



Announcement of Request for Proposal (RFP) Fiscal Year 2022-2023

Summary of Project

The Department of Developmental Services has released funds to Regional Centers to aid service providers in maintaining ongoing compliance with the Home and Community Based Services (HCBS) Final Rule. These funds are intended to support broader work in each community that promotes and sustains ongoing compliance and to meet the needs of individuals served in their local area. WRC is seeking to provide a one-time funding opportunity for proposals from its current service provider community for improving or enhancing environments and/or programming for individuals served, in accordance with the requirements of the HCBS compliance

Posting Date: May 19, 2023

Funds Available: Up to \$100,000 total across all awards

Location: Westside Regional Center catchment area and other adjacent communities with the Westside catchment area.

Development Timeline: The modifications should be completed no later than April 30, 2024 unless otherwise specified.

Service Description

The allotment of funds is intended for Service Providers currently vendored by WRC to make designated purchases that could include modifications needed that would support Federal Requirements of community integration or privacy.

Rate of Reimbursement

This project is not intended for development of an ongoing service, solely for modifications provided within existing programs under current rates of reimbursement.

Proposal Submission and Process

Applicants need to provide a 1-3 page proposal that would include why they are in need of the funds and specifically how the funds if granted will be utilized to make modifications. The proposal should include the estimated cost of the modifications proposed.

Step 1: RFP proposals are submitted to the Westside Regional Center (WRC) no later than **Wednesday, May 31, 2023**.

Step 2: Proposals will first be screened for acceptability based upon RFP requirements.

It is anticipated that this process will take place within one (1) week following the application due date.

Step 3: Proposals accepted will be reviewed by an RFP Review Team utilizing a predetermined evaluation document. This step is anticipated to take between one to two weeks.

Step 4: Upon review of all proposals, those applicants selected and those not selected will be notified in writing.

Step 5: Applicant(s) that have been selected for further consideration may be asked to attend an interview with WRC staff. Following the applicant interview, the applicant(s) will be notified in writing of the award notice.

Fax copies will NOT be accepted.

Submissions will NOT be returned.

No proposals will be accepted after the deadline.

ADDITIONAL PROVISIONS

WRC reserves the right to retract the RFP at any time throughout the application process. In addition, WRC reserves the right not to select an applicant to receive the funds for modifications if, in its opinion, no qualified applicants have responded or if the respondent's proposals do not meet a minimum evaluation score.

Individuals presenting proposals in response to this request MUST submit an ORIGINAL and ONE (1) copy of all required information to WRC.

Completed proposals for this RFP are due **Wednesday, May 31, 2023.**

Proposals should be sent to: kristinaz@westsiderc.org

INQUIRIES/REQUEST FOR ASSISTANCE

Questions related to the proposal may be directed to Kris Zerhusen (310) 258-4276. Technical assistance is limited to information on the requirements for preparation of the application packet.