



South Central Los Angeles  
Regional Center  
*for persons with developmental disabilities, inc.*

# SCLARC SDPLAC Request for Proposal



**Project Type: Self Determination Support**

**Deadline for Submission: November 4, 2024**

## Description of Project:

The South Central Los Angeles Regional Center (SCLARC), Self Determination Local Advisory Committee seeks proposals from individuals or organizations to assist participants and families in understanding the Self Determination Program. This includes identifying independent facilitators, Fiscal Management Services, and providing support throughout the process.

### **PROPOSAL Requirement:**

#### **1. General Information:**

- Consultant's name, title, address, phone number, email, social media, and website.
- Contact information for team members.
- References from individuals transitioned into the Self Determination Program.

#### **2. Expectations:**

- Services delivered via online platforms and in-person.
- Data collection and reporting on outcomes categorized by ethnicity and age groups.

### **3. Consultant Qualifications:**

- Experience with the Self Determination Program, HCBC, and Lanterman Act.
- Understanding of person-centered approaches and HCBS final rule.
- Experience in the developmental disability community and navigating care systems.
- Strong problem-solving and communication skills.
- Flexibility and ability to engage underrepresented communities.
- Proven success in outreach and presentations related to the Self Determination Program or similar programs.
- Experience in data collection and analysis.

### **4. Work Plan:**

- Detailed description of activities, including a budget and the number of individuals/families to be supported.

### **5. References:**

- Include names, addresses, phone numbers, and email addresses of references.

### **Evaluation Criteria:**

1. Qualifications (35%)
2. Scope of Proposal (25%)
3. Work Plan (25%)
4. Budget (15%)

## **Submission Instructions:**

- **Deadline:** Proposals must be emailed to CynthiaR@sclarc.org and SelfDetermination@sclarc.org by 4:00 PM on Monday, **November 4, 2024**.
- **Format:** Narrative should not exceed 8 single-sided pages. Attachments must be typewritten.
- **No FAX submissions will be accepted.**
- All submissions received will only be acknowledged through email.

## **Important Notes:**

- SCLARC will not reimburse costs incurred in proposal preparation.
- Late or incomplete submissions will not be reviewed.
- All submissions are final and will not be returned.

## **Reservation of Rights:**

SCLARC reserves the right to negotiate proposal changes, accept parts of proposals, or reject all proposals. Selection is at SCLARC's discretion and is not subject to appeal.

## **Confidentiality:**

Indicate any proprietary or confidential materials in your submission.

## **Ineligibility:**

Individuals/entities with conflicts of interest, as defined by DDS regulations Title 17, Sections 54314 and 54500 et seq, are ineligible to submit proposals, unless a waiver is permitted and obtained.

## **Notification of Selection:**

The RFP will be publicly posted for review. The Self Determination Local Advisory Committee will evaluate the proposals and may interview candidates as needed. This process will involve individual evaluations and ratings from committee members, followed by a group discussion and ranking of proposals. If proposals are closely rated, interviews may be conducted with finalists. References will be checked.

The final recommendation from the committee will be submitted to the SCLARC Executive Director for approval and is not subject to appeal. All applicants will receive written notifications regarding SCLARC's decision, and the awarded applicant will be announced on the Center's website, [WWW.SCLARC.org](http://WWW.SCLARC.org).

The selected applicant may need to provide additional information before the project is awarded. Any withheld or omitted information, or failure to disclose deficiencies or client abuse, may disqualify the applicant from receiving the award or contract. SCLARC reserves the right to not select any applicant.

If no proposal is selected, SCLARC may either delay developing the service for further analysis or issue a new RFP to widen the pool of potential respondents.

## **Additional Information:**

### **Contact:**

**Cynthia Rivera, Participant Choice Specialist**

**Phone: 213-744-7057**

**Email: [CynthiaR@sclarc.org](mailto:CynthiaR@sclarc.org)**

### **Time Line:**

- **October 8, 2024: RFP Release**
- **November 4, 2024: Proposal Deadline**
- **November 5 - 30, 2024: Proposal Evaluation**
- **December 2, 2024: Interviews with Top Applicants (If necessary)**
- **January 8, 2025: Proposal Presentation**
- **January 24-27, 2025: Notification of Selection**
- **January 29, 2025: Award Announcement \$80,000.00 max amount on SCLARC Website**
- **January 30, 2025: Contract Signing**

**We look forward to your submissions!**