

## Request for Proposals

**From Self-Determination Local Advisory Committee for RCOC**

**Issued on 3/1/24**

**Deadline for submission: March 29, 2024**

**Background:** Self-Determination Program Local Advisory Committees (SDP LAC's) were established by law to provide oversight of the Self-Determination Program (SDP) and make recommendations for improvement to each local regional center and the Department of Developmental Services. Periodically, funds are granted by the Department of Developmental Services (DDS) to the SDP LAC's and Regional Centers to support the implementation of the SDP. The SDP LAC for Regional Center of Orange County (RCOC) has prioritized the needs in follow-up with SDP interested consumers and is seeking proposals from interested parties to carry out the below project which the committee wishes to fund.

W&I Code section 4685.8(g) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives. DDS, in consultation with stakeholders, identified priority areas for the funding including Support or coaching in making the transition to SDP;

### **Project Proposal/Description: Resource Fair Follow-up**

Proposals are being accepted to provide an individualized follow-up to all Resource Fair registrants and/or participants (the population = approx. 100 individuals). We are of the belief that an individualized follow-up session can help the persons served to understand next steps and suggested resources to accelerate their participation (or decision not to participate) in Self Determination. While there is an abundance of materials and information available, it can be challenging for families and self-advocates to identify their best path forward, especially given all the other challenges on their plates. This project can help "fill the gap" between initial interest in SDP and being connected to an Independent Facilitator and FMS who can work with the participant to drive the process to completion.

The SDP LAC envisions the following:

1. Development of an Orange County specific "Quick Start Guide", similar to what consumers receive in a new TV box, which includes a flow diagram and links to the various resources for each step in the process.
2. Development of an Orange County specific SDP readiness assessment tool (based on quick start guide steps).
3. Identification of self-advocates or family members with more than 1 year of SDP experience in Orange County and/or Independent Facilitators with at least one client in SDP in Orange County who can do outreach calls and/or emails to the population. A small number of these outreach callers will be utilized in order to complete this initial project in a timely manner.
4. Outreach should aim for maximizing participation among BIPOC communities (Black, Indigenous, People of Color) and self-advocates (persons with developmental disabilities). English and Spanish interpretation must be available, with others to match the population highly desired. While good faith efforts will be made to contact every member of the population, it is understood that this project will serve as a pilot outreach to Orange County consumers who are interested in SDP. Outreach will consist of one or more calls

and emails and completion will be achieved by completion of the assessment report for each contact. Price for this program component will be on a per outreach fee.

5. Training sessions for selected self-advocates or family members involved in outreach for items 1 and 2.
6. A program summary report showing number of outreaches, status of each individual (based on the quick start guide steps), and feedback on perceived or actual challenges in moving forward into SDP.
7. An organizer who will coordinate training for the outreach calls, preparation of the Quick Start Guide for review/approval by RCOC LAC, and who will coordinate and submit project status and appropriate invoices (SDP outreach callers will be paid a fee for each outreach).

**Total funding available: up to \$15,000**  
**Project must be completed by July 31, 2024**

### **Application Instructions**

Submit the following documentation/information by March 29, 2024:

1. Application Questionnaire
2. Responses to the project-specific questions
3. Project budget

### **GENERAL APPLICATION QUESTIONNAIRE**

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 Primary Contact
4. Email of Primary Contact
5. Telephone Number of Primary Contact
6. Address
7. Website (if applicable)
8. What percentage of the ownership of this business or of the total number of members of the Board of Directors are persons with developmental disabilities or cross-disabilities? What is the demographics of the Board of Directors and/or vested owners?
9. 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, unserved, or BIPOC communities
  - c. With community outreach, training, and resource development

10. Describe your familiarity and experience with:

- a. Person centered planning
- b. Self-determination
- c. Use of plain language / universal design of learning (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

11. List the project you are applying for under this RFP

12. Provide us with the name and contact information (telephone, email address) of 3 professional references

### **PROJECT SPECIFIC-QUESTIONNAIRE**

In addition to responding to the general application, please answer the supplemental questions below on a separate paper:

1. Your experience in SDP, including the name of the associated regional center(s) where you provide services
2. Ability to maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
3. Outline the timeline for completion of tasks to ensure project deadline is met by March 15, 2024.
4. Identify the anticipated outcomes of your project and how will you measure your success.
5. Attach a one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditure

