



# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

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## Request for Proposal Self Determination Program

Published Date: 7/2/2024

### **Purpose:**

This project provides additional support to navigate the Self Determination Program (SDP) process and help interested participants learn about the enrollment process and necessary steps to transition into the Self Determination Program. This project will also provide a variety of resources and service providers that are available to participants. The prospective applicant must demonstrate experience with successful event planning and must be able to work collaboratively with others (e.g., individuals served, families, regional center, LVAC).

### **Background Information:**

Self Determination Local Volunteer Advisory Committees (LVAC) were established by law to provide oversight of the Self Determination Program (SDP) and make recommendations for improvement to each local regional center and the Department of Developmental Services. In Accordance with Welfare and Institutions (W&I) Code Section 4685.8(g), Inland Regional Center ("IRC"), has received funds from the Department of Developmental Services ("DDS") to support the implementation of the Self Determination Program ("SDP").

W&I Code section 4685.8(g) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives. DDS, in consultation with stakeholders, identified priority areas for the funding including:

1. Recruitment and training of independent facilitators.
2. Joint training for participants, families, regional centers, Local Volunteer Advisory Committee (LVAC) members and others.
3. Support or coaching in making the transition to SDP.
4. Assistance with spending plan development.
5. Orientation support which could include costs for speakers/presenters and development and modification of materials.
6. Collaborative groups/workshops to foster ongoing, shared learning and problem-solving opportunities.

**Proposal Due Date:** August 5, 2024

**Proposal Submission:** [selfdetermination@inlandrc.org](mailto:selfdetermination@inlandrc.org)

**Rate of Reimbursement:** The rate of reimbursement for services will vary per project and individual need, and subject to review. Note the reimbursement rates must be identified by hourly rates or project fees for the respective scope of work.

Proposals are being accepted for the following projects:

### **I. Self Determination Program Resource Fair**

Plan and coordinate all activities related to developing an in-person Self Determination Resource Fair. This includes coordinating an event, creating exhibitor booth registration, and recruiting exhibitors that are SDP service providers serving the IRC catchment area for the resource fair. Provide translation of marketing materials and interpretation services (Spanish and American Sign Language (ASL)) at the event. The event must be held in San Bernardino or Riverside Counties. The project total includes funding for resource materials for attendees and gas cards (\$50.00) each, to be utilized to assist families in remote locations attend the resource fair. The awardee will work with IRC and the subcommittee to identify service providers, venues, etc., and will report updates on their progress.

**Total available:** Up to \$59,000.00

Proposal preparation guide:

- Name of organization or individual.
- Project of interest.
- What experience and skills make you qualified to carry out this project?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work stating the services to be provided.
- Project fees or hourly billing rate for services

The Proposal Screening Committee will use the criteria below to rate all proposals submitted by applicants. Each proposal will receive a maximum score as follows:

<b>Proposal Section</b>	<b>Maximum Score</b>
Experience and expertise in event planning and development	20
Experience and expertise serving individuals with disabilities and the community	20
Demonstrated ability to support various language needs, and to integrate cross-cultural sensitivity and resourcefulness into programming.	20

Experience in project development, including the ability to complete projects, meet project deadlines and manage a project of this size and scope.	20
Statement of work describing the services to be provided	20
<b>Total Maximum Points</b>	<b>100</b>

## II. 1:1 Self Determination Program Participant Coaching

The selected organization will provide participants with individualized support from experienced coaches. This service will assist participants transitioning to SDP, current participants needing ongoing support, and assist with the annual renewal process. This may include support in areas such as navigating the requirements of SDP, education and guidance on the process, person-centered planning, deciding which Financial Management Service (FMS) model is the best fit for a participant, assistance with spending plan development, finding services, spending plan renewal development, suggestions for recruiting and hiring employees, etc. Coaches will provide support to participants and at their request, collaborate with the service coordinator and/or Participant Choice Specialists.

Coaches should be knowledgeable about navigating the Self Determination program and be prepared to provide services to individuals whose native language is other than English. Proposals that include bilingual coaches are encouraged. Additional responsibilities will include providing monthly data collection and reporting with demographic information. The awardee will provide an outreach plan to reach out to IRC participants in the IRC catchment area, including rural communities.

**Total available:** Up to \$60,000.00

Proposal preparation guide:

- Name of organization or individual.
- Project of interest.
- What experience and skills make you qualified to carry out this project?
- What is your experience with person-centered planning?
- What is your experience in developing spending plans?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work stating the services to be provided.
- Project fees or hourly billing rate for services

## III. Self Determination Support Group(s) with Technology Supports

This project provides a Self-Determination support group for participants interested in learning more about SDP. The support group will meet to provide education and guidance to ensure

participants have the skills and or resources needed to effectively use the SDP to achieve life goals. Meeting topic discussions may include the steps for enrollment, program requirements, budget renewals and other topics related to the SDP.

The support group meetings may be held virtually and/or in-person with a virtual option. Training in technology, including the use of devices, emailing, scanning, and other skills will be part of the project. An outreach plan will be developed to reach participants in the IRC catchment area, including rural communities. At least one support group meeting per month will be provided to support SDP participants and answer general SDP questions.

**Total available:** Up to \$49,000.00

Proposal preparation guide:

- Name of organization or individual.
- Project of interest.
- What experience and skills make you qualified to carry out this project?
- What is your experience with person-centered planning?
- What is your experience in developing spending plans?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work stating the services to be provided.
- Project fees or hourly billing rate for services

### **General Application Questionnaire**

Using a 12-pt. font, 1” margins, please respond to the following questions:

1. Name of Applicant (Organization or Individual).
2. Is Applicant an Independent Contractor/Sole Proprietor, Partnership, LLC, or a corporation (indicate whether nonprofit or for profit).
3. Name of Contact Person
4. Email of Contact Person
5. Telephone number of Contact Person
6. Address
7. Website (if applicable)
8. Describe your experience:
  - Working with persons with intellectual or developmental disabilities including the scope of services you have provided.
  - Working with underserved, minority of BiPOC communities.
  - With community outreach and resource development.
9. Describe your familiarity and experience with:
  - Person Centered Planning
  - Self determination

- Community Resources, the Regional Center system, and other agencies supporting people with intellectual and/or developmental disabilities.

### **Project Specific Questions**

Please submit one complete response to these questions. Incomplete applications will not be considered.

1. Name of Project
2. Describe the skills and experience that make you or your business uniquely qualified to carry out this project?
3. List the relevant qualifications for those responsible for this project.
4. Outline the timeline for completion of steps in the project.
5. Attach a one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.

#### **Eligible Applicants:**

Both non-profit and proprietary organizations are eligible to apply. Employees of Regional Centers and the State of California are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17 Section 54500. The applicant must secure and maintain their own liability insurance at the time of RFP being awarded.

#### **Evaluation and Selection Procedures:**

All proposals received by the deadline will be reviewed and scored by the LVAC. Proposals will be reviewed for timeliness, completeness, quality, experience and fiscal stability of applicant, reasonableness of costs. All applicants will receive notification regarding the decision made on their proposal.

The Proposal Screening Committee will use the criteria below to rate all proposals submitted by applicants. Each proposal will receive a maximum score as follows:

<b>Proposal Section</b>	<b>Maximum Score</b>
Experience and expertise in project planning and managing a project of this size and scope	20
Experience and expertise serving individuals with disabilities and the community	20
Demonstrated ability to support various language needs, and to integrate cross-cultural sensitivity and resourcefulness into programming	20
Understanding of SDP and Person-Centered Planning	20
Statement of work describing the services to be provided	20

<b>Total Maximum Points</b>	<b>100</b>
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**Applicants must demonstrate the following:**

- Understanding of SDP and the steps needed to transition into the program
- Understanding of Person-Centered Thinking
- Demonstrated training or skills for the proposed project
- A history of positive working relationships with the community and applicable agencies. If the applicant is a current vendor, the applicant must be in good standing with the Inland Regional Center.
- Experience in project development, including the ability to complete projects, meet project deadlines and manage a project of this size and scope.

**Timelines:**

RFP Release Date: July 2, 2024

Proposal Due Date: August 5, 2024

Evaluation of proposals and vote by Committee begins: September 26, 2024

Notice of selection: By October 28, 2024

Awardees must submit project updates during the IRC LVAC meetings and a final report on overall success in meeting project outcomes is required.

**Submission of proposals:**

All proposals must conform to the Project Specific Questions and General Application Questionnaire requirements. The applicant must submit the completed proposal as one electronic copy to [selfdetermination@inlandrc.org](mailto:selfdetermination@inlandrc.org). The proposals must be complete, typewritten, collated, and page numbered. No proposals will be accepted after the deadline.

**Inquiries/request for assistance:** All additional inquiries regarding this application or requesting technical assistance for this RFP only, should be directed to [selfdetermination@inlandrc.org](mailto:selfdetermination@inlandrc.org) and [ARivera@inlandrc.org](mailto:ARivera@inlandrc.org)