

REQUEST FOR PROPOSALS

From Self-Determination Program Local Volunteer Advisory Committee (SDP LVAC) for RCOC

Issued on February 2, 2026

Deadline for submission: March 21, 2026

Background

Self-Determination Program Local Volunteer Advisory Committees (SDP LVACs) 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 (DDS). Periodically, funds are granted by DDS to SDP LVACs and Regional Centers to support the implementation of the SDP. The SDP LVAC for Regional Center of Orange County (RCOC) has prioritized the needs in the local area and is seeking proposals from interested parties to carry out the below project which the committee wishes to fund.

Project Proposal / Description

RFP for Employee and Labor Law Training

The SDP LVAC seeks proposals to provide Employee and Labor Law training for Self-Determination Program participants and families who act as employers of record. Training must be practical, plain-language, and educational in nature (not legal advice). Prior to delivery, all training content must be reviewed by a California-licensed attorney to ensure accuracy of the information provided.

Training must include the following components:

- Part 1 – Hiring Staff
- Part 2 – Onboarding Staff
- Part 3 – Managing Staff
- Part 4 – Safety & When Things Go Wrong

Delivery Format:

Project activities may be delivered through a combination of online/virtual and in-person formats. Proposers should describe how the selected delivery methods will ensure accessibility, meaningful participation, and equitable access across the RCOC catchment area.

Language Access Requirements:

All trainings, materials, and facilitation under this project must be delivered in both English and Spanish. Written materials must be provided in English and Spanish. Live interpretation

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for Korean and Vietnamese is strongly preferred and should be included when feasible.

Proposers should describe their approach to language access and any partnerships or resources they will use to support interpretation and translation.

Participation Capacity:

While limiting class size can provide a benefit to learning and engagement, it is the objective of the SDP LVAC to help all interested persons whenever feasible. Proposers should be willing to run several sessions/cohorts if needed to accommodate demand and maximize access.

Total funding available: Not to Exceed (NTE) \$20,000

Project must be completed by December 31, 2026.

Application Instructions

Submit the following documentation/information by March 21, 2026 to selfdetermination@rcocdd.com:

1. Application Questionnaire
2. Responses to the project-specific questions
3. Project budget (one page)

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. Describe your experience providing employee and/or labor law training (educational, non-legal-advice format).
2. Describe your experience working with persons with disabilities and/or families in SDP or similar programs.
3. Describe how the four required training parts (Hiring, Onboarding, Managing, Safety/When Things Go Wrong) will be structured and covered.
4. List the relevant qualifications for the individuals who would be responsible for carrying out this project.
5. Describe how you will ensure all content is reviewed by a California-licensed attorney prior to delivery (e.g., reviewer role, timing, and documentation).
6. Outline the timeline for completion of tasks to ensure project deadline is met by December 31, 2026.
7. Identify anticipated outcomes and how you will measure success.
8. Delivery Method: Describe the proposed mix of online/virtual and in-person sessions and how accessibility and engagement will be ensured.
9. Language Access: Describe how the project will be delivered in English and Spanish and your plan for Korean and Vietnamese live interpretation (preferred).

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10. Participation Capacity: Describe anticipated session size and how multiple sessions/cohorts will be offered if demand exceeds capacity.

11. Attach a one-page Project Budget showing how funds will be utilized (separate line items for planned expenditures).