

Announcement of Request for Proposal (RFP): Education Support Services Fiscal Year 2023-2024

Summary of Project

The Westside Regional Center (WRC) is soliciting proposals for the following service:

Service Type: Education Support Services

Posting Date: November 30, 2023.

Start-up Funds Available: No start-up funds available at this time

Location: Westside Regional Center catchment area.

Development Timeline: Services to be made available upon completion of the vendorization process.

Service Description

WRC is presently seeking to develop Education Support Services to address unmet need for school age service recipients.

The Education Support Services program will be designed with the intent of supporting regional center eligible school aged individuals' access to adequate school related services under IDEA-section 504. This requires that school districts provide a Free Appropriate Public Education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. This service will be tailored to the unique particulars of each individual's advocacy need in relation to development and implementation of their Individualized Education Program (IEP) and will be respectful of the language, ethnicity, and culture present in the family home setting.

Education Support Services will be vendored under Service Code 102. An Education Support Services provider while be responsible for coordination and provision of the below listed supports to regional center eligible students attending a public school within the Westside Regional Center's catchment area. Education Support Services may include, but is not limited to the following:

- Attend and Participate in Individualized Educational Program (IEP) multi-disciplinary team meetings.
- Support individual cases and reports on the status and/or continuing efforts and outcomes.
- Assist parents with understanding their due process rights, to assist in ADR/IDR on cases as warranted on an individual basis, and to help in due process filing with OAH/CDE.



- Education Specialists help parents make sure their child's special education needs are met.
- Helping parents interpret reports and evaluations, as well as explaining their implications.
- Drafting requests, responses, and complaints to schools.
- Assisting parents with submitting written requests.
- Preparing parents for IEP and 504 meetings materials and prioritizing goals and objectives.
- Checking special education documents for accuracy and completion both before and after IEP and 504 meetings.
- Accompanying parents to IEP and 504 meetings to offer advice and assistance.
- Work with schools to make sure the students' special needs are met.
- Advising parents about the strength of their cases before review and offering "next step" options.

Education Support Services shall not replace or duplicate any regional center service coordination, generic service, or other regional center service that the individual and family are receiving.

Deadline for Submission: This is an open call for proposals. No deadline is presently set for submission.

The provider applicant:

- Will be required to meet all Title 17 general vendor requirements, as well as any applicable requirements for this service model as prescribed by DDS;
- Will be required to develop a program design detailing their plan for implementation of the Education Support Service.
- Will have current knowledge of IDEA and school district policy within the WRC catchment area.
- Keep all financial and program data for 5 years from date of contract.
- Applicants must disclose any potential conflicts of interest (Title 17, §54500). Proposals will not be accepted from employees of the State of California, employees of the regional center system, or their immediate family members. Eligible applicants may be either a non-profit corporation (501-C3) or proprietary, for-profit entities.



Additional Requirements

- Education Support Services qualifications require a demonstrated knowledge and professional experience in provision of education advocacy services.
- Demonstrated understanding of the Continuum of placement options and LRE.
- Demonstrated knowledge of the complex system of federal, state, and local laws,
- Proof of Liability Insurance: The selected applicant will be required to maintain liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

REIMBURSEMENT FOR SERVICES

Education Advocacy Services providers serving within the Westside Regional Center catchment area will be reimbursed for service at the Department of Developmental Services set rate according to service code 102.

SUBMISSION INSTRUCTIONS

Please submit a letter of intent to the rfp@westsiderc.org e-mail address with the following information

1. The name of the applying organization/individuals
2. Education and experience in the provision of developmental disability services
3. Geographic areas to be served
4. Please detail current capacity to serve non-English speaking communities and/or detail your strategy for serving these communities

Submissions meeting the required qualifying criteria will be contacted for an interview.

INQUIRIES/REQUEST FOR ASSISTANCE

Questions related to this RFP may be directed to Andy Ponce, Director of Community Services, andyp@westsiderc.org, and/or Ricardo Pacheco, ricardop@westsiderc.org.