

**REQUEST FOR PROPOSAL**

**DATE:** February 19<sup>th</sup>, 2021

**RE:** Development of the Program for the Education and Enrichment of Relationship Skills (PEERS) for Persons Served

**TO:** Behavior Service Providers

**SUMMARY:** RCOC is seeking qualified service providers who have experience working with individuals with developmental disabilities to provide the PEERS group program which is an evidence-based social skills program.

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP). We are including specifics regarding this proposal in order to help you in the application process. Please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve persons with disabilities.

**CURRENT NEED:**

The Regional Center of Orange County is seeking qualified behavior service providers to provide the Program for the Education and Enrichment of Relational Skills (PEERS<sup>®</sup>) for Young Adults (Ages 18-35). UCLA PEERS is one of the only evidence-based social skills programs for individuals with significant social deficits. Over the last several years UCLA has certified independent clinicians across the nation allowing communities to provide PEERS in group settings outside the UCLA clinic.

PEERS is a 16-week evidence-based social skills intervention for motivated young individuals, who are interested in learning skills to make and keep friends and develop romantic relationships. During each group session, young adults are taught important social skills regarding relationship building and are given the opportunity to practice these skills.

Young adults must attend each session with a social coach (i.e., parent, family member, adult sibling, life coach, job coach, peer mentor, etc.). Social coaches are taught how to assist young adults in making and keeping friends by providing feedback during weekly socialization homework assignments.

Topics of Instruction:

- How to use appropriate conversational skills
- How to choose appropriate friends
- How to appropriately use electronic forms of communication
- How to appropriately use humor and assess humor feedback
- How to start, enter, and exit conversations between peers
- How to organize successful get-togethers with friends

- How to develop romantic relationships and use appropriate dating etiquette
- How to handle arguments and disagreements with friends and in relationships
- How to handle rejection, teasing, bullying, and rumors/gossip

**POPULATION SERVED:**

Latency-age, teens and young adults served by Regional Center of Orange County. Individuals who have borderline to mild developmental disabilities such as Intellectual Disability Cerebral Palsy, Epilepsy, and Autism Spectrum Disorder.

**ELIGIBLE APPLICANTS:**

- PEERS certified providers (certification through UCLA PEERS Program)
- Active BCBA credential and/or licensure by the State of California as a Marriage and Family Therapist, Social Worker or Psychologist.
- Have an established agency in Orange County
- Willingness to provide PEERS services to those with developmental disabilities
- Fiscally responsible, with strong organizational skills and strong community relationships
- Vendored by RCOC or willingness to become vendored with RCOC

**RATE OF REIMBURSEMENT**

This service will be provided in a group format under Service Code 102 (Individual/Family Training) at a rate of \$93.75 per individual, per session (for a total of 16 sessions/weeks). Each session will run 1.5-2 hours duration.

**APPLICATION PROCESS**

- Step 1: RFP applications submitted to the Regional Center of Orange County (RCOC) no later than 5:00 p.m. on Friday, May 14<sup>th</sup>, 2021.
- Step 2: Applications will first be screened for eligibility based upon RFP requirements. It is anticipated that this process will take place within two (2) weeks following the application due date.
- Step 3: Applicant(s) that have been selected for further consideration may be asked to attend an interview with RCOC staff. Following the applicant interview, the applicant(s) will be notified in writing of the award notice
- Step 4: If awarded the proposal, the vendor will be required to sign a service agreement with delineated timelines to provide the services.

**APPLICATION AND CONTENT REQUIREMENTS**

All applications must follow the formatting requirements.

**1. Face Sheet (Must serve as the Face Sheet of Proposal):**

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California. Vendor number(s) and vendoring regional center(s) if applicable. Name the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

**2. Proposal Section 1 –**

Agency/Individual Experience and Background Information must be presented in the following manner:

- A. Qualifications of the agency. Provide information about current experience in each of the following areas: services and supports to persons served, fiscal management, public relations.
- B. Qualifications of staff providing the service which details education, knowledge and experience providing services to persons with developmental disabilities.

**3. Proposal Section II –**

Brief program design presentation in the following manner:

- A. Identification of the organization's philosophy regarding services to persons with disabilities and person-centered practices, activities and functions
- B. Format of PEERS program must follow the program design and curriculum of the UCLA PEERS program.

**Attachments –**

**Attachment #1: References and/or letters of recommendation**

The proposal must include at least two (2) letters of reference with addresses and telephone numbers. Applicants should be aware that the selection committee might contact references.

**Attachment #2: Organizational Structure**

An organizational chart for the project must be included (full names), and identification of the governing or advisory board, administrative and supervisory hierarchy.

**Attachment #3: Financial Statement**

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities.

**FORMATTING REQUIREMENTS**

- Standard size (8 ½ x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment

- Do NOT place in ring binders or folders; but, rather use binder clips or compressor clips

**A complete RFP response must contain the following:**

- ✓ Face Sheet
- ✓ Proposal
  - Section I
  - Section II
  
- √ Attachments:
  - #1 References and/or Letters of Recommendation
  - #2 Organizational Structure
  - #3 Financial Statement

**ADDITIONAL PROVISIONS:**

- **RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right not to select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondent's program proposals do not meet minimum evaluation criteria.**
  
- **Completed proposals for this RFP are due by 5:00 p.m. Friday, May 14<sup>th</sup>, 2021. Proposals received after 5:00 p.m. on the due date will not be opened.** Proposals may be emailed to:

Dr. Bonnie Ivers, Clinical Director  
[bivers@rcocdd.com](mailto:bivers@rcocdd.com)

**Proposals will be stamped with the date and time of receipt.**

**FACE SHEET (Must be used as the cover page for the proposal)**

<b>RFP for PEERS Provider 2021</b>	<b>RFP Due Date:</b> <b><u>5:00 p.m., Friday, May 14<sup>th</sup>, 2021</u></b>
<b><u>Applicant (Agency) Name</u></b> (If the applicant is a corporation, list the principle members of the corporation. Please include verification of incorporation in California.)	
<b><u>Contact Person:</u></b>	
<b><u>Contact Phone Number:</u></b>	
<b><u>Mailing Address:</u></b>	
<b><u>Site Address:</u></b>	
<b><u>Name(s) of consultant and/or individuals involved in writing the program design:</u></b> Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor Number: Regional Center	Vendor Number: Regional Center:
Vendor Number: Regional Center	Vendor Number: Regional Center: