



Request for Proposal

From Self-Determination Local Advisory Committee for RCEB

Issued July 5, 2023

Deadline for submission: July 31, 2023

Project A: Investigate SDP Process Tracking Platform (aka “Track Your SDP Pizza”)

Background:

Regional Center of the East Bay (RCEB) is a private non-profit organization under contract with the California Department of Developmental Services (DDS). RCEB is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with intellectual disabilities in Alameda and Contra Costa Counties.

Self-Determination Local Advisory Committees (SDLAC’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. The SDLAC members have been chosen jointly by the State Council on Developmental Disabilities, Bay Area Office, and the Regional Center of the East Bay. The Advisory Committee provides consumers and families a voice in developing and implementing SDP. Periodically, funds are granted by the Department of Developmental Services (DDS) to the SDLAC’s and Regional Centers to support the implementation of the SDP. The SDLAC for RCEB has prioritized the needs in the local area for the use of the provision of funds, and is seeking proposals from interested parties to carry out one or more of the projects which the committee wishes to fund. Applicants outside of the Bay Area may apply. Applicants with disabilities and/or diverse backgrounds are encouraged to apply.

Timeline for Project:

- Applications must be submitted by July 31, 2023
- Applications will be reviewed in August.
- Notification will be made by September 1, 2023
- Projects will begin immediately, and must be completed by January 31, 2024.

Project A: Investigate SDP Process Tracking Platform (aka “Track Your SDP Pizza”)

Total Maximum Available: \$5,000

Project Description:

The Self-Determination Local Advisory Committee of RCEB is seeking applications to investigate the development of an online project management communication platform for major processes essential for participant success in the self-determination program. This process tracking software would allow participants, family members, regional center staff, Financial Management Service (FMS) staff and Independent Facilitators (IF) to share information regarding the status of administratively processing the participant’s case through all required steps. The processes to be tracked separately include:

- all steps required to transition into the self-determination program,
- all steps required to renew a participant’s self-determination program annually,
- all steps required to revise a current participant’s spending plan in the middle of an SDP year,
- and all steps needed to make any other needed changes (can select one or more)

Contractor will:

- Meet with participants, families, regional center staff, FMS and IF’s to identify steps, timelines and responsible parties for each process, including updating steps outlined in Guideposts document.
- Investigate whether any existing project management software tools can be used for centralized communication with all parties or whether it must be developed.
- Provide a detailed description of next steps and estimate of further funding that is needed.

Application Instructions:

Submit responses to the following questions and requested documents in one email message to selfdetermination@rceb.org with a cc to jcastaneda@rceb.org, with the subject line “SDLAC Application for Project A: SDP Tracking Platform” by July 31, 2023.

Allowable formats are PDF, Word and Excel. Please do not include photos or graphics in your documents except for your letterhead.

**Request for Proposals to Self-Determination Local Advisory Committee of RCEB
Project: A- Investigate SDP Process Tracking Platform (aka "Track Your SDP Pizza")**

Application Questions

Name of Organization or Individual	
Name of Contact Person	
Email of Contact Person	
Phone number of Contact Person	
Website of Business or Organization	
Street Address of Business or Organization	
Is this an individual contractor, nonprofit organization, partnership or corporation?	

What percentage of the ownership of this business or of the total number of members of the Board of Directors are:

Persons with disabilities	
Latinx or Latino or Hispanic	
Asian or Asian-American	
Black or African-American	
White or Caucasian	
Another racial identity	

What is your personal or professional experience with self-determination?

Describe how you plan to carry out this project, including timeline for completion.

How do you plan to provide this service/project specifically to the underserved Latino and Black I/DD communities?

What experience and skills make your organization or business uniquely qualified to carry out this project?

What additional steps would you take if there isn't software already developed that can be used for this project?

List the key qualifications for the individuals who would implement this project, including the role each would play. Add more lines if necessary. Key qualifications may include professional credentials, training, community connections, soft skills, commitment, etc. Add more lines if necessary.

Name	Up to 5 Key Qualifications	Role

In addition to responses to the above questions, please also submit:

- a line-item budget showing how you will use the funds, including the specific costs associated with each activity
- any other information that directly explains your proposal

Thank you for your interest in this project and the Self-Determination Program!