



# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

Fax: (909) 890-3001

## Request for Proposal Self Determination Program

Published Date: 6/26/2026

### **Purpose:**

The Inland Regional Center Self Determination Local Volunteer Advisory Committee (LVAC) is seeking proposals from qualified individuals or organizations for projects to advance the Self Determination Program. These projects will provide 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. These projects will also provide training and a variety of resources that are available to participants. The prospective applicants must demonstrate experience with successful project management 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) are established by law as an advisory committee and their activities include making recommendations to regional centers and the Department of Developmental Services (DDS) for improvement to the Self-Determination Program.

The allocated collaborative use funds are to be used to meet the needs of individuals, increase service access and equity, and reduce disparities with enrollment into the SDP.

**Proposal Due Date:** August 7, 2026

**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 Resource Fair**

Plan and coordinate all activities related to developing an in-person Self Determination Resource Fair. This includes coordinating the event for at least 200 participants, creating an exhibitor booth

registration, and recruiting exhibitors and vendors that are SDP providers serving the IRC catchment area. Provide translation of marketing materials and interpretation services (Spanish and American Sign Language (ASL)) the day of 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 conference. The awardee will work with IRC and the LVAC to identify service providers, venues, etc., and will have a mix of service providers, prioritizing direct support services. Awardee will report updates on their progress at the LVAC meetings.

**Total available:** Up to \$40,000.00

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>	100

## II. Independent Facilitator/Self Directed Support Provider Mentoring

The selected organization will provide active Independent Facilitators (IF) and Self Directed Support providers serving the IRC catchment area with individualized and/or group mentoring from experienced coaches. Mentoring should include training in:

- SDP and Traditional Services
- Lanterman Act, HCBS, DDS Directives
- Role of Independent Facilitator/SDS Providers and use of professional communication with all stakeholders
- Training on the SDP transition process at IRC
- Creating Spending Plans
- Problem solving and collaboration
- Understanding SVC 024/099 and how to support participants
- Familiarity with FMS policies

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 promote the mentoring project to participants in the IRC catchment area, including rural communities.

**Total available:** Up to \$25,000.00

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.
- Detailed scope of work
- 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 individuals with intellectual or developmental disabilities including the scope of services you have provided.
  - Working with underserved, minority BiPOC communities
  - With community outreach and resource development
9. Describe your familiarity and experience with:
  - Person Centered Planning
  - Self determination

### **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 applicants, and 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>

**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:** June 26, 2026

**Proposal Due Date:** August 7, 2026

Evaluation of proposals and vote by Committee begins: August 27, 2026.

Notice of selection: By October 22, 2026

Rate of Reimbursement: The rate of reimbursement for services will vary per project 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.

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)