

# **Request for Proposal (RFP)** For **Board Facilitation**

# Alta California Regional Center For Calendar Years 2022-2024

Alta California Regional Center (ACRC) has a volunteer Board of Directors responsible for approval of policy and financial decisions for the regional center. ACRC is required by California WIC 4622 (g)(1) to "provide necessary training and support to these board members to facilitate their understanding and participation, including issues relating to linguistic and cultural competency." ACRC is releasing this request for proposal for a Facilitator to serve from January 1, 2022 through December 31, 2024 in support of the Board.

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience, including providing support for persons with developmental disabilities. The applicant should have and demonstrate the knowledge and understanding to effectively facilitate Board members at the Board of Directors' meetings.

### SUBMISSION OF PROPOSALS

Email proposal to: lwest@altaregional.org

### **PROPOSAL DEADLINES**

• RFP Orientation

October 20, 2021 – 3pm • Held virtually https://video.cloudoffice.avaya.com/join/964540077?pw=858f9b5557c96bee4d75 7d11982690b3

December 3, 2021

December 20, 2021

- Proposals due
- November 5, 2021 by 3pm • Applicant interviews November 15-29, 2021
- ACRC final selection
- Contract Signed by

Your proposal must include all required sections outlined in the Proposal Guidelines below and must be received no later than 3:00 pm on Friday, November 5, 2021. Proposals received after this deadline will not be considered. ACRC will send an email confirming the proposal has

been received.

Please direct any questions to lwest@altaregional.org.

### 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
  - Connecting experienced board members with new board members
  - o Developing training plans for new board members.
  - 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)
    - 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:	Γο:Lisa West, Executive Assistant		Proposal must be emailed to:			
Attention:	tion: ACRC Board of Directors Executive Committee		emaned to: lwest@altaregional.org			
Name of Ap	plicant or Organization	Submitting Proposa	l (please print)			
Signature of	Person Authorized to I	Bind Organization	Date			
Contact Pers	son for Project (please p	print)				
()		()				
Telephone N	lumber/	Fax Number/	E-mail Address			
Name of Par	rent Corporation (if app	licable)				
Mailing Add	dress (please print)					
Author of Pi	coposal, rom 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:			