

Alta California Regional Center For Calendar Years 2022-2024

Alta California Regional Center

Request for Proposal

Calendar Years 2022-2024

Project Type:	Board Facilitation
Service area:	ACRC catchment area
Group served	ACRC Board of Directors
Contract funding:	\$30,000 (\$10,000 per year during three-year RFP cycle)

Description of project

ACRC has a need for a provider that can work closely with the members of ACRC's Board of Directors to facilitate participation in board meetings and board activities. Board members have a range of abilities and support needs. The goal of the facilitator is to support board members in understanding and completing their duties as a board member. This is a three-year contract with a \$10,000 annual contract amount. At the completion of the three-year contract, the chosen applicant will have an opportunity to respond to the next RFP for another three-year contract or the board may choose another facilitator through the RFP process.

Scope of service for Board Facilitator

Regional Centers are required by WIC 4622 (g)(1) to provide training and supports that maximize the understanding and participation by board members. Regional Centers may establish contracts to accomplish this requirement. The applicant chosen will be responsible for facilitation duties to help the regional center meet that requirement.

Expectation of the Board Facilitator

The contracted provider must adhere to ACRC's Board Policy: *Accommodation/Facilitation for Board and Committee Members* (attached) and will be responsible, **at minimum**, for the following deliverables:

- Establishing agreements (via survey or interview) with board members regarding what supports they need to prepare and participate in board meetings.
- Arranging transportation for board members to and from meetings.
- Aiding board members in preparation and participation in board meetings.
- Arranging (*not funding*) travel, accommodations and work space for one annual board retreat.
- Recruitment and training of facilitators
- Arranging for (or providing) personal attendant supports, as needed, for board members during board meetings.
- Arranging interpretation and translation for board members
- Managing the Board Mentorship Program
 - o Connecting experienced board members with new board members
 - o Developing training plans for new board members.
 - o Monitoring new board members' understanding of their duties and connecting them with resources to better understand their role as a board member and, as applicable, to aid in effective decision making. Example - *when to ask for more information as a board member prior to making a decision.*
- Conducting an annual evaluation of facilitation services

Note: Deliverables will not be finalized until after an applicant is chosen and contract language is drafted.

Proposal Guidelines

When drafting your proposal, consider how you will effectively meet the unique needs of our Board of Directors. Draw on your experience, education, and creativity when deciding what services and supports are necessary. Thoughtfully consider how services will be delivered, and consider how your proposal will stand out from the others. Simple, generic responses or descriptions will hinder your chance of being considered for an interview.

This program summary is NOT meant to highlight every aspect of the service. The selected applicant will develop a full description of the service in a written service plan.

Format. Double space, 12pt font, Times New Roman, and one-inch margins.

Board Facilitation Services

1. Describe your proposed facilitation services.
 - a. Include the following areas:
 - i. Describe **how** you will assess the support needs of board members. (20 pts)
 - ii. Describe **what** the important components of a facilitation plan are. (20 pts)
 - iii. **What** experience do you have with supporting individuals with varied support needs including developmental disabilities; talk about your experience serving diverse populations including cultural and linguistic diversity? (20 pts)
 - iv. **How** will you assess if the facilitation plan is effective? (20 pts)
 - v. **Provide an example** of a facilitation plan for an individual with developmental disabilities (any diagnosis) participating in monthly board meetings in-person. (20pts)

Attachments

All attachments must be completed and received with your proposal

Cover Page (Attachment A)

References (Attachment B)

Resume(s) (Include as Attachment C)

Attachment A

Proposal Title Page
Board Facilitation
Calendar Years 2022 - 2024

To: Lisa West, Executive Assistant
Attention: ACRC Board of Directors
Executive Committee

**Proposal must be
emailed to:
lwest@altaregional.org**

Name of Applicant or Organization Submitting Proposal (*please print*)

Signature of Person Authorized to Bind Organization

Date

Contact Person for Project (*please print*)

() ()
Telephone Number/ Fax Number/ E-mail Address

Name of Parent Corporation (*if applicable*)

Mailing Address (*please print*)

Author of Proposal,
If different from person submitting proposal

Date Submitted

Attachment B

References

References for: (Applicant's Name) _____

List three references who we may contact and who will be able to attest to your experience, as well as if they can attest to your experience working in a professional capacity.

Reference No. 1			
Name of Reference:	Title:	Agency:	
Address:	City:	State:	Zip Code:
Phone:	Email:		

Reference No. 2			
Name of Reference:	Title:	Agency:	
Address:	City:	State:	Zip Code:
Phone:	Email:		

Reference No. 3			
Name of Reference:	Title:	Agency:	
Address:	City:	State:	Zip Code:
Phone:	Email:		