

**Redwood Coast Regional Center**  
*Respecting Choice in the Redwood Community*

**REQUEST FOR PROPOSALS**

**Specialized Single Family Support Services**

*“We envision educational efforts which focus on teaching relationship rather than care giving; which teach support rather than control; which teach communication rather than regulation. We promote informed exploration and risk taking, with opportunities for feedback. We envision individual and community satisfaction as the standard by which all services are measured.”*

—From RCRC Vision

**Redwood Coast Regional Center (RCRC)** is one of 21 locally-based nonprofit private corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

RCRC is seeking a Specialized Single Family Support Services to assist individuals living with family who may need an array of services and supports providing in home and in the community. The individuals who are clients of RCRC may have a diagnosis of Autism Spectrum Disorder, Intellectual Disabilities and Emotional Health Disabilities.

The purpose for developing the service will be to establish services to be offered in the home of the individual and their family.

The successful service provider must be able to address services supports:

- positive behavior supports
- alternative modes of communication with an emphasis on sign language
- crisis intervention techniques
- person and family centered practices

Preference will be given to service providers who have had experience in providing supports:

- prevention of crisis
- sign language
- skill development
- following support plans
- positive behavior support
- community access and integration

The provider should have the ability to advocate, work collaboratively with the individual, family, health care professionals, family friends, RCRC, and any other services being provided

to the individual and family.

**GOAL:**

The goal of this project will be to provide an array of positive supports to successfully

- 1) Enhance the skill development of the individual
- 2) Provide supports to the individual such as communicating via simple sign language, dressing, meals and community outings.
- 3) Work collaboratively with family and friends of the individual to help increase the harmonious home environment.
- 4) Increase the family's ability to engage in greater family activities.
- 5) Increase the individual's access to the community and to learn community based skills

There are not currently adequate service providers to meet the needs in Humboldt, for these individuals and their families.

**RATE STRUCTURE:**

The chosen applicant will determine the service code and rates per Title 17 rate setting regulations and in coordination with Redwood Coast Regional Center's Community Services Department.

**PROPOSALS:**

All interested parties are required to submit a brief proposal to Redwood Coast Regional Center that includes a brief discussion of each support need and experience in providing supports that are inclusive of the service goals. All proposals received will be reviewed and scored by a team of evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process.

**Submit Proposals to:**                    **Diaja Freitas**  
   **Administrative Assistant to Kim Nash, Director of**  
   **Community Services**  
   **Redwood Coast Regional Center**  
   **525 2<sup>nd</sup> Street, Suite 300**  
   **Eureka CA 9550**

**Proposals from individual service providers MUST include the following 5 items:**

1. A cover page listing applicant's name, address, phone number, and name of person preparing proposal if other than applicant, geographic location of services and willingness to travel (how far).
2. A description of applicant's education, experience, and ability to perform the services outlined in this RFP
3. A description of applicant's experience/knowledge of:
  - a. Positive Behavior Supports

- b. Individual and Family Centered Service Principles
  - c. Basic Sign Language
  - d. Use and implementation of support plans
  - e. Development of skills and independence
4. A description of the applicant’s guiding principles and philosophy in regards to providing services to individuals who live in their family home.
  5. A description of how your agency will build and maintain relationships with community partners
  1. A draft proposed budget for on-going services. **10 points.**

**TIMELINE: RFP’s will be accepted until the needs are met.**

**SERVICE DESIGN:** If a proposal for these identified unmet needs is selected, the applicant will be required to develop a written Service Design, pursuant to California State regulations as delineated in Title 17, Title 22, and the Lanterman Act. Both Regional Center approval of the Service Design, as well as successful negotiation of a contract for services, shall be a condition of service vendorization.

The Service Design will be written after the completion of a formal orientation process with RCRC which will provide a forum for understanding the support services. The Service Design must include service provision outcomes, which result in the individual making progress on the goals outlined in the Individual Family Service Plan. The Service Design will include strategies that address each individual’s preferred daily activities and support needs. The focus will be on individualized supports tailored for the individual and their family’s needs, rather than having the child and family “fit” into an existing “program.” Strategies that will be used to support family involvement and success include clear and known expectations and roles for all parties. Provisions for recruiting, training and retaining stable staff must be incorporated into the Service Design.

Close collaboration between families supported, RCRC, other specialists, as well as outside agencies may be necessary to ensure that all of the individual support needs are addressed.

**TECHNICAL ASSISTANCE:**

RCRC staff will provide the person(s) selected through the RFP process with technical assistance as needed in developing and completing the Service Design.

**Before beginning work on the RFP or if there are any questions regarding the RFP, it is strongly recommended that interested parties contact:**

**Diaja Freitas**  
**Phone: 707-445-0893, ext. 317**

**Email: [dfreitas@redwoodcoastrc.org](mailto:dfreitas@redwoodcoastrc.org)**

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the service design.