



Request for Proposals from the Regional Center of the East Bay Self-Determination Local Advisory Committee

**Independent Facilitation Capacity Building
in the RCEB Catchment Area:**

- 1. An IF Landscape Assessment, Gap Analysis & Up-to-Date Directory for Community and RCEB Utilization**
- 2. 2. Advanced Training & Coaching of Existing Independent Facilitators**

Issued: Sept 8, 2025, **Deadline for submission:** Sept 30, 2025

Background:

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. 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 Regional Center of the East Bay (RCEB) has prioritized the needs in the local area for the use of the second 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.

Currently, there is no single, complete list of active Independent Facilitators (IFs) in the RCEB catchment area. There are several online and collaborative developed lists that have captured some IF practitioners, but may not have updated information on:

- All actively / practicing IFs and IF agencies
- Contact information and bio
- Languages spoken, and cultural knowledge
- Geo location
- Age and life stage expertise
- Community service knowledge / specialty (if any)
- Status: If taking new clients / IF cases
- Contract type / billing parameters

With the understanding that the CA Department of Developmental Services (DDS) intends to develop standardized statewide Independent Facilitator (IF) training for the state, this committee, in partnership with RCEB, seeks to:

1. Assess and document capacity and scope of existing IF services in Alameda and Contra Costa counties for a public facing list, and the needs.
2. Provide advanced training and/or mentorship / and or coaching to less experienced Independent Facilitators (IF) in the two-county catchment area, to further develop capacity.

Timeline:

- Applications must be submitted by September 30, 2025.
- Applications will be reviewed in October 2025.
- Awardees will be notified in November 2025.
- Projects will begin immediately and must be completed by March 15, 2026.

Total Available:

Up to \$35,000. Smaller amounts may be granted to more than one applicant to accomplish, in full, both parts of this request.

General Description:

The Self-Determination Local Advisory Committee of RCEB is seeking applications from experienced Independent Facilitators and project managers to provide:

1. An IF Landscape Assessment, Gap Analysis & Roster for Community and RCEB Utilization

Cost: \$10,000

Using research and project management skills, develop and present a complete IF landscape assessment, gap analysis, and a comprehensive directory of existing IFs in the two-county catchment area. Using data provided from your research and existing demographics lists from RCEB, identify the gaps based on the population/ demographic breakdown in SDP in the RCEB catchment area compared to the IF capacity of the region.

The directory to include, but not restricted to:

- All active / practicing IFs and IF agencies
- Contact information and bio
- Languages spoken, and cultural knowledge
- Geo location
- Age and life stage expertise
- Community service knowledge / specialty (if any)
- Status: If taking new clients / IF cases
- Contract type / billing parameters / fee lists

2. Advanced Training & Coaching of Existing Independent Facilitators

Cost: \$25,000.00

Develop and execute a curriculum (via sessions, a cohort, or other formats) for advanced training and/or mentorship and/or coaching for less experienced Independent Facilitators serving the two-county catchment area, to build capacity in the region. Also, to enhance the

learning and generalization of IF skills, it is crucial to develop interactive digital training resources, including video tutorials and practice exercises. These materials should be accessible on popular platforms like YouTube and the Regional Center's website to reach a wider audience and provide an engaging learning experience. This curriculum should further improve IF skills in three or more of the following areas:

- Deep knowledge of Department of Developmental Services and Regional Center. To include:
 - The relationships between DDS, Regional Center, and SDP
 - The development and revision best practice, process, and relationships between a person-centered plan (PCP) and Individual Program Plan (IPP)
 - HCBS / WPCS (Waiver Personal Care Services)
 - Lanterman Act
 - The requirement that Regional Centers' funds be spent only when there are no other generic resources, including Medi-Cal, private medical insurance, SSI, IHSS/Protective Supervision, IHSS/HCBA/WPCA, Dept. of Rehabilitation, local school district, WorkAbility Program, etc. available for the products and services.
 - Regional centers' process regarding acquiring durable medical equipment.
 - The IDD services system (such as through the latest directives and guidance from DDS).

- Existing community programming, services, and resources. To include:
 - Generic services.
 - How to stay updated on community services and resources.

- Deep Knowledge of the CA Self-Determination Program Budget Certification Process in the RCEB catchment area. To include:
 - Each step of the RCEB SDP budget process, requirements, format, and certification required for initial budget, any needed revisions, and the annual renewal of the participant budget.
 - Enhanced skills for advocating for identification of unmet needs or needs based on changes in circumstances.
 - The use of generic resources.

- Deep Knowledge of the CA Self-Determination Program Spending Plan Development and monitoring process in the RCEB catchment area. To include:
 - The RCEB and FMS administrative procedures for the SDP spending plan process, requirements, format, service categories required for 1st time, revising, and renewing participant's spending plan.
 - The legal and financial requirements for the spending plan
 - Development of a spending plan to carry out IPP goals
 - The clear connection between spending plan and IPP goals, which are based on the overall PCP goals

- Deep Knowledge of the CA Self-Determination Program FMS Selection and Management in the RCEB catchment area. To include:
 - The factors to consider in selecting between the 3 SDP FMS models (bill payer, sole-employer, co-employer).
 - The differences between FMS agencies.
 - For sole-employer and co-employer models, how to evaluate their employer related rates, process, and procedure regarding screening and onboarding staff, payroll related costs, health benefits, time reporting, and any other required reporting.
 - To account for generic resources' payments.
 - The invoice approval process of the FMS and ensure it meets the participants' expectations.

- Advocacy with Regional Center. To include:
 - How to be professional, knowledgeable, collaborative, and effective in working with the regional center to promote the consumer's self-determination program.

- Advocacy with Traditional Vendors and Others. To include:
 - How to explain self-determination and work with outside entities to successfully promote the consumer and their self-determination program.

- Staffing and Engaging Service Providers. To include:
 - Approaches to marketing, vetting vendors, screening and hiring individual staff.

- Familiarity with social media, listservs, and websites that may be relevant to finding products, and services for people with disabilities.
- Find and obtain vendors/ employees for participants to support the individuals' needs.
- Laws and best practices regarding contracting and hiring.
- When and how to communicate with the Regional Center, FMS, or other agencies that must be informed or approve hiring.

This project must be completed by 03/15/2026.

Applicants with disabilities and/or diverse backgrounds are encouraged to apply.

Application Instructions:

Submit responses to the following general and project specific questions and requested documents in a single email using the subject line:
Independent Facilitation Capacity Building in the RCEB Catchment Area.

Send your email by 9/30/2025 to:

- selfdetermination@rceb.org; **and**
- Send a copy (cc) to: sdadvisoryeastbay@gmail.com
 - Applicants with disabilities and/or diverse backgrounds are encouraged to apply.
 - Applicants outside of the Bay Area are also encouraged to apply but must know RCEB practices and processes and must know community resources, services, and supports in the RCEB catchment area.
 - Allowable formats are PDF, Word and Excel. Please do not include photos or graphics in your documents except for your letterhead.

Application General Questions:

- Name of Organization or Individual
- Name of Contact Person
- Email of Contact Person
- Phone number of Contact Person
- Websites of Business or Organization
- Street Address of Business 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 Anglo
 - Another racial identity
- What is the experience of your business with self-determination?
- What is your experience working with individuals with developmental disabilities?
- What is your experience working with individuals with developmental disabilities from underserved populations?
- What is your experience with person-centered practices?
- What is your experience using plain language practices?

Project Specific Application Questions:

In addition to responding to the general application questions above, please include responses to these questions:

- Which parts of the project are you applying for, specifically?
- Describe how you plan to carry out the project(s)?
- Other than English, in what languages can you or your staff fluently communicate with project participants (IFs)?
- For the advanced training / mentorship / coaching component of the project:
 - Please state whether you plan to provide:
 - advanced training
 - mentorship / coaching
 - both advanced training and mentorship / coaching
 - If any of the above sessions are in person, describe where they will be held. (Must be accessible.)
 - How many participants (IFs) can you support? Provide maximum and minimum numbers.
- What experience and skills make you and your business uniquely qualified to carry out this project?
- Please add a statement outlining your plan to serve diverse project participants, including, but not limited to, culturally and linguistically diverse participants. Include any additional information that you deem relevant to issues of equity and diversity.
- List the qualifications for the individuals who implement this project, including the role each would play. Include their experience as Independent Facilitators within California's SDP and the name of the regional centers they worked with.
- What is your anticipated timeline for completing this particular project? (All projects must be completed by 03/15/2026)

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

- A line-item budget showing how you will use the requested funds, including the specific costs associated with each activity.
- At least 2 references of past clients for whom you have provided project management / landscape assessments for.
 - Please do not use RCEB Self-Determination Local Advisory Committee members as references.
- Any other information that directly explains your proposal

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