

REQUEST FOR PROPOSALS

Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Community Resource Development Plan (CRDP) FY 24/25

Social Recreation Connection Services

To be located in Del Norte/Humboldt and Lake/Mendocino Counties

“We envision all members of the support community having access to adequate resources, including funding, in order to provide desired services and supports. We envision a collaboration between members of the community which creates a whole of services and supports which is greater than the sum of its component contributors. We acknowledge that shared learning, communication and planning activities will provide the greatest benefit for those individuals we mutually serve, as well as for our respective members. We envision a culture in which all members of the community are respected, supported, honored, and recognized for their diverse contributions and valued services.”

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 of all ages and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

RCRC received start-up funding from the State Department of Developmental Services (DDS) to carry out RCRC's 2023-2024 Community Resource Development Plan (CRDP). CRDP funding is provided by DDS to meet the following objectives: **A)** Expand the availability, accessibility, and types of services and supports to meet the current and future needs of individuals and their families in the community. **B)** Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community. **C)** Develop services that are person-centered and represent the diversity of the regional center’s catchment area.

RCRC has determined a need to develop a Social Recreation Connection Service that links individuals and families with social and recreational community activities to expand access to community resources and expand the social networks of RCRC clients and families.

SOCIAL RECREATION CONNECTION SERVICES

RCRC is seeking proposals to develop Social Recreation Connection Services to support RCRC clients and families in Del Norte/Humboldt County AND Lake/Mendocino County. This project will consist of two phases:

- The first phase of development will involve creating a regional and statewide directory of social recreational services available to RCRC clients and families. The directory will include, at minimum, detailed information regarding the type of service offerings, accessibility of space, and availability of the resource for client use. During the first phase the selected applicant(s) will also provide training, and/or connect with other training resources, so that the identified social recreational services may be better able to serve RCRC clients and families.
- The second phase of development includes creating an ongoing service model to connect clients and families with identified resources that meet their needs (utilizing the database created in phase one) and preferences, as well as offer ongoing support to the social recreational service providers so they may better support referred clients and their individual needs. A service design for the ongoing service will be a requirement of ongoing vendorization.

SERVICE PARAMETERS:

Social Recreation Connection Services shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the client and their family are receiving.

GOAL:

The goal of the Social Recreation Connection project is twofold: 1) To develop an accessible database of social recreational resources in RCRC’s catchment area and provide training to community resources identified by clients and families to better serve RCRC’s population; and 2) to develop an ongoing service to connect RCRC clients and families with resources that align with their interests and service needs.

START UP FUNDING:

A total of \$200,000 is available for this project. The funding awarded for this project will be **divided among RCRC selected applicants**; actual funding received by chosen applicants will depend upon the number of approved applicants and proposed start-up budgets. Start-up funding will be provided through a CRDP start-up contract outlining a milestone payment plan for completed deliverables during the start-up phase. Start-up funding may be used for the following:

- Service design development
- Training and consultation during the development phase
- Staff recruitment and/or up to 3months wages during the development stage
- Lease of office space for up to 3 months prior to ongoing services starting
- Office equipment/furnishings
- Other identified, RCRC approved, start-up costs

RATE STRUCTURE:

The chosen applicant(s) will determine the service code and rates in coordination with rate setting defined in Title 17 along with Redwood Coast Regional Center’s Community Services Department.

PROPOSALS:

All interested parties are required to submit an electronic copy of their proposal to the following email address, lthompson@redwoodcoastrc.org no later than 02/10/2025 by 5:00 PM. All proposals will be reviewed and scored by evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process. **Proposals must include the following 8 items:**

1. A cover page that lists the applicant's name, address, email address, phone number, and name of person preparing proposal, if other than applicant.	5 points
2. A description of applicant’s knowledge and experience related to the field of human services, developmental disabilities including: <ul style="list-style-type: none">• The developmental disabilities service delivery system• Local community resources• Developing and providing training• Community inclusion• Person Centered Thinking/Planning• Ability to complete the project within a 2-year period. <i>**Priority will be given to applicants who have bilingual/multilingual staff, or a clear plan for hiring bilingual/multilingual staff.</i>	15 points
3. Project Summary (four pages maximum) that outlines your vision for the project and includes a description of how you will execute the development portion (Phase 1) and the ongoing service offerings (phase 2) of this project.	20 points
4. Provide an Action Plan, which outlines the sequence of activities necessary to complete the project and develop CFS services within a two-year period. The Action Plan should include step-by step project tasks with timelines and who is responsible for completion leading up to the targeted opening date of services.	10 points
5. A statement outlining the applicant’s plan to serve diverse populations, including culturally and linguistically diverse populations. The statement should discuss information on how the applicant will promote equitable access to services and supports to reduce disparity while flexibly tailoring services to respond to the unique needs of the client through the multiple stages of life, and are respectful of the language, ethnicity, and culture of the family home. <i>** Priority will be given to applicants who have bilingual/multilingual staff, or a clear plan for hiring bilingual/multilingual staff.</i>	20 points

6. A statement that describes the steps the applicant will take to ensure client safety and reduce the risk of individuals supported from being abused, including the agency's Zero Tolerance for Abuse procedures.	10 points
7. A draft proposed budget for <i>start-up costs</i> with a brief narrative description for each line item identified. The start-up budget should include both costs to be paid through the CRDP funds as well as costs that will be paid for by the applicant and/or other funding sources.	10 points
8. An estimated Cost Statement for ongoing Services. <i>** No more than 15% of the funds received by a provider with a negotiated rate from a Regional Center for ongoing costs may be used for administrative costs. W&I Code Section 4629.7</i>	10 points

TIMELINE:

Completion Date	Activity
February 10, 2025	Emailed Proposals are due to RCRC by 5:00pm
Week of February 24, 2025	Proposals are reviewed RCRC chosen team of evaluators
Week of March 10, 2025	RFP Interviews Via Zoom
March 17, 2025	Contracts Awarded

SERVICE DESIGN:

Selected applicants will be required to develop a written Service Design for ongoing services, pursuant to California State regulations delineated in Title 17 and the Lanterman Act. Regional Center approval of the Service Design shall be a condition of ongoing vendorization. The Service Design must include:

- Service provision outcomes, which result in individuals being successful in achieving stable and satisfactory lifestyles.
- Strategies that address clients' right to services that are tailored, and flexible to meet the changing needs of the client and their family.
- How the provider will ensure support is provided in a manner that is respectful of culture, ethnicity and linguistic preferences of the individual and their family.
- Provisions for training and retaining stable staff.

TECHNICAL ASSISTANCE:

RCRC staff will provide the applicant with technical assistance as needed in developing and completing the Service Design.

Before beginning work on the proposal for Social Recreation Connection services RFP or if there are any questions regarding this RFP, it is recommended that applicants contact:

Leah Thompson
Community Placement Plan Resource Coordinator
Redwood Coast Regional Center
lthompson@redwoodcoastrc.org
(707) 616-2206

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 able to operate within the service design.