

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

**Summary of Project**

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

**Service Type:** Self-Directed 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 Self-Directed Support services to address unmet need for WRC service recipients who are preparing for transition into the Self-Determination Program (SDP). These services would include development of a Person-centered Plan and provision of Pre-Enrollment Transition Supports.

Development of a Person-Centered Plan may be requested after an individual served has completed an SDP orientation. The Person-Centered Plan describes what the SDP participant wants their life to be like in the future and guides their planning. It is based on their strengths, capabilities, preferences, lifestyle, and culture. It can be used to inform the writing of the Individual Program Plan. WRC may purchase and make payment up to \$1000 for the initial Person-Centered Plan from a provider who demonstrates training or certification in the person-centered planning/facilitation process.

Self-Directed Supports (SD Supports) are available after an individual served completes an SDP orientation and before potential enrollment in SDP. This service is funded via WRC purchase of service. Regional Centers may authorize up to 40 hours of support, with allowance for additional hours on a case-by-case basis dependent on qualifying need per state directive.

Supports to be provided include the following;

1. Coordination with the provider of the Initial Person-Centered Plan and assistance and training on individual program planning, including and assist identification of participant needs, goals, and services in the SDP.

2. Coordinating how services and supports will be provided, including finding and hiring qualified staff or agencies, negotiating staff pay or provider rates, understanding process for obtaining staff criminal background checks, obtaining basic knowledge on who can provide services and how to manage staff, and coaching on all aspects of onboarding and training of staff.
3. Managing the 12-month SDP individual budget including education on generic funding sources to maximize use of SDP funds, understanding how the SDP individual budget is developed and developing/reviewing the individual spending plan, learning and developing basic skills in budgeting and tracking monthly expenditures as well as state and federal laws/regulations on use of SDP funds, and assistance with communication/coordination with WRC, the chosen Financial Management Service, and providers.

**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 complete the DDS standardized Vendorization Packet for Pre-Enrollment Support
- Will have exhibited knowledge and understanding of Person-Centered Planning and all aspects of the SDP
- 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**

- Demonstrated knowledge of the California developmental services program, including all applicable state and federal 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**

Self-Directed Supports provided within the Westside Regional Center catchment area will be reimbursed for service at the Department of Developmental Services set rate of \$49.24 per hour under service code 099.

Person-Centered Plan development will be funded up to \$1000 for the initial plan via Service Code 024.

## **SUBMISSION INSTRUCTIONS**

Please submit a letter of intent to the [rfp@westsiderc.org](mailto:rfp@westsiderc.org) e-mail address with the following information

1. The name of the applying individual/organization
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.

## **NEW**

### **RFP ORIENTATION**

To learn more about the RFP, an orientation will be held on Zoom on:

- Tuesday, December 12, 2023
- 3:00 p.m.
- To attend the Zoom orientation, you must first [register here](#).

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

Questions related to this RFP may be directed to Andy Ponce, Director of Community Services, [andyp@westsiderc.org](mailto:andyp@westsiderc.org), and/or Kris Zerhusen, [kristinaZ@westsiderc.org](mailto:kristinaZ@westsiderc.org), HCBS Program Manager.