



## Request for Proposals (RFP)- 3<sup>rd</sup> Announcement

### Community Placement Plan (CPP) & Community Resource Development Plan (CRDP) For Fiscal Year 2022-2023

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need to develop a Signing Staff Registry Pilot Program to help increase communication access to clients who are deaf or hard of hearing (DHH).

Proposals may be submitted by an individual, a group of individuals, or an agency. The applicant must have relevant experience. The applicant should have and demonstrate the knowledge and understanding to effectively deliver the service for which you are applying for. Any person(s) who are employees of another Regional Center or the State of California may apply, but would have to cease their employment upon being selected for the project.

#### SUBMISSION OF PROPOSALS

Email proposal to: [rfp@altaregional.org](mailto:rfp@altaregional.org)

Your proposal must include all required sections outlined in Part III (“Proposal Guidelines”) below and **must be received no later than 10am on Thursday, June 15th, 2023**. Proposals received after this deadline will not be considered. ACRC will send an email confirming proposal has been received.

**ACRC will not accept any hard-copy proposals.**

**We encourage you to contact us with any questions you may have.** Please direct any questions to [rfp@altaregional.org](mailto:rfp@altaregional.org) or the specific email contacts below. If you have questions you would prefer to discuss over the phone, please call the mainline at (916) 978-6400 and ask for one of the following staff members:

Dan Kilmer, [dkilmer@altaregional.org](mailto:dkilmer@altaregional.org)  
DeDe Peters, [dpeters@altaregional.org](mailto:dpeters@altaregional.org)  
Heather Hollingworth, [hhollingworth@altaregional.org](mailto:hhollingworth@altaregional.org)  
Kristi Shaffer, [kshaffer@altaregional.org](mailto:kshaffer@altaregional.org)  
Jordan Eller, [jeller@altaregional.org](mailto:jeller@altaregional.org)  
Rima Cornish [rcornish@altaregional.org](mailto:rcornish@altaregional.org)

# **Part I**

## **Project Description**

**Alta California Regional Center  
Request for Proposal  
CPP Fiscal Year 22-23**

Project #:	ACRC-2223-7
Project Type:	ASL/Signing Staffing Registry Pilot Program
Service Area:	Alpine, Colusa, El Dorado, Nevada, Sacramento, Sierra, Sutter, Placer, Yolo, Yuba
Number Served:	TBD
Provider Start-up Funding:	Up to \$75,000

Description of Project
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ACRC would use the startup funds for a Signing Staff recruitment project in order to increase the number of Signing Direct Support Professionals (DSP) that could work for various vendored programs throughout our catchment area.
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Target Population
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This project is intended to increase communication access for clients who are Deaf or Hard of Hearing (DHH) by increasing the DSP workforce that have the ability to sign with DHH clients.
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Scope of Service for Service Provider
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Recruit individuals that can sign and advocate in facilitating communication using English and ASL. Signing Staff are either Deaf or Hearing and know a minimum of ASL level 2, but do not have specific training. A portion of the startup funds would be used for the awarded applicant to recruit individuals for the registry and provide them training on providing services to clients with developmental disabilities. With a developed staffing registry, in collaboration with the awarded applicant and ACRC's Deaf and Hard of Hearing Specialist, the individuals could then be referred to vendor programs needing to hire signing staff to work directly with DHH clients. If the pilot project is successful, ACRC could explore requesting additional funds in future CRDP's.
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Eligibility of Applicant
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Applicant must have a strong understanding and demonstrated success serving DHH and/or Deafplus clients. And an ability to successfully collaborate with others agencies and interdisciplinary teams (e.g. other regional centers, mental health systems, healthcare supports, community-based day/work services, etc.)
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Expectation of the Service Provider
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Awarded applicant will have the ability to provide in-person services in the targeted/identified counties, and adopt or develop training for the signing staff to work with individuals who are DeafPlus. The staff that are identified on the registry will be willing provide services in a variety of community-based settings (homes, work/day programs, community events, etc.). The DSP's signed up in the registry must complete and pass a criminal background check.
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# Part II

## **Applicant Criterion and RFP Process**

### **A. PURPOSE**

The Community Placement Plan (CPP) and the Community Resource Development Plan (CRDP) are designed to assist in the development of the necessary resources for clients who are ready to transition from a State Developmental Center (SDC), Institute of Mental Disease (IMD), or other highly restrictive settings, into the community, or to assist those who are at risk of moving into one of those placements. ACRC solicits the community through a Request for Proposal (RFP) to seek out qualified providers who are able and willing to meet the specialized needs of this population.

### **B. EXPECTATIONS OF THE SELECTED APPLICANT**

It is expected that the selected applicant; (1) work collaboratively and closely with the regional center, (2) provide careful and thorough planning in all aspects of the project, (3) work diligently to complete the project in a timely manner, (4) commit to providing quality services, (5) submit updates and summaries detailing progress made towards meeting the project objectives, and (6) report any major delays with the project immediately to ACRC. Through this RFP process, an applicant must demonstrate strength in the areas of clinical, administrative, and financial responsibility.

### **D. WRITTEN PROPOSAL**

Proposals submitted in response to this RFP are intended to be an overview. A more detailed description of the prospected service plan/program design will be developed during the vendorization process. Proposal must be written in a professional manner and clearly reflect the applicant's intended delivery of service.

### **E. SELECTION PROCESS**

The selection committee will review and score all proposals using a 100-point scale. Top points are given to the various sections of your proposal that reflect the appropriate supports and services offered to the individuals you are planning to serve. The top three applicants with an average proposal score of 70% or above will be interviewed. ACRC reserves the right to interview other applicants who may not be in the top three or have a score below 70%.

### **F. RFP TIME LINE**

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|------------------------|-----------------------|
| • RFP Orientation      | March 7, 2023         |
| • Proposals Due        | June 15, 2023 by 10am |
| • Applicant Interviews | June 20-22, 2023      |
| • ACRC Final Selection | June 23, 2023         |
| • Contract Signed      | June 30, 2023         |

**\*ACRC reserves the right to modify the above timeline.**

## **G. START-UP FUNDING**

Start-up funding is available for the project. Funds are meant to aid in the development of the project, but may not cover the entire cost. The selected applicant is responsible for costs that exceed the available start-up funds. The selected applicant will complete a start-up funds allocation detailing how the funds will be used. Prior to any disbursement of funds, the start-up funds allocation must be approved by ACRC.

## **I. NON-DISCRIMINATION**

ACRC shall not discriminate in the selection of an applicant on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

# Part III

## Proposal Guidelines

When drafting your proposal, consider how you will effectively meet the unique needs of the targeted client population. 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 program; a full description of the program will be developed in the program plan by the selected applicant.

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

### **ASL Interpreting Services & Signing Staffing Registry**

An applicant's proposal must include all of the following items:

1. Title Page (Attachment A)
2. Applicant/Agency Information (Maximum 2 Pages)
3. Program Summary (Maximum 15 Pages)
  - a. What staff will you need to employ to offer this service? Briefly discuss their duties, qualifications, and/or certifications. (10 pts)
  - b. Hours of operation. What are your regular hours of operation? (5 pts)
  - c. For recruitment efforts, describe how you plan on finding qualified signing staff. (10 pts)
  - d. How will you assess the registry staffs' signing skills and ASL level? (10 points)
  - e. How are you planning on training the registry signing staff to work with individuals with developmental disabilities? (10 pts)
  - f. What experience do you have evaluating individuals in language and behavior? (10 pts)
  - g. Describe your approach to preparing signing staff to work with a client with known challenging behaviors. (10 pts)
  - h. How can you prepare the signing staff to work with ACRC's Deafplus clients that have co-occurring mental health disorders? (10 pts)
  - i. Describe other areas of service that will complete your program. (10 pts)
  - j. What is your plan in serving diverse populations, including, but not limited to, culturally and linguistically? Provide an example. (10pts)
  - k. Describe how you plan to deliver the service in more remote/rural areas? Are there any counties/areas which you are unable to provide services? If so, why? (5 pts)

# Attachments

**The following attachments must be completed and received with your proposal:**

1. Proposal Title Page (A)
2. Weekly Staff Schedule (B)- *this attachment is not required for this project.*
3. Projected Ongoing Costs (Usual & Customary or Cost Data Worksheet) (Attachment C)
4. References (Attachment D)
5. Statement of Disclosure (Attachment E)
6. Resume(s)

Attachment A

**Proposal Title Page**

**CPP/CRDP Fiscal Year 2022/2023**

**June 2023 RFP**

To: Specialized Services & Supports Unit  
Attention: CPP/CRDP Resource Developers  
Alta California Regional Center  
Community Service & Supports Department

**Proposal must be emailed  
to: [rfp@altaregional.org](mailto:rfp@altaregional.org)**

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Project Number and Description (*please print*)

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

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Signature of Person Authorized to Bind Organization

Date

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Contact Person for Project (*please print*)

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( ) ( )

Telephone Number

Fax Number

E-mail Address

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Name of Parent Corporation (*if applicable*)

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Mailing Address (*please print*)

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Author of Proposal,  
*If different from person submitting proposal*

Date Submitted



## **Attachment C**

### **Complete & Submit Cost Data Workbook**

Complete the Cost Data Workbook to show the total estimated costs for operating the registry program. If you have established fees for service, provide documentation of those fees in lieu of a Cost Data Workbook.

An electronic version of the Cost Data Workbook can be found on ACRC's website within the *Service Provider/Request for Proposal* section.

Link: [copy of cost data workbook.xlsx \(live.com\)](#)

NOTE. The Cost Data Workbook submitted with the proposal is reviewed and analyzed during the selection process only. Selection of an application shall not constitute as ACRC's approval of any or all aspects of the Cost Data Workbook.

## Attachment D

### 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 with underserved communities 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:		

## Attachment E

### Statement of Disclosure

Please circle the correct response, as applicable. Briefly explain any “yes” answers. If a corporation, “Applicant” for the purpose of this Statement of Obligation means any entity for which the “Person Authorized to Bind Organization” as identified on the cover page is affiliated.

1. The applicant is currently providing services to regional center clients.

Yes

No

2. The applicant is currently receiving or planning to apply for other grants/funds from any source to develop a social service program(s)?

Yes

No

3. The applicant is vendored with another regional center.

Yes

No

If yes, which regional center(s):

4. The applicant, a member of applicant’s organization, or staff has received a citation from any agency for suspected abuse (verbal, physical, sexual, fiduciary, neglect)?

Yes

No

5. Has the applicant or any member of the applicant’s organization received a Corrective Action Plan, Sanction, a notice of Immediate Danger, or other citation from a regional center or State licensing agency?

Yes

No

6. Has the applicant had to file for bankruptcy for any reason?

Yes

No

7. (ARF Level 4I only) Has the applicant been convicted of a crime that would prevent them from becoming licensed or would require an exemption from a licensing agency?

Yes

No

8. Describe other professional/business obligations held by the Licensee and Administrator, including name, location, type, capacity and time commitment of each obligation (Do not include services you propose to provide through this proposal).

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Signature of Applicant or Authorized Representative Date