WESTSIDE REGIONAL CENTER

Request for Proposals (RFP)
Self-Determination Program Local Advisory Committee for Westside Regional Center

PURPOSE

The Self-Determination Local Advisory Committee for the Westside Regional Center (WRC) is seeking proposals to support the implementation of the Self-Determination Program (SDP) within the WRC catchment area.

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.

BACKGROUND INFORMATION

Self-Determination Program

On July 1, 2021, the Self-Determination Program officially became an option for all individuals eligible for Regional Center services under the Lanterman Act. California's Self-Determination Program is a voluntary regional center program that provides participants with an individual budget, which they use to purchase the services/activities/items and the care/support they need to carry out and achieve their person-centered plan (PCP) and Individual Program Plan (IPP). Self-Determination means more choice, independence, freedom and control for participants and their families.

Local Volunteer Advisory Committees

Self-Determination Program Local Volunteer Advisory Committees (SDP LVAC's) were established by law to provide oversight of the Self-Determination Program and make recommendations for improvement to each local regional center and the Department of Developmental Services (DDS).

Periodically, funds are granted by the DDS to the SDP LVAC's and Regional Centers to support the implementation of the SDP.

PROJECT OVERVIEW AND SCOPE OF WORK

The WRC SDP LVAC recognizes that a critical piece of increasing SDP enrollment and successful participation is building community awareness of the program and providing resources for successful participation. To achieve this, the WRC SDP LVAC is seeking proposals to plan, coordinate, market, and host an SDP Resource Fair in 2025.

The resource fair shall include the following features:

- Speakers and panels
- Break-out sessions on a variety of topics including person-centered planning, individual budgets, spending plan development, finding and choosing service providers, understanding financial management services, and laws and regulations
- A formal SDP Orientation
- Entertainment (games, raffles, etc.)
- Booths for SDP participants with micro-enterprises
- Demonstrations of participating in the person-centered planning process, developing a spending plan, and other key steps in SDP enrollment and participation
- Workshops that result in tangible outcomes such as one-page person-centered profiles
- Testimonials from SDP participants and their support networks
- Plain language informational materials such as one page resource guides on different steps of SDP enrollment

Additionally, the proposer will coordinate a “pre-fair mixer” for families and individuals with panels including current SDP participants to learn about how to find an independent facilitator that meets their unique needs, understand the different FMS models and what questions to ask when finding one, and how to work with their regional center team.

The proposer will focus on content and activities that support and encourage participation in the fair from underrepresented groups within the SDP community.

PROPOSAL GUIDELINES

The Proposal shall include the following:

1. Clear and comprehensive plan for achieving the deliverables in the above scope of work.
2. Description of the proposer’s experience and qualifications that demonstrate their ability to complete this project.
3. Budget estimate.
4. General Application Questionnaire.

ADDITIONAL INFORMATION

1. Prospective candidates must complete the General Application Questionnaire.

2. Awards may be granted to one or more applicants.

3. Terms of reimbursement and compensation will be determined in the contract. Costs not included in the budget proposal are not eligible for payment unless preapproved by WRC.

WESTSIDE REGIONAL CENTER

GENERAL APPLICATION QUESTIONNAIRE

Using a 12 pt. font, 1" margins, please respond to the following questions:

1. Name of Applicant (Organization or Individual).
2. Is Applicant an Independent Contractor / Sole Proprietor, Partnership, LLC, or a corporation (indicate whether nonprofit or for profit).
3. Name of Contact Person.
4. Email of Contact Person.
5. Telephone Number of Contact Person.
6. Address.
7. Website (if applicable).
8. Provide us with the name and contact information (telephone, email address) of 3 professional references.

PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION

1. Closing Submission Date:
    a. Proposals are due by 5:00pm – December 6th, 2024.
2. Inquiries
    a. Inquiries concerning this RFP should be directed to:
        i. Suzy Requarth – Director Client Services
            1. 310-258-4090
            2. suzyr@westsiderc.org
        ii. Alex Marquez – Self-Determination Program Manager
            1. 310-258-4046
            2. alexm@westsiderc.org
3. Conditions of Proposal
    a. 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.

WESTSIDE REGIONAL CENTER

Instructions for Submission

1. All submissions must be submitted through email to Suzy Requarth at suzyr@westsiderc.org and to David Wyles, WRC SDP LVAC Chair, at jdavidwyles@aol.com.

2. Narrative description of project proposal should not exceed four single-sided pages.

3. Attachments/Forms must be typewritten.

4. FAX copies will NOT be accepted.

5. Submissions will NOT be returned.

6. 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.

7. 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.

Timeline

RFP Release Date: November 15th, 2024

Deadline for receipt of proposals: December 6th, 2024

Proposal presentation date: December 10th, 2024

Notice of selection to applicants: December 13th, 2024

Notification of project award posted on WRC website & Contract Signed: December 31st, 2024

Notification of Selection

The RFP will be posted for public review. The SDP Local Advisory Committee will review all proposals prior to presentations during the SDP LVAC meeting on December 10th, 2024. All proposers that submit the required documentation by the submission deadline will be offered a 20-minute presentation time. The evaluation process will include individual committee member evaluation of each proposal and presentation, followed by committee discussion and formal recommendation of awardee(s). References will be contacted prior to making formal awards.

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(s) 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.

If 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.

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

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.

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.