

## REQUEST FOR PROPOSALS

### SELF-DETERMINATION PROGRAM RESOURCE NAVIGATOR

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.

Through a collaborative partnership with North Bay Regional Center and the Self-Determination Advisory Committee, the Department of Developmental Services has approved grants funds to recruit a Resource Navigator. The Resource Navigator will work in cooperation with the Center's Self-Determination Program Specialist.

***\*\*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 TECHNICAL BRIEFING Dates EMAIL: [rfp@nbrc.net](mailto:rfp@nbrc.net) or call **707 256-1187**

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
- **SDAC:** Self-Determination Advisory Committee (SDAC)
- **DDS:** Department of Developmental Services
- **PCP:** Person Centered Plan
- **FMS:** Financial Management Services

# NBRC RFP INSTRUCTIONS

## ACCEPTING RFP APPLICATION

**October 5<sup>th</sup>, 2021 – October 19<sup>th</sup> 5PM**

### Application Packets meet the following:

A RFP packet can be submitted beginning October 5<sup>th</sup>, 2021 through October 19<sup>th</sup>, 2021

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](mailto: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 or AGENCY that will be the **Resource Navigator**. Identify the INDIVIDUAL'S or AGENCY'S knowledge or experience in:
  - Project Management
  - Calendar and Event Coordination
  - Video Production
  - English/Spanish documentation translation and conversation interpretation
  - Document Management
  - Website Design and Management
  - Digital Marketing

### 3. **START UP 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.

### 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.

<b>Interviews</b>	<p>Interviews will be held via <u>Zoom</u> on the date listed below:</p> <p><b>**October 22, 2021**</b></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>
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<b>Selection Notification</b>	<p><b>Week of October 25, 2021</b></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 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/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 formatyed an emailed to: [RFP@nbrc.net](mailto:RFP@nbrc.net)**

North Bay Regional Center  
Request for Proposal

<b>Project</b>	<b>RESOURCE NAVIGATOR</b>
Services to be provided:	Implementing Self Determination Program
Service Area:	Napa, Solano and Sonoma Counties
Population to be served	Regional Center Clients
Funding:	<b>\$40,000</b>

Resource Navigator shall be responsible for:

- **Online Document and Video Library:** Develop an intuitive multi-language information delivery system designed to aid members of the center’s client community in understanding of the Self-Determination Program and its components. All document and video content will be created or vetted by the Self-Determination Program Specialist. The final versions of all documents and videos created must be appropriate for posting in multiple locations. The center will retain the rights to all information.
- **Training Events:** Develop, coordinate and promote a training calendar for the Self-Determination Program Specialists to provide a series of online and in-person presentations on various aspects of the program. Provide child care, refreshments and language support for all in-person events
- **Social Media Support:** Develop bi-monthly social media posts on Facebook, Instagram and YouTube
- **Online Newsletter:** Develop a monthly electronic newsletter for the center’s Self-Determination Advisory Committee
- **Email Subscription Support:** Develop an email address collection system for use in distributing e-newsletters, announcements, etc.
- **Translation Services:** Convert all current and future program materials into Spanish
- **Interpreter Support:** Serve as the Spanish language interpreter for all presentations, both online and in person
- **Provider Directory:** Develop a collection of person-centered planners and independent facilitators located in Napa, Sonoma and Solano counties
- **Independent Facilitator Training:** Source and promote opportunities for the family members and providers of the center’s clients to access and complete the independent facilitator training course

## 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 AND EQUIPEMENT/ FURNISHING	\$
RENT	\$
STAFF TRAINING	\$
CONSULTING	\$
INSURANCE	\$
	\$
	\$
	\$
	\$
<b>TOTAL PROGRAM AMOUNT</b>	\$

## Financial Statement

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



