



# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

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## Request for Proposal Self Determination Program

Published Date: 11/29/2023.

### **Purpose:**

This project provides additional support to navigate the 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:** January 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. Please note the rates of reimbursement will need to be identified by hourly rates or project fees for the respective scope of work.

Proposals are being accepted for the following project:

**I. Self Determination Program Conference and Resource Fair**

Plan and coordinate all activities related to developing an in-person Self Determination Conference and Resource Fair. This includes scheduling presenters that have knowledge of the Self-Determination Program and SDP service providers 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 awardee will work with IRC and the subcommittee to identify topics, presenters, vendors, venue, etc., and will report updates on their progress.

**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?
- 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

**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 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
Proposal Cost	20
Statement of work describing the services to be provided	20
<b>Total Maximum Points</b>	<b>100</b>

## II. Self Determination Local Volunteer Advisory Committee Training

Conduct Committee training on roles and responsibilities of members. Provide general assistance to the committee, including drafting RFPs, attending meetings, providing ongoing information, input, and technical assistance. Provide a written plan that can serve as a guide for the committee. Identify steps to follow to ensure progress is being made towards the committee's goals.

**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)

### 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 who have a role in 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 the individuals who would be responsible for carrying out 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.

### **Timelines:**

RFP Release Date: November 29, 2023

Proposal Due Date: January 5, 2024

Evaluation of proposals and vote by Committee: January 25, 2024

Notice of selection: By January 27, 2024

Project completion: Project must be completed, and funds expended by March 31, 2024