



## REQUEST FOR PROPOSALS – SELF DETERMINATION SUPPORT

### PURPOSE

The Westside Regional Center Self Determination Local Advisory Committee is requesting proposals for services provided by an individual or organization that will individually assist participants and families in understanding the Self Determination Program, identifying independent facilitators and Fiscal Management Services, and supporting and encouraging them to move forward in the process. There may be other duties assigned by the committee such as planning trainings and resource fairs, and developing a mentor program. There will be a focus on supporting self-advocates with limited family support and participants and families with complex needs. The individual/organization who provides these services cannot also be providing other services to WRC Self Determination Program participants. The individual/organization will be selected by and report to the Self Determination Local Advisory Committee.

### EXPECTATIONS

During the COVID-19 health emergency, these supports will be provided through phone, online platforms, as well as in-person in a safe environment taking into account all safety measures. The consultant would meet in the participant's/family's preferred manner. Consultant must retain own liability insurance at the time of the RFP being awarded.

### OWNERSHIP AND CONFIDENTIALITY

All intellectual property will become the property of the nonprofit organization receiving services. All data remains the sole property of the nonprofit organization. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered on this project.

### PROPOSAL FORMAT

Please include the following information in your proposal:

**General information-** The proposal should provide the name of the consultant, title, address, phone number, email address, and website, if one exists. The name and email address for any team members assisting in the project should also be included.

**Consultant Qualifications & Roles-** The proposal must describe the consultant's qualifications such as work activities, expertise, knowledge, and experience. Experience should include examples of similar related individual and family support work.

**Some key qualifications that will be considered:**

- Knowledge of the Self Determination Program
- Person-centered approach and understanding of the HCBS final rule
- Understanding of the developmental disability community
- Problem-solving skills
- Flexibility
- Bilingual in Spanish preferred

**Work Plan-** The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work. Work plan should include a budget that breaks down the overall cost of the project completion and how many individuals/families would be supported during the work period.

**References-** Information regarding each reference should include the individual's name, address, phone number and email address.

**SCORING**

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications (35%)
2. Scope of Proposal (25%)
3. Work Plan (25%)
4. Budget (15%)

**PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION**

Instructions for submission

**1. Closing Submission Date**

Proposals are due by **4:00pm on Monday, November 30, 2020**

**2. Inquiries**

Inquiries concerning this RFP should be directed to **Cesar Garcia – Director Client Services 310-2584090** [CesarG@WestsideRC.org](mailto:CesarG@WestsideRC.org)

**3. Conditions of Proposal**

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by Westside Regional Center.

**4. Submission Instructions**

- All submissions must be submitted through email to [CesarG@WestsideRC.org](mailto:CesarG@WestsideRC.org) and [judymark@dvunited.org](mailto:judymark@dvunited.org)
- Narrative description of project proposal should not exceed 8 single sided pages.
- Attachments/Forms must be type written. Include additional pages as needed.
- FAX copies will NOT be accepted.
- Submissions will NOT be returned.

Electronic submissions cannot exceed 15 megabytes per email. Multiple emails per RFP submission can and will be accepted. An email acknowledgement of each submission received will be sent to the applicant.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

## **5. Reservation of Rights**

WRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. WRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. WRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. WRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of WRC. It does not commit WRC to award any grant.

## **6. Confidentiality**

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

## **7. Ineligibility**

Under the following conditions, an individual or entity is ineligible to be a regional center vendor, and therefore may not submit a proposal.

**Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:

- Regional Center employees and Board members, and their family members

## **8. Notification of Selection and Timeline**

The RFP will be reviewed in public via the SDP Local Advisory Committee who will evaluate the proposals and interview any potential candidates if needed. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists.

The final recommendation of the SDP Local Advisory Committee will be submitted for approval by the WRC Executive Director and is not subject to appeal by any applicant. All applicants will receive written notification of WRC's decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center's web site, [www.westsiderc.org](http://www.westsiderc.org)

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract. WRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, WRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

### **Contact Person**

Completed RFP submissions including all elements listed above are **due to Westside Regional Center by 4:00 p.m. on Monday November 30, 2020.** Submissions be emailed to:

Attn: **Cesar Garcia, Director Client Services and Judy Mark, Self Determination Program Local Advisory Chair**

[CesarG@WestsideRC.org](mailto:CesarG@WestsideRC.org) and [judymark@dvunited.org](mailto:judy mark@dvunited.org)

<b>Timeline:</b>	November 3, 2020	RFP Release Date
➤	November 30, 2020 at	Deadline for receipt of proposals 4pm
➤	November 30 – December 4, 2020	Evaluation of proposals by Selection Committee
➤	December 7 – December applicable 10, 2020	Interviews with highest-ranking applicants, if
➤	December 11, 2020	Notice of selection mailed to applicants
➤	December 14, 2020	Notification of project award posted on WRC web site
	➤ December 18, 2020	Startup contract signed