

Request for Proposals (RFP)
Self-Determination Local Advisory Committee for San Diego Regional Center



PURPOSE

The Self-Determination Local Advisory Committee for the San Diego Regional Center is seeking proposals to support the implementation of the Self-Determination Program (SDP) in San Diego and Imperial Counties.

BACKGROUND INFORMATION

Self-Determination Program

On July 1, 2021, Self-Determination officially became an option for all individuals eligible for Regional Center services under the Lanterman Act. California's Self-Determination Program (SDP) 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 individual CA residents and their families.

Local Advisory Committees

Self-Determination Program Local Advisory Committees (SDP LAC'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 LAC's and Regional Centers to support the implementation of the SDP.

PROJECT DETAILS

Project Priorities

The SDP LAC for SDRC has identified the following **two** priorities to support the effective implementation of the SDP. These priorities are:

1. Ensuring new participants have the knowledge, resources, and support needed to effectively and efficiently use the SDP.
2. Building the capacity of the community to provide independent facilitation to individuals enrolling in SDP and increase the number of self-advocates working as Independent Facilitators, Person Centered Planners, and /or Peer Mentors.

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Submission and Award Timeline

1. Proposals must be received by 4 p.m. on Thursday, March 31, 2022.
2. Proposals will be reviewed by a subcommittee of the LAC the first two weeks of April.
3. Awardee(s) will be notified on April 15, 2022.
4. Projects will run from May 1, 2022 to April 30, 2023.
5. Awardees will be required to submit monthly summaries describing progress made toward meeting project objectives to SDRC by the third of each month. These summaries will be attached to any monthly invoices submitted by the awardee. A final report on overall success in meeting project outcomes is required.

Proposal Instructions

All applicants must submit the following in 12-point font with 1" page margins:

1. General Application. Maximum of 3 single spaced pages.
 2. Project Specific Implementation Plan. Maximum of 4 single spaced pages.
 3. One page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.
- Applicants may apply for one or both projects.
 - Each project requires its own Project Specific Plan and Project Specific Budget.
 - If you are applying for both, you submit one general application for both and a separate application for each project.
 - Refer to the following two pages for additional information and application requirements for each project.
 - Awards may be granted to one or more applicants for each priority.
 - Awardee(s) are reimbursed monthly after submitting invoices detailing actual expenditures of the previous month. Costs not included in budget proposal are not eligible for reimbursement unless preapproved by SDRC.

Submit proposals in **PDF format** by email to: sdp@sdrc.org
Questions regarding the proposal can be submitted to: sdp@sdrc.org

SDRC requires that each individual contractor or organization, at its sole cost and expense, provide comprehensive liability insurance coverage with minimum combined single limits of One Million Dollars (\$1,000,000) per incident, total of \$2,000,000 in the aggregate, and worker's compensation insurance fully covering and indemnifying San Diego Regional Center, Provider, and the State of California as their respective interests may appear against any loss because of injury or damage to persons or property during the performance of this contract.

ADDITIONAL INFORMATION AND INSTRUCTIONS

Project A: Coaching of New Self-Determination Program Participants

The LAC recognizes that some individuals may benefit from customized support from knowledgeable coaches to increase their ability to navigate the requirements of the SDP. This project involves providing education and guidance to new participants on the processes and practices of SDP in order to ensure participants have the skills and/or resources needed to effectively and efficiently use the SDP to achieve life goals.

Coaches should be knowledgeable about each of the components of the self-determination program and be prepared to provide services to individuals whose native language is other than English. Proposals that include bilingual and/or self-advocate coaches are encouraged.

Please ensure your application includes:

- Your experience with self-determination and the SDP. Note the regional center(s) where you provide or have provided services.
- The language(s) you can fluently coach.
- How many participants you propose to coach and in which languages (use of translators is acceptable). Include the minimum and maximum number of participants you would be able to serve.
- A one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.

Total Funding Available

Project A: Up to \$80,000

Funding would ensure coaching for as many as 75 participants, up to 50% of whom are non-English speaking. Services should at minimum include coaching and guidance in all aspects of the SDP, including, but not limited to, transitioning into the program, person centered planning*, developing a spending plan, and finding services.

*Note: Funding for coaching does not include the actual development of a person-centered plan. Separate funding is available to participants for that purpose. Coaching can include support to understand the importance of person-centered planning, its role in the self-determination program, and assistance finding someone to develop the person centered plan.

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Project B: Community Capacity Building

LAC is seeking innovative proposals that increase the community's capacity to provide independent facilitation to persons using the Self-Determination Program. Proposals should include opportunities for self-advocates to develop the skills needed to serve as Independent Facilitators (IF), Peer Mentors, and/or Person-Centered Planners in the Self-Determination Program.

Applicants should be knowledgeable about the SDP and the system of community services available to people with I/DD, have relevant education and experience working with persons with intellectual or developmental disabilities, and the ability to converse and develop materials and curriculum using the universal design of learning model (plain language).

Please be sure to include in your proposal the following information:

- A description of your relevant education and experience working with individuals and/or families with I/DD.
- Your knowledge of the system of local community resources and agencies available in San Diego & Imperial Counties to provide services to individuals with I/DD.
- An outline of a curriculum that would be used to prepare independent facilitators and self-advocates to support participants in the SDP.
- Capacity for the above curriculum to be replicated and/or used for ongoing training.
- A one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.

Total funding available:

Project B: Up to \$50,000

This shall include locating and working with a minimum of 20 persons who could be become Independent Facilitators. It is desirable that at least 25% of persons trained would be self-advocates interested in a career or employment in the SDP.

You should be available to be added to a Statewide and local IF registry to provide this service for others. Persons with post-secondary education (minimum Bachelor's Degree in Social Work, Education, Public Health or related field) and 5 or more years of relevant work experience will be given preference.

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General Application Questions

Using a 12 pt font, 1" margins, please respond to the following questions.
(3 pages maximum).

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. Describe your experience:
 - a. Working with persons with intellectual or developmental disabilities including the scope of the services you have provided.
 - b. Working with underserved, minority, or BiPOC communities.
 - c. With community outreach and resource development.
9. Describe your familiarity and experience with:
 - a. Person centered planning.
 - b. Self-determination.
 - c. Use of plain language / universal design practices (including drafting plain language materials and speaking in plain language).
 - d. Community resources, the regional center system, and other agencies who have a role in supporting people with intellectual and/or developmental disabilities
10. List the project(s) you are applying for under this RFP.
11. Provide us with the name and contact information (telephone, email address) of 3 professional references.

Additional information may be required from selected applicants prior to the awarding of a contract.
References will be contacted and interviews may be conducted if more information is needed.

Project Specific Questions

Please submit one complete response to these questions for each project you are applying for. Respond to each question as it pertains to that specific project. Incomplete applications will not be considered. Please refer to pages 3 & 4 of this RFP for additional information to include for each specific project.

Name of Applicant: (Organization or Individual)

Name of Project: A. Coaching New Self-Determination Program Participants
B. Community Capacity Building

1. Describe the skills and experience that make your or your business uniquely qualified to carry out this particular project?
2. List the relevant qualifications for the individuals who would be responsible for carrying out this project.
3. Outline the approach or steps you would take to meet the purpose of this project.
4. Outline the timeline for completion of the steps identified in #3 above. (Note: Projects must be completed within 12 months from the date contract agreements are signed).
5. Identify the anticipated outcomes of your project and how will you measure your success.
6. Attach a one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.
7. Email completed applications to: sdp@sdrc.org

Deadline for applications: March 31, 2022.