

**Frank D. Lanterman Regional Center (FDLRC)**  
**Self Determination Program Request for Proposal**

**PURPOSE**

The Frank D. Lanterman Regional Center Self Determination Local Advisory Committee is requesting proposals for services provided by an individual or organization to participants interested in SDP in understanding the Self Determination Program. There will be a focus on supporting participants and families with complex needs, specifically to individuals that are bilingual (e.g., Spanish, Korean, and Armenian). Supports will include identifying independent facilitators and Financial Management Services and supporting and encouraging them to move forward in the process. The individual/organization who provides these services cannot also be providing other services to the same FDLRC Self Determination Program participants.

**EXPECTATIONS**

These supports will be provided through in-person conversations, phone and online platforms. The consultant would meet in the participant's/family's preferred manner. Consultant must retain own liability insurance at the time of the RFP being awarded.

**OWNERSHIP AND CONFIDENTIALITY**

All intellectual property and data will become the property of Frank D. Lanterman Regional Center. The consultant shall agree to keep information related to this process in strict confidence, including, but not limited to, the terms of the contract and any confidential business information or proprietary information that has been gathered on this project.

**PROPOSAL FORMAT**

The LAC recognizes that some individuals may benefit from customized support from knowledgeable coaches to increase their ability to navigate the requirements of the SDP. This project involves providing education and guidance to new participants on the processes and practices of SDP in order to ensure participants have the skills and/or resources needed to effectively and efficiently use the SDP to achieve life goals. Coaches should be knowledgeable about each of the components of the self-determination program and be prepared to provide services to individuals whose native language is other than English. Proposals that include bilingual and/or self-advocate coaches are encouraged. Please include the following information in your proposal:

- General information- The proposal should provide the name of the consultant, title, address, phone number, email address, and website, if one exists. The name and email address for any team members assisting in the project should also be included.
- Consultant Qualifications & Roles- The proposal must describe the consultant's qualifications such as work activities, expertise, knowledge, and experience. Experience should include examples of similar related individual and family support work.

Some key qualifications that will be considered:

- Knowledge of the Self Determination Program
- Person-centered approach and understanding of the HCBS final rule.
- Experience navigating the various systems of care.
- Understand and be active in the developmental disability community.
- Problem-solving skills
- Flexibility
- The languages you can fluently coach (preference given to Spanish, Korean and Armenian)
- Preference to applicants that reflect the demographics of FDLRC.
- Demonstrated experience and success in outreach to underrepresented communities.
- Experience conveying information to encourage participants to consider the Self Determination Program and it's benefits
- The number of participants you propose to coach and in which languages. Include the minimum and maximum number of participants you would be able to serve.
- Reporting outcomes of each individual served.
- Ability to provide personalized attention when needed.

**Work Plan-** The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work. A one-page Project Budget showing how funds will be utilized. Please include separate line items for all planned expenditures.

**References-** Information regarding each reference should include the individual's name, address, phone number and email address.

## **SCORING**

Proposals will be reviewed and evaluated on the following criteria:

- Qualifications (35%)
- Scope of Proposal (25%)
- Work Plan (25%)
- Budget (15%)

## **PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION**

Instructions for submission:

### **1. Closing Submission Date**

Proposals are due by 4:00pm on September 29th, 2023.

### **2. Inquiries**

Inquiries concerning this RFP should be directed to Adrian Jimenez – Self Determination Specialist 213-252-8642 [selfdetermination@lanterman.org](mailto:selfdetermination@lanterman.org)

### **3. Conditions of Proposal**

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by Lanterman Regional Center.

#### **4. Submission Instructions**

- All submissions must be submitted through email to [selfdetermination@lanterman.org](mailto:selfdetermination@lanterman.org)
- Narrative description of project proposal should not exceed 8 single sided pages.
- Attachments/Forms must be type written. Include additional pages as needed.
- FAX copies will NOT be accepted.
- Submissions will NOT be returned.

An email acknowledgement of each submission received will be sent to the applicant. All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will likely not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

#### **5. Reservation of Rights**

FDLRC 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. FDLRC 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. FDLRC may select multiple providers for these services. FDLRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. FDLRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of FDLRC. It does not commit FDLRC to award any grant.

#### **6. Confidentiality**

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

#### **7. Ineligibility**

Under the following conditions, an individual or entity is ineligible to be a regional center vendor and therefore may not submit a proposal.

Conflict-of-Interest: Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:

- Regional Center employees, Board members and their family members

#### **8. Notification of Selection and Timeline**

The RFP will be posted for public review. FDLRC will evaluate the proposals and interview any potential candidates if needed. The evaluation process will include FDLRC staff and SDAC representatives evaluating and rating each proposal. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists. References will be contacted for all finalists. NOTE: more than one consultant may be awarded a contract.

The final decision of the FDLRC is not subject to appeal by any applicant. All applicants will receive written notification of FDLRC's decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center's website, [www.lanterman.org](http://www.lanterman.org)

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from an award of the project and/or contract. FDLRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need. In the event that no proposal is selected, FDLRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need or to issue a new RFP to attempt to expand the pool of potential respondents.

**Contact Person**

Completed RFP submissions including all elements listed above are due to Frank D. Lanterman Regional Center by 4:00 p.m. on September 29th, 2023. Submissions are to be emailed to:

Adrian Jimenez, Self Determination Specialist at [selfdetermination@lanterman.org](mailto:selfdetermination@lanterman.org)