

Request for Proposals

From Self-Determination Local Advisory Committee for RCOC

Issued on January 27, 2025

Deadline for submission: March 13, 2025

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 the local area for the use of the first provision of funds, and is seeking proposals from interested parties to carry out the below project which the committee wishes to fund.

Project Proposal/Description: Hosting and Facilitating a Self-Determination resource fair, its coordination and development, including concurrent breakout training sessions

Proposals are being accepted to host and facilitate a Self-Determination resource fair, coordination and development of resources and training that is cohesive and is inclusive of outreach across all stakeholders, persons with developmental disabilities, and their families. The SDP LAC envisions a training with the most current/updated SDP information to be able to empower equity and decrease disparity. Training should include, but is not limited to: Budget Development, Spending Plan Development, how to address new/unmet needs and changes in circumstance, etc. This training should be held jointly with/during a resource fair aimed at developing a pool of resources primarily found in RCOC catchment area that includes diverse/multi-cultural Independent Facilitators serving the RCOC catchment area, community partners working with SDP participants, FMS providers, and other key stakeholders instrumental at ensuring SDP access and success. This project should take into consideration outreach, threshold languages, and community needs. There should be a minimum of 35 resource booths present at this event. Outreach should aim for maximizing participation among BIPOC communities (Black, Indigenous, People of Color), self-advocates (persons with developmental disabilities) and families. Funding for interpretation is inclusive of the RFP, however; partnership with nonprofits, volunteers, or other resources is strongly encouraged. Simultaneous Spanish interpretation is a requirement and other language needs to be provided simultaneously available upon request. Funding for interpretation, including roaming interpretation or other possible solutions, for attendees to interact with resource booths that don't have the respective language capacity, is required.

Total funding available: up to \$15,000 (approved by LAC on 1/27/25)

Project must be completed by August 1, 2025.

Application Instructions

Submit the following documentation/information by March 13 to selfdetermination@rcocdd.com ::

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. Your experience with event planning and project coordinating (cite prior examples of events you have coordinated)
3. List the relevant qualifications for the individuals who would be responsible for carrying out this project
4. Ability to maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
5. Outline the timeline for completion of tasks to ensure project deadline is met by March 13, 2025
6. Identify the anticipated outcomes of your project and how will you measure your success.
7. Attach a one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditure.