REQUEST FOR PROPOSAL

DATE: October 6, 2026

RE: Organization/support for Spotlight Awards on Friday, April 23, 2027

TO: Vendors who support individually driven activities

SUMMARY: RCOC is pleased to announce that the 2027 Spotlight Awards ceremony will be held on Friday, April 23, 2027. RCOC is seeking qualified applicants to manage the ticket sales for an evening event [approximately 400 tickets], publicity, decorating of room and tables, check-in/registration desk, and other tasks associated with a large awards dinner. Applicant will also be required to collect photo consents.

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.

NEED

The Regional Center of Orange County has previously managed the Spotlight Awards event to highlight and honor individuals within our community who have gone above and beyond to provide services and supports to those we serve.

In 2027, the event will be held at:

Embassy Suites – Anaheim South
11767 Harbor Blvd
Garden Grove, CA 92840

RCOC is interested in partnering with our community to manage the organizational tasks necessary in making this event a success. Interested applicants will enter into a contractual agreement with RCOC which will establish specific timeframes to achieve milestones prior to the event date. Applicants will need to demonstrate experience in the areas identified below. RCOC will lend technical assistance as needed, with the expectation that the applicant will work closely with RCOC's liaison.

ATTENDEE PROFILES/TARGETED POPULATION

The Spotlight Awards are attended by RCOC's local community members, persons served, families, service providers, RCOC staff and Board members.

ELIGIBLE APPLICANTS

Applicants must:

- Be fiscally responsible, with strong organizational skills and strong community relationships.
- Be vendored with RCOC for the provision of services/supports to individuals served.
- Have demonstrated the ability to directly support individuals in the community.

RATE OF REIMBURSEMENT

Applicant will be able to keep profits above the cost of entertainment, venue, food, equipment, and other expectations identified in this RFP. Ticket price will be set at the time of RFP award by Regional Center of Orange County.

APPLICATION PROCESS

Step 1: RFP applications submitted to the Regional Center of Orange County (RCOC) no later than 4:00 p.m. on Friday, November 20, 2026.

Step 2: Applications will first be screened for acceptability based upon RFP requirements. It is anticipated that this process will take place within one (1) week 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 applicant will be required to sign a service agreement with delineated timelines leading up to the event.

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 individuals in the community, fiscal management, public relations.

B. Qualifications of leadership staff which details education, knowledge and experience providing services to persons served.
C. Qualifications in organizing large events with persons served in leadership positions.

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 individually driven activities/functions.
   B. Description of the plan for ticket sales/reservations, fiscal management, entertainment, registration data base and collection of photo consents.
   C. Recommended timelines.

Attachments –

Attachment #1: 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 #2: 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 Organizational Structure
- #2 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 a minimum evaluation criteria.**

- **Individuals presenting proposals in response to this request MUST submit an ORIGINAL and ONE (1) additional copy of all required information to RCOC.**

- Completed proposals for this RFP are due by **4:00 p.m. Friday, November 20, 2026. Proposals received after 4:00 p.m. on the due date will be returned unopened**. Proposals may be sent U.S. mail to the following address:

  Mr. Jack Stanton, Associate Director of Housing
  Regional Center of Orange County
  P.O. Box 22010
  Santa Ana, CA 92702-2010

  The proposal may also be **hand delivered** to the following address:

  Mr. Jack Stanton, Associate Director of Housing
  Regional Center of Orange County
  1525 N. Tustin Ave.
  Santa Ana, CA 92705

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

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

Spotlight Awards 2027	**RFP Due Date:** **4:00 p.m., Friday, November 20, 2026**
Applicant (Agency) Name (If the applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address	
List name of consultant and/or individuals involved in writing the program design: 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.	
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: