional license number (if applicable), experience, biography, social media, and website (if applicable).
  - Include team members' names, email addresses, professional training, qualifications, and biographies.
- **References**
  - Provide three professional references along with contact information.
- **Facilitator(s) Qualifications & Roles**
  - Describe the facilitator(s) qualifications, language (written/oral), expertise, experience, and approach, especially in support groups, racial equity, diversity, inclusion, and cultural competency and developmental disabilities. Highlight experience in association/nonprofit and philanthropic sectors, as well as working within multicultural teams.
- **Workplan**
  - Present methodologies, approaches, roles, and responsibilities for the project, along with expected workload or support from NBRC.
- **Deliverables**
  - Provide a detailed description of deliverables and expected outcomes.
- **Timeline**
  - Include a draft timeline with key events and milestones.
- **Budget**
  - Breakdown the budget into key milestones and expense categories.

### **Submission Guidelines**

- **Deadline for Proposal Submission:** Proposals must be submitted by 4:00pm June 30, 2025
- **Submission Format:** Proposals must be submitted electronically in PDF format. Please send them via email to [DEIB@nbrc.net](mailto:DEIB@nbrc.net), while also copying [Claudiar@nbrc.net](mailto:Claudiar@nbrc.net)
- **Contact Information for Submission:** Direct any questions about this RFP to DEIB@nbrc.net or to Abigail Andrade, Community Outreach and Engagement Specialist at Abigaila@nbrc.net or (707) 256-1216.

- **Conditions of Proposal:** All expenses related to preparing a response to this RFP are the responsibility of the bidder and will not be reimbursed by North Bay Regional Center.

### **Submission Instructions:**

Email all submissions to DEIB@nbrc.net. The narrative description of the project proposal should not exceed 8 single-sided pages. Attachments/Forms must be typewritten; add extra pages as necessary. Faxed copies will not be accepted. Submissions will not be returned. Electronic submissions should not exceed 15 megabytes per email. Multiple emails per RFP submission are acceptable, and an email acknowledgment will be sent for each submission received.

All proposals submitted by the deadline will undergo an initial screening. Late or incomplete applications will not be considered for review and assessment. Any proposal that does not adhere to the submission instructions in the RFP may be disqualified.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Relevance and experience working with BIPOC and Spanish-speaking communities.
- Relevance and experience in collaborating with individuals and families impacted by developmental disabilities.
- Quality and feasibility of the proposed project plan.
- Cost-effectiveness and clarity of the budget proposal.
- Demonstrated ability to engage with and support the target audience.

### **SCORING**

- Proposals will undergo assessment based on the following criteria:
  - Qualifications (35%)
  - Scope of Proposal (25%)
  - Work Plan (25%)
  - Budget (15%)

### **Other Notes:**

This RFP does not obligate NBRC to acquire or engage in services or support. NBRC may choose to finance all, some, or none of the project, based on funding availability approved by the Department of Developmental Services and the quality of the proposals submitted.

### **Contact Information**

For any questions or further information, please contact:

- **Name:** Abigail Andrade, Community Outreach & Engagement Specialist
- **Email:** DEIB@nbrc.net
- **Phone Number:** 707-256-1216

We look forward to receiving your proposal and working together to support the mental health of newly eligible BIPOC and Spanish-speaking communities in our regional center.

**RFP Release Date:** May 15, 2026

**Proposal Submission Deadline:** June 30, 2026

**Candidate Interviews:** July 13, 2026 through July 17, 2026

**Selection Notifications to Facilitator(s):** August 5, 2026

**Project Award Announcements:** August 5, 2026

**Project Period:** July 31, 2026 – June 30, 2028

**Project Commencement:** August 19, 2026

**Follow-up Steps with Selected Facilitator(s):**

**Month 1 and 2:** Initial Project Kick-off Meeting with Stakeholders and NBRC staff and commencement of project.

**Project Deliverables Execution**

- **Ongoing:** Monthly Progress Reviews and Updates
- **Quarterly:** Project Evaluation, Progress and Adjustments
- **Semi-Annual:** Submission of Project Progress and Deliverables on a semi-annual basis.
  - Project Data (qualitative and quantitative)
  - Project Overview Report including reporting period

1. Reservation of Rights:

NBRC has the authority to request modifications to a proposal, accept all or part of it, or decline any or all proposals. At its discretion, NBRC may choose not to engage any service provider if none meets the requirements adequately. NBRC can retract the Request for Proposal (RFP) or any part of it without prior notice. Proposals that do not comply with RFP guidelines may be disqualified. Participation in this RFP does not guarantee NBRC will award any grants.

2. Confidentiality:

Bidders should mark any proprietary or confidential material in their responses accordingly.

3. Ineligibility:

Individuals or entities are ineligible to be regional center vendors under certain circumstances, including conflicts of interest as outlined in DDS Regulations, Title 17, Sections 54314 and 54500 et seq. This includes Regional Center employees, Board members, and their families.

4. Notification of Selection and Timeline:

The RFP will be publicly available for review. NBRC will assess proposals, conduct interviews if necessary, and evaluate them through individual committee member assessments, discussions, and rankings. Finalists may be interviewed, and references will be contacted. The Director of Equity & Engagement will approve the final recommendation, which cannot be appealed by any applicant. All applicants will receive written notification of the decision, and the selected applicant will be announced on NBRC's website. Further information may be requested from the chosen applicant before the project is awarded.

5. Disqualification Criteria:

Failure to disclose information, withholding details, or a history of deficiencies or client abuse will disqualify an applicant from project award. NBRC may choose not to select any applicant if none meets the service requirements adequately.

6. No Selection Scenario:

If no proposal is chosen, NBRC may decide not to proceed with the service until further review of alternative solutions or issue a new RFP to attract more potential respondents.