



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 until completion. Additional duties assigned by the committee are: taking notes and minutes of meetings, data collection, planning trainings, resource fairs and developing a mentor program. Proactively doing outreach by attending events in the community and organizing informational sessions on Self-Determination. There will be a focus on supporting self-advocates with limited family support and participants and families with complex needs and underrepresented communities, and those affected with disparities. The individual/organization that 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 taking into account all safety measures. The consultant would meet in the participant's/family's preferred manner. The consultant must retain their own liability insurance at the time of the RFP being awarded. The consultant must provide monthly data collection and reporting with analysis of the outcomes by different ethnic and age groups. The consultants must take notes and minutes of all the meetings and send them to the committee within five days after the meeting.

- **OWNERSHIP AND CONFIDENTIALITY**

All intellectual property and data will become the sole property of Westside Regional Center. 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 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, social media, and website, if one exists. The name and email address of any team members assisting in the project should also be included. Provide referrals of clients they helped transition into self-determination.

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
- Experience navigating the various systems of care
- Understand and be active in the developmental disability community
- Problem-solving skills
- Flexibility
- Speak preferred languages from the underrepresented communities
- Preference to applicants that reflect the demographics of Westside Regional Center
- Proven experience and success in outreach to underrepresented communities
- Experience organizing and giving presentations to inform and attract participants to the SDP
- Experience with data collection and analysis of the outcomes
- Be patient and able to provide personalized attention when needed

Work Plan- The proposal should include a detailed description of the activities to be conducted and completed by the consultant. The 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 contract 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, December 20, 2021**

2. Inquiries

Inquiries concerning this RFP should be directed to **Cesar Garcia – Director Client Services 310-258-4090** 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 and Carlalehmansd@gmail.com
- Narrative description of project proposal should not exceed 8 single-sided pages.
- Attachments/Forms must be typewritten. 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 acknowledgment 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 posted for public review. The SDP Local Advisory Committee 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 website, 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 an 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, December 20, 2021.** Submissions are to be emailed to:

Attn: **Cesar Garcia, Director Client Services and Carla Lehmann, Self Determination**
• **Program Local Advisory Chair**
CesarG@WestsideRC.org and Carlalehmannsd@gmail.com

| <u>Timeline:</u> | November12, 2021 | RFP Release Date |
|-------------------------|------------------------------------|---|
| | <hr/> December 20, 2021 <hr/> | Deadline for receipt of proposals 4pm |
| | <hr/> December 21 – 31, 2021 <hr/> | Evaluation of proposals by Committee |
| | <hr/> January 11, 2022 <hr/> | Interviews with highest-ranking applicants |
| | <hr/> January 12 - 13, 2022 <hr/> | Notice of selection mailed to applicants |
| | <hr/> January 17, 2022 <hr/> | Notification of project award posted on WRC website |
| | <hr/> January 18, 2022 <hr/> | Startup contract signed |