

**NOTICE OF REQUESTS FOR QUALIFICATIONS (RFQ)**

**SELF-DETERMINATION PROGRAM**

**FISCAL YEAR 19-20**

**Summary of Project**

San Gabriel/Pomona Regional Center is soliciting proposals for the following SDP contracted service:

**Service Type:** Collaborative Groups/Workshops

**Project #:** SDP #2

**Census:** Up to 95 participants and/or representatives

**Posting Date**: May 15, 2020

**Deadline**: June 5, 2020

**Start-up Funds Available**: $11,343.00

**Location:** To be determined (within the SG/PRC service area)

**Development Timeline:** The project needs to meet obligation and expend money by March of 2022

**Submission:** selfdetermination@sgprc.org

**PROJECT DESCRIPTION**

In accordance with Welfare and Institutions (W&I) Code section 4685.8(g), funds have been allocated to regional centers to support implementation of the Self-Determination Program (SDP).

W&I 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.

The Local Volunteer Advisory Committees (LVAC) play an important role in the implementation and oversight of the SDP. Therefore, regional centers and LVACs must work collaboratively to prioritize the use of the available funds to meet the needs of participants in their local area. Funds may only be expended after agreement is reached on the local needs.

The Self Determination Program (SDP) was developed as an alternative funding model to traditional regional center services.  Under the SDP model, participants are allocated a budget in which, they can develop a spending plan to purchase and coordinate services.  The SDP program allows for greater flexibility for individuals or family to coordinate and purchase services outside of the traditional vendored services.  In order to attain federal waiver eligibility to receive Medicaid Reimbursement, all services are purchased using a fiscal intermediary service called a Financial Management Service (FMS).  Currently, there is a pilot of 2500 people statewide who were selected by the Department.  SG/PRC has a capacity to add 95 people to our pilot group with the understanding this will be open to anyone who is interested at the completion of the pilot timeframe.  More information, including the legal definitions of SDP, can be found here: [WIC 4685.8](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC&sectionNum=4685.8.)

**TARGET POPULATION**

The intent is to provide additional collaborative groups and workshops aimed at moving the enrollment in the SDP forward. Applicants should be mindful of the diverse needs of the community served by SG/PRC and outline ideas to maximize enrollment of these distinct communities. The participants should include those selected as part of the pilot group and/or their families, legal guardian, conservator, or authorized representative.

**SCOPE OF SERVICES**

The overall intent is to expand the knowledge of those selected as part of the pilot and create trainings to move people along in the process. The applicant should propose how to develop ongoing and/or periodic meetings for participants and families, providers, etc., to provide learning and problem-solving opportunities. This may involve coordinating with LVACs/participants in other areas to increase the scope of the learning opportunities/information sharing. Applicants who demonstrate the ability to meet the needs of our diverse community, including using modalities to reach a broad audience will be given the highest priority.

**ELIGIBILITY OF APPLICANT**

The prospective applicant must demonstrate a strong understanding of the challenges of experienced by those selected as part of the pilot program and develop strategies to help overcome those barriers.

Eligibility:Any individual, partnership, corporation, association or private-for-profit or not-for-profit agency may submit a proposal.

* For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project and completion of a quality product.
* Applicants, including members of the governing board, must be in good standing in regard to all services vendored with any regional center.

Ineligibility: Under the following conditions, and individual or entity is ineligible to be 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.

**EXPECTATION OF THE PROGRAM**

To create collaborative and sustainable trainings and workshops for those selected as part of the pilot group for SDP. The selected applicant shall develop a training module comprised of in-person and virtual means, that is able to reach people in their preferred language. The curriculum should be easy to understand and sensitive to cultural norms and preferences. The trainings developed should be develop with the intent to be relevant and sustainable beyond the scope of the project.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. individuals served, families, regional center, LVAC) for the successful support of the individual.

**GENERAL REQUIRMENTS**

* Program must meet all applicable statutory and regulatory requirements associated with the project;
* Facility must meet applicable Americans with Disabilities Act (ADA) standards;
* Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current fiscal year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide necessary information for verification.
* Development of Service Design: The selected applicant will be required to complete a training plan within ninety (90) days of award of the contract.
* Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families and to name the regional center as an additional insured on all such policies.

**Deadline of Submission:** Proposals must be received at SG/PRC by 4:00 p.m. on Friday, June 5, 2020.

Applications that are submitted after the deadline or that are incomplete, or proposals that do not meet the basic requirements will be disqualified. No proposals will be returned.

This RFQ does not commit SG/PRC to procure or contract for services or supports. SG/PRC may elect to fund all, part, or none of the project, depending on funding availability as approved by the Department of Developmental Services and the quality of the proposals received.

**APPLICANT QUALIFICATIONS**

The following qualifications will be sought in a potential provider and will be assessed by evaluating the applicant’s proposal and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:

Qualifications Sought in a Provider.Applicant must demonstrate the following:

* A firm understanding of SDP
* An understanding of person-center thinking.
* Preferred experience in coordinating and planning workshops
* A proven history of financial responsibility, stability and soundness
* A proven history demonstrating the ability to provide direct supervision or services/supports to persons with developmental disabilities or special needs.
* Proven credentials, licenses, training and/or skills required and/or preferred for the proposed project or service.
* A proven 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 and licensing agency.
* A proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope.
* The administrative capacity to complete the project and/or implement the service in a timely fashion.

Both not-for-profit 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](https://govt.westlaw.com/calregs/Document/I0337B7208F9C11E3B63682B3E5501547?originationContext=Search+Result&listSource=Search&viewType=FullText&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad720f20000015f408ea99fd4390855%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&rank=1&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&contextData=(sc.Search)&t_T1=17&t_T2=54500&t_S1=CA+ADC+s). Applicants, including members of governing boards, must be in good standing in regard to all services vendored with any regional center.

The provider is required to keep receipts, cancelled checks, and financial data for 3 years from date of contract.

**SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late incomplete applications will be not accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFQ.

SG/PRC will seat the RFQ Selection Committee. The evaluation process will include individual committee member evaluation and rating for each proposal, followed by committee discussion and ranking of proposals.

Proposals will be reviewed and evaluated for:

* Completeness and responsiveness of the proposal;
* Relevant experience and qualifications of the applicant;
* Reasonableness of timeline and cost to complete each project;
* Demonstrated financial responsibility, stability and soundness of the applicant.

Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFQ instructions, incomplete documents, or failure to submit required documents.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including timely completion of projects and a history of cooperative work with the regional center. (Please refer to the section titled Applicant Qualifications for details.)

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists. All finalists will be required to complete and submit a budget and financial statement(s). (Please see section titled Applicant Qualifications for details.).

The final selection of the RFQ Selection Committee is not subject to appeal. All applicants will receive written notification of SG/PRC’s decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the Center’s web site: www.sgprc.org. All applicants will receive notification of SG/PRC’s decision regarding their proposal.

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 award of the project and/or contract.

SG/PRC 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, SG/PRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFQ to attempt to expand the pool of potential respondents.

**RESERVATION OF RIGHTS**

SG/PRC 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. SG/PRC may, at our sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. SG/PRC reserves the right to withdraw this Request for Proposal (RFQ) and/or any item within the RFQ at any time without notice. SG/PRC reserves the right to disqualify any proposal which does not adhere to the RFQ guidelines. This RFQ is being offered at the discretion of SG/PRC. It does not commit SG/PRC to award any grant.

**COSTS FOR PROPOSAL SUBMISSION**

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

* As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.
* Fax copies will NOT be accepted.
* Submissions will NOT be returned.
* No proposals will be accepted after the deadline.

**All proposals must be submitted electronically to:** selfdetermination@sgprc.org

Inquiries regarding the application or requesting technical assistance should be directed to:

San Gabriel/Pomona Regional Center

Attn: selfdetermination@sgprc.org

**BUDGET FORM FOR START-UP COSTS**

Costs could include, but are not limited to, speakers/presenters’ travel expenses, translation/interpreters, materials, meeting space expenses, etc.

 ITEM PROJECTED COST

Office Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialized Equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Consultants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other General Expenses (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Overhead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL PROJECTED START-UP COSTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In addition to the projected cost for each item, be sure to include a detailed breakdown/description of how each line item was constructed. (If necessary, adjust outline to your program needs, but address requested line items.)

**DS1891 – APPLICANT DISCLOSURE STATEMENT**

<https://dds.ca.gov/wp-content/uploads/2019/05/DS1891.pdf>