

Request for Proposal

From Self-Determination Local Advisory Committee for RCOC

Issued on November 6, 2023

Deadline for submission: May 30, 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 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: Person-centered Planning (PCP) Training for Prospective and New Independent Facilitators

Person-centered Planning (PCP) gives the participant's agency to choose how they want to live their life, including what their goals are and what they need. The National Association of State Directors of Developmental Disabilities (NASDDDS) defined PCP as ... "a way to assist people who need support in their life to construct and describe how they envision their life, their goals, what they need, and how they prefer their needs be met, in order to include purpose and meaning in their life."

Proposals are being accepted that teach prospective and new Independent Facilitators (IF) how to conduct a successful PCP meeting and create an effective PCP plan for SDP participants of the RCOC. This training should take into consideration any and all DDS changes to SDP. The training may be conducted remotely via Zoom or in-person with the option for attendees to participate by Zoom. The training must be available in English, Spanish, and Vietnamese.

Total funding available: TBD (approved by LAC on 4/29/2024)

Project must be completed by January 1, 2025.

Application Instructions

Submit the following documentation/information by May 30, 2024:

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

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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. Use of plain language / universal design of learning (including drafting plain language materials and speaking in plain language)
 - b. 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 Person-centered planning.
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 January 15, 2023.
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 expenditures.

