



Request for Proposal

From Self-Determination Local Advisory Committee for RCEB

Issued July 5, 2023

Deadline for submission: July 31, 2023

Project: E- Information Sheets

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 E -Information Sheets:

- 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: E- Information Sheets**Total Maximum Available: \$5000****Project Description:**

The Self-Determination Local Advisory Committee of RCEB is seeking applications to increase support for SDP participants as they go through their first year and transition into subsequent years. This project is to create five or more RCEB-specific information sheets in English and Spanish to be used by participants, family members, IFs, and RCEB staff to support understanding of various components of Self-Determination. Contractor will have flexibility to determine specific subject matter of the information sheets, in conjunction with the Local Advisory Committee. Information sheet topics may include:

- A flow chart of steps in terms of what one should do when encountering questions, may include an org chart of RCEB SDP & Participant Choice staff with contact information
- A list of suggested questions one should consider when selecting an FMS vendor
- A document listing parent groups and other resources available for families in SDP, such as facebook groups, advocacy groups, social media resources

Application Instructions:

Submit responses to the following questions and requested documents in one email message to Selfdetermination@rceb.org and copy to Jcastaneda@rceb.org with the subject line "SDLAC Application for Project: E- Information Sheets" 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: E- Information Sheets**

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?

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!