

# Request for Proposal

## Self-Determination Program: Independent Coaching

**Submission Deadline EXTENDED: March 31, 2022 by 11:59 PM PST**

*Proposals submitted after the above deadline will not be considered*

### **Background Information and Announcement:**

Self-Determination Local Volunteer Advisory Committees 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). In accordance with Welfare and Institutions Code Section 4685.8(g), Harbor Regional Center (HRC) has received funds from the Department of Developmental Services to support the implementation of the Self-Determination Program, as described in its *September 20, 2020* Directive, "Funding to Support Implementation of the Self-Determination Program."

Guidance from the Department of Developmental Services was given regarding the use of these funds, including the required collaboration with Local Volunteer Advisory Committees (LVAC) in determining local priorities for the funding. Welfare and Institutions Code section 4685.8(g) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives. The Department of Developmental Services (DDS), in consultation with stakeholders, identified priority areas for the funding including:

- Recruitment and training of independent facilitators;
- Joint training for participants, families, regional centers, LVAC members and others;
- Support or coaching in making the transition to SDP;
- Assistance with spending plan development;
- Orientation support which could include costs for speakers/presenters, and development of modification of materials; and
- Collaborative groups/workshops to foster ongoing, shared learning and problem-solving opportunities.

From these areas, the SDP Local Volunteer Advisory Committee at Harbor Regional Center has chosen to prioritize the development of a one-on-one coaching program. The purpose of this project is to provide assistance to Harbor Regional Center participants who wish to expedite transition to full enrollment in the Self-Determination Program.

The prospective applicant must demonstrate a strong understanding of the Self-Determination Program. The prospective applicant must also be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g., individuals served, families, regional center, SDP Local Volunteer Advisory Committee) for the successful support of the individual.

Goals: [1] To provide assistance to individuals from Harbor Regional Center who have opted for participation in the Self-Determination Program after completing Orientation in order to expedite a smooth transition to full enrollment. [2] Also to provide education and information about the Self-Determination Program to in order to better enable participants to make an informed decision about their choice to fully enroll in the program.

**Total Funds available for this project is: up to \$80,874**

**Avoiding Conflict of Interest:**

Contractor agrees not to have any conflict of interest. While providing the services hereunder, Contractor shall not be an employee of the State of California, State Council on Developmental Disabilities, Department of Developmental Services, or Harbor Regional Center. Further, if any individual selects Contractor to act as such participant's Independent Facilitator (as defined in Welfare and Institutions Code Section 4658.8(c) (2)), this Agreement shall automatically terminate at that time with respect to such participant. At all times Contractor acts as Independent Facilitator for a participant, (i) Contractor shall not otherwise provide services to such participant pursuant to their Individual Program Plan (IPP), and (ii) Contractor shall not be employed by, or otherwise receive compensation of any nature from any person or entity providing services to the participant pursuant their IPP.

**Eligible Applicants:**

Both nonprofit and proprietary organizations are eligible to apply. Employees of Regional Centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17 Section 54500. The applicant must secure and maintain their own liability insurance at the time of the award of this Request for Proposal. Applicants must be in good standing with Regional Centers.

**Qualifications Sought in an Applicant:**

1. Understanding of SDP and the steps needed to fully transition into the program.
2. Person-Centered Planning and Independent Facilitator training. Proof of training/certification is required.
3. Significant experience in creating Person-Centered Plans, plus demonstrated success in supporting individuals to fully enroll in California's Self-Determination Program.
4. Strengths in a variety of Person-Centered Plan approaches, active listening, and teamwork skills.
5. Experience with providing direct services/supports to persons with developmental disabilities.
6. Extensive understanding regarding unmet needs, budget certification and spending plan development.
7. Ability to read, write, and speak English. Other preferred languages for service delivery include Spanish, Japanese, Korean, and/or Mandarin.
8. Cultural sensitivity and resourcefulness to help support individuals to overcome barriers to full enrollment.
9. Understanding of the Home and Community Based Services (HCBS) Final Rule and how it applies to the Self-Determination Program.
10. A history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing with the regional center.
11. Experience in project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope.

**Expectations:**

1. Connect with individuals who have expressed a desire to pursue the Self-Determination Program after completing Orientation, but who are experiencing difficulty or confusion in progressing toward full enrollment. Initial referral will be through communication from the participant's Service Coordinator, HRC staff, or through self-referral. If the latter, participants will be asked to notify their Service Coordinator that they are seeking support from the SDP Coaching Program before support can begin.

2. Identify with the participant where they are in in the Self-Determination process by utilizing the "Self-Determination Program Flow Chart" (see page 6 in this packet), and help that individual advance by providing services, referrals, advising, explaining options and/or other resources needed to progress to the next step, **with the ultimate goal of full enrollment.**

**Note:** [1] This chart was developed during the initial SDP roll-out, so please note the *notification step* is no longer necessary for enrolling in the SDP program. [2] This chart is translated into additional languages here: <https://www.dds.ca.gov/initiatives/sdp/resources-and-tools/>.

Another flow chart resource that is highly recommended to reference is in Disability Voices United's book "*Think Outside the Box*" (revised March 2021, p. 94) "Your Self-Determination Path", which is an updated, detailed flow chart.

3. The selected applicant will be required to complete the first draft of their proposed service design within 45 days of the signed contract.

**Proposal Writing Guidelines and Content Requirements:**

Please include the following in your application:

*\*Not to exceed 10 pages*

1. List the name of your organization or individual applying. Include best contact phone number and email address.

2. Provide information on the language(s) in which you can fluently provide support. Explain how you will integrate cultural sensitivity and resourcefulness into your programming to help support individuals to overcome barriers to full enrollment.

3. Describe the experience, training, and skills that qualify you to carry out this particular project, specifically in reference to:

- Person-Centered Planning/Independent Facilitation,
- Recruitment/hiring and training of employees,
- Developing spending plans and budget certification,
- Understanding of unmet needs, how to identify them, example of how you would advocate for them
- Understanding of the HCBS Final Rule, and how it applies to Self-Determination
- Assisting individuals in fully enrolling in the SDP, and at which regional center(s)

4. Describe any additional relevant qualifications that you wish to include.

5. Provide a description of how services will be provided. This might include your proposed process, timeline, sample training curriculum, supporting educational materials to be developed, etc. How will services be provided (in-person, zoom?) What type of accessibility will participants have to you/your organization when enrolled in this program? How do you determine success/completion?

6. Include your proposed budget/rate of reimbursement for these grant monies and provide justification.

**Evaluation and Selection Procedures:**

All proposals received by the deadline will be reviewed and scored by the SDP Local Volunteer Advisory Committee and an HRC Resource Developer. Proposals will be reviewed for timeliness, completeness, quality, experience, fiscal stability, and reasonableness of proposed costs, ability of applicant to identify and achieve participant outcomes, and the ability of proposed project to respond to the identified needs of HRC. After preliminary review and scoring, an interview with the finalists will be scheduled. All applicants will receive notification of the selection decision regarding their proposal.

**Application Scoring Rubric:**

<b>Proposed Section</b>	<b>Maximum Score</b>
Experience and expertise in creating person-centered plans using a variety of methodologies depending on the participant’s needs and preferences	20
Demonstrated understanding in unmet needs, budget certification, and spending plan development	20
Demonstrated understanding of the HCBS Final Rule, as well as demonstrated success in supporting individuals in fully enrolling in California’s Self-Determination Program	20
Demonstrated ability to support various language needs and to integrate cross-cultural sensitivity and resourcefulness into programming	20
Proposal budget and statement of work describing the services to be provided	20
<b>Total Maximum Points</b>	<b>100</b>

**Costs for proposal submission:**

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

**Inquiries/request for assistance:** All additional inquiries regarding this application or requesting technical assistance for this RFP only should be directed to Resource.Development@harborrc.org.

**Tentative RFP timeline is as follows:**

2/1/2022	Notice of Release of Request for Proposal
Deadline extension: 3/31/2022 by 11:59 PM PST	Proposal Submission Due
Week of 4/4/2022	Evaluation of Proposals by Selection Committee
Week of 4/11/2022	Applicant Interviews (if needed)
After 4/18/2022	Approval issued and notification emailed to applicants, contract signed

**Reservation of rights:**

HRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. HRC may, at its sole and absolute discretion, select no provider for these services if, in its determination no applicant is sufficiently responsive to the need. HRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. HRC reserves the right to disqualify any proposal which is incomplete or does not comply with the RFP guidelines. This RFP is being offered at the discretion of HRC. It does not commit the regional center to award any grant. The final selection for this RFP is not subject to appeal. All applicants will receive written email notification of the decision regarding their proposal and an announcement of the applicant awarded the project will be posted on Harbor Regional Center’s website: <https://www.harborrc.org/rfps-grant-awards>.

**Award process:**

In conjunction with the SDP Local Volunteer Advisory Committee, HRC will issue an award letter via email to the applicant selected for the provision of these coaching services. The award letter will provide instructions for completing the contracting process, to include a contract, business associate agreement and documentation of appropriate insurance. The applicant selected will be expected to complete and submit all required documentation to complete the contracting process.

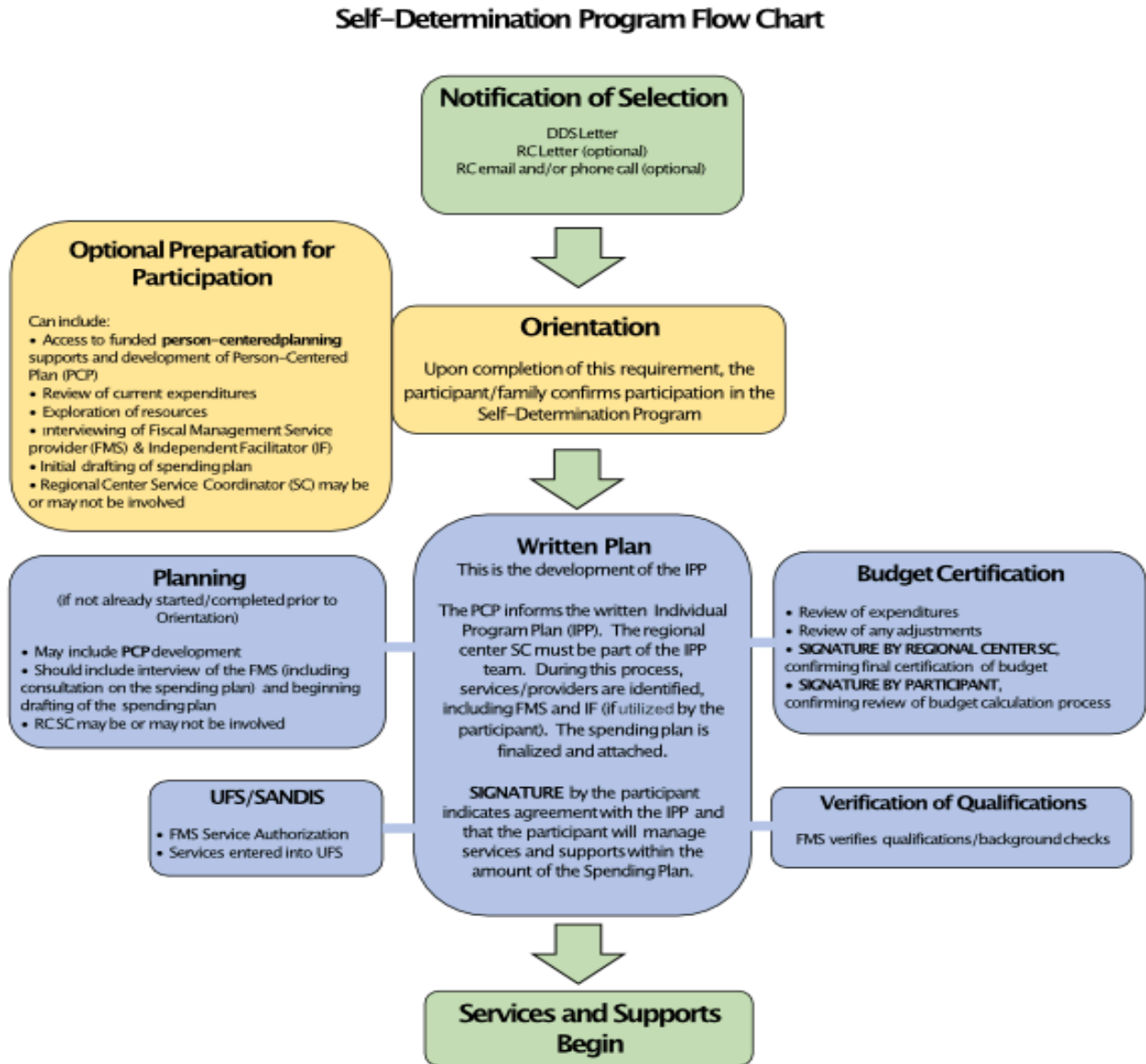
**Submission of proposals:**

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. The applicant must submit the completed proposal as one electronic copy to Resource.Development@harborrc.org.

Self-Determination Program Flow Chart:

[https://www.dds.ca.gov/wp-content/uploads/2019/08/SDP\\_FlowchartEnglish\\_08082019.pdf](https://www.dds.ca.gov/wp-content/uploads/2019/08/SDP_FlowchartEnglish_08082019.pdf)

Translations available at <https://www.dds.ca.gov/initiatives/sdp/resources-and-tools/>



Revised: 8/8/2019

c.f. Disability Voices United, “Your Self-Determination Path,” *Think Outside the Box* (revised March 2021, p. 94)