



# INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

## REQUEST FOR NEED

**TYPE OF PROGRAM:** Person Centered Training (PCT)/Person Centered Planning (PCP) and Trainer Certification

**SERVICE DESCRIPTION:** Inland Regional Center (IRC) is looking to contract a company to develop in-house Certified PCT/PCP Trainers and to facilitate the 2-day training for Service Coordinators.

**CONTRACTOR/VENDOR REQUIREMENTS:** The facilitating company must have experience working with the Regional Center system and an in-depth understanding of the way PCP can be implemented in the case management process. The facilitating company must use certified Trainers and provide a recognized curriculum that can be provided for use by our staff, upon completion of the two days. Training is requested for up to 300 Service Coordinators.

A second requirement is for the company to facilitate the training and Certification of up to eight (8) potential Certified Trainers. Those Trainers will be responsible for training current and future IRC staff, vendors and community members.

**CRITERIA FOR APPLICANTS:** The potential PCT/PCP company must have a Mentor Certification and be able to facilitate the 2-day training for Service Coordinators and potential Trainers using a structured curriculum. The potential company must have experience working with persons with intellectual/developmental disabilities. Preference will be given to those with regional center knowledge and experience in the application of PCT/PCP in service coordination and the case management process.

### HOW TO APPLY:

1. Complete a proposal to include a detailed description of the curriculum, how it will be implemented and the time frame to complete both components of the contract.
2. Complete a detailed cost itemization for both training components.

### SELECTION PROCESS:

1. Company's potential for providing quality, cost-effective training and support, as detailed in the proposal.
2. Experience of the PCT company, with preference given to those with regional center knowledge and history.
3. Reasonableness of the final bid.

**DEADLINE FOR SUBMISSION:** This request for need will remain open until March 15, 2019, when all submissions must be postmarked by the close of business.

**DELIVERY INSTRUCTIONS:** Please mail letter of interest and supporting documentation to:

Inland Regional Center – Training and Development Unit  
Attention: Jonathan Eckrich  
P.O. Box 19037  
San Bernardino, CA 92423-9037