



**WESTSIDE**  
REGIONAL CENTER

**Announcement of Request for Proposal (RFP): Social-Sexual Education  
Curriculum/Classes & Psycho-Education Services**

**Summary of Project**

Westside Regional Center (WRC) is soliciting proposals for the following Community Resource Development Plan (CRPD):

**Service Type:** Training

**Specialization:** Trauma Informed Care Practices for Survivors of Sexual Assaults

**Posting Date:** July 20, 2022

**Funds Available:** Up to \$50,000.00.

This funding is available to create and implement education curriculum and training for service providers supporting individuals with developmental disabilities to enhance trauma informed care practices for survivors of sexual assaults as well as to develop prevention strategies. Ideally, services will be provided across the WRC's catchment area and other adjacent communities. This funding serves as startup funding to fund the development and initial implementation of these services. Startup funds are intended to assist in the development of new resources/services but not intended to fund 100 percent of the development costs. The services will be vendorized and offered on an ongoing basis.

**Location:** WRC catchment area and other adjacent communities.

**Development Timeline:** The program should be ready to provide services no later than December 1, 2022.

**Service Description:** This funding is available to create and implement education curriculum and training for service providers supporting individuals with developmental disabilities served by WRC to enhance their trauma informed care practices for survivors of sexual assault as well as development of prevention strategies. These services will be culturally and linguistically responsive.

The education curriculum and training will offer service providers the necessary skills to:

1. recognize signs of sexual abuse among people with developmental disabilities
2. develop and offer trauma-informed services that are sensitive and directly responsive to the trauma that survivors of sexual assaults experience
3. navigate the generic resources available to offer information on primary prevention (i.e., approaches to prevent sexual violence) as well as support

individuals with developmental disabilities after they disclosure sexual abuse or if sexual abuse is suspected (secondary and tertiary prevention).

Topics will include but are not limited to identifying signs of sexual abuse, understanding trauma and its impact, identifying and limiting potential triggers of re-traumatization, promoting safety, ensuring cultural competence, supporting individuals/survivors' control, choice and autonomy, minimizing re-victimization as well as facilitating recovery and empowerment. The curriculum should also include information about generic resources available for primary and secondary/tertiary prevention (e.g. rape crisis centers, counselling services) to support individuals with developmental disabilities.

Providing trauma-informed services is related to vicarious trauma experienced by services providers. Hence, the education curriculum and training should incorporate self-care strategies to address the negative effects of vicarious trauma for service providers. Teaching methods should vary and be responsive to the diverse learning styles.

*\* Applicants for this RFP are not expected to provide competency training. Competency training is provided to individuals who have experienced legal involvement and are considered incapable of understanding the charges they are facing. Competency training modules use a systematic approach and educate the individual about court systems and legal processes. A competency evaluation is completed to determine if the individual is competent, or not competent. The results of such evaluation determine if competency training is appropriate.*

**Deadline for Submission:** Proposals must be received at Westside Regional Center by **4:00 P.M. on Friday, August 19, 2022**. This RFP does not commit WRC to procure or contract for services or supports. WRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

**Start-up funding will be negotiated.** Start-up funds have been negotiated with the Department of Development Services. The applicant agency should propose to use start-up funds to bring in consultation for development of the service, and for recruitment of supported living instructors and consultants to establish the service. The actual amount of each award will be calculated in relation to reasonable and appropriate start-up.

**The applicant agency:**

- Experience Statement including the following (not to exceed 2 pages):
  - Description of applicant's related experience and qualifications
  - Description of applicant's current position(s) and related responsibilities
  - Brief statement indicating how applicant will manage current responsibilities with the development and daily operation of this service
- Resumes with detailed description of experience with related experience. Please include resumes of applicant(s), identified staff (if applicable) and consultants (if applicable).

- Professional References and Current Project Information
  - Current Projects/Services in development and in operation (Attachment 3)
  - Three (3) professional references including names, positions, agency, addresses and telephone number (Attachment 3)
  - One letter of recommendation that includes the applicant's strengths related to the service to be provided
  - Authorization to check references (Attachment 4)

## **COSTS FOR PROPOSAL SUBMISSION**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

## **SUBMISSION INSTRUCTIONS**

Proposal Content and Service Summary Content Guidelines

Please include all information requested below and submit in the same order in your documentation. For additional guidance in writing your service summary, please refer to Title 17 regulations:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I2EB78DB0D60711DE88AEDDE29ED1DC0A&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I2EB78DB0D60711DE88AEDDE29ED1DC0A&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)).

Each proposal must be comprised of (6) complete sets of the following components:

**Application/Proposal Coversheet – Attachment A**

**Table of Contents**

**Professional Resumes and References – Attachment B**

**Statement of Obligation – Attachment C**

**Sample Financial Statement – Attachment D**

**Budget Summary – Attachment E**

**Mission, Vision and Value Statements:** Provide any agency MVV statements and how these were developed for your agency.

**Background and Experience:** Summarize education, experience, and knowledge of key personnel in providing services to the target populations. Describe how the documented education, knowledge, and experience will be a good fit for developing this program.

**Development Experience:** Briefly summarize your current and previous development of services and programs. Highlight similarities between current or previous program(s) developed and your proposed program for this RFP.

**Outcomes:** Describe anticipated outcomes and how achievement of outcomes will be measured.

**DS 1891 Applicant/Vendor Disclosure Statement: Complete and include this document:**

<https://www.dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>

### **Formatting Requirements**

Applicants must adhere to the following formatting requirements when submitting proposals:

All submissions must be submitted electronically to Natalie Monge, [NatalieM@westsiderc.org](mailto:NatalieM@westsiderc.org). 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.

Attachments/Forms must be type written. Include additional pages as needed. All proposals must be complete, typewritten, collated, and page numbered.

Questionnaire must be type written in 12-point Times New Roman or Arial font.

The "Application/Proposal Coversheet" (see Attachment – A) must be the first page of the proposal.

The proposal must include a Table of Contents.

As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.

Fax copies will NOT be accepted.

Submissions will NOT be returned.

No proposals will be accepted after the deadline.

### **INQUIRIES/REQUEST FOR ASSISTANCE**

Questions related to the application guidelines may be directed to Stephen Browning, Community Education and Training Specialist. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants

are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program.

**Timeline requirements:**

- July 20, 2022---Request for proposals release
- August 19, 2022, 4:00 PM---Deadline for receipt of proposals
- August 22-26, 2022---Evaluation of proposals by selection committee
- August 29- 31, 2022--Interviews with highest-ranking applicants, if applicable
- September 6, 2022---Notice of selection mailed to applicants
- September 9, 2022---Notification of Project Award posted on WRC website.
- September 12, 2022---Start-up contract signed

**Evaluation of Proposal:**

Proposals will be evaluated by a multi-disciplinary committee that may include individuals supported by WRC, family members of people supported by WRC, WRC staff, WRC Board Members, representatives from the State Council on Developmental Disabilities Bay Area Office or other community members.

The evaluation will use the following criteria as applicable to each project:

1. The applicant has demonstrated expertise, current applicable license(s), (when appropriate) and experience related to the target service and individuals to be supported.
2. The organizational structure appears to be solid and demonstrates the ability to closely develop and administer services within the local area.
3. There is an indication of cooperative working relationships and partnerships with other community-based organizations and/or service providers as related to the services to be provided.
4. Proposed service corresponds to the service(s) identified in the Request for Proposal.
5. Proposal demonstrates person-centered practices that are culturally and linguistically responsive to needs of individuals who will access the service.
6. Timetable of objectives clearly identified realistic steps involved in start-up of this project.
7. Financial Planning:
  - (a) Projected start-up budget is specific and realistic

- (b) On-going operating costs are specific and realistic
- (c) There is evidence of fiscal stability

**APPLICATION/PROPOSAL COVERSHEET**

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number		Contact fax number	Contact e-mail address
Author of proposal or consultant assisting with proposal		Author/consultant phone number	
<u>List all Regional Centers with which you have vendored programs or services</u>			
Reg. Center	Name of Program/Service	Type of Program/Service	Vendor Number
<u>List all Regional Centers with which you have programs/services in development</u>			
Reg. Center	Type of Program/Service in Development		Service Start Date

Application submitted by:

\_\_\_\_\_  
Signature (person must be authorized to bind organization)

\_\_\_\_\_  
Date

## PROFESSIONAL RESUMES AND REFERENCES

Name of Applicant/Organization: \_\_\_\_\_

Submit a professional resume for all staff and consultants identified or referenced in application, including individuals who will be administrator, if known.

<u>List all staff and/or consultants for whom a resume is <b>attached</b></u>	
Name	Job Title/Type of Consultant

List three references, including job title and agency affiliation, who can be contacted in regard to applicant's qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant's governing board and/or applicant's family members are excluded from consideration.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_



**STATEMENT OF OBLIGATION**

1. The applicant is presently providing social services to regional center consumers or other members of the community.

No             Yes

*If yes, indicate name, location, type and capacity of service(s).*

2. The applicant is currently receiving or planning to apply for grants/funds from any source to develop social service programs?

No             Yes

*If yes, indicate name, location, type and capacity of service(s).*

3. The applicant is planning to expand existing services (with or without grant funds) from a source other than Westside Regional Center during Fiscal Year 2013-2014 and/or fiscal year 2014/2015.

No             Yes

*If yes, indicate funding source and scope of grant project.*

4. The applicant or member of the applicant’s organization or staff has received a citation from any agency for abuse (verbal, physical, sexual fiduciary, neglect)?

No             Yes

*If yes, explain in detail.*

5. Has the applicant or any member of the applicant’s organization received a Corrective Action Plan (CAP), sanction, notice of immediate danger, or an “A” or “B” citation, or any other citation from a regional center or state licensing agency?

No             Yes

*If yes, explain in detail.*

6. Describe other professional/business obligations held by the Licensee and Administrator, including name, location, type, and capacity (time commitment) of each obligation. Do not include services you propose to provide through this proposal.

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Signature of Applicant or Authorized Representative

Date

### **SAMPLE FINANCIAL STATEMENT**

1. **CURRENT ASSETS:**
  - Cash in banks
  - Accounts receivable
  - Notes receivable
  - Equipment/vehicles
  - Inventories
  - Deposits/prepaid expenses
  - Life insurance (cash value)
  - Investment securities (stocks and bonds)
  
2. **FIXED ASSETS:**
  - Buildings and/or structures
  - Real estate holdings
  - Long-term investments
  - Potential judgments and liens
  
3. **CURRENT LIABILITIES:**
  - Accounts payable
  - Notes payable (current portion)
  - Taxes payable
  
4. **LONG-TERM LIABILITIES:**
  - Notes/contracts
  - Real estate mortgages
  
5. **OTHER INCOME**
  - Wages/revenues or other sources
  
6. **LINE OF CREDIT**
  - Amount available (specify)

**BUDGET SUMMARY**

Name of Applicant/Organization: \_\_\_\_\_

Submit budget projections using estimates that are both reasonable and realistic uses of funds.

	<b>Care and Services</b>	<b>Start-up Expense &amp; 3</b>	<b>Ongoing Monthly</b>
1.	Food		
2.	Household Supplies		
3.	Personal Supplies		
4.	Program Equip/Recreation		
5.	Total Board & Supply (add lines 1-4)		
	<b>Physical Plant</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
6.	Lease/Insurance (3 months lease)		
7.	Utilities (gas, electric, water, phone/media)		
8.	Vehicle Lease		
9.	Vehicle Maintenance/Gas/Insurance		
10.	Furnishings/Maintenance		
11.	Total Physical Plant (add Lines 6-10)		
	<b>General Administration</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
12.	Admin Overhead		
13.	Office Supplies/Equipment/phone		
14.	Insurance(s)		
15.	Other-CCL fees		
16.	Staff recruitment		
17.	Training & Staff Development		
18.	Total Gen. Administration (add lines 12-17)		
	<b>Staffing</b>	<b>Start-up Expense</b>	<b>Ongoing Monthly</b>
19.	Salary – Administrator		
20.	Direct Staffing		
21.	Training in communication and cultural sensitivity		
22.	Program Consultants		
23.	Employee Benefits		
24.	Payroll Taxes		
25.	Worker's Compensation		
26.	Total Staffing Expenses (add lines 19-24)		
27.	Total Start-up Expenses (add lines 5,11,18 & 25)	\$	
28.	Total Mo. Rate Per Person (divide Line 26 by 4)		\$