



Request for Proposal

From Self-Determination Local Advisory Committee for RCEB

Issued: September 2025

Deadline for submission: September 30, 2025

Project: Self Determination -Town Hall/Manage SDP (Learning series)

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 annual provision of funds for year 2025, and is seeking proposals from interested parties to carry out one or more of the projects which the committee wishes to fund.

Target Timelines, subject to change as needed:

Applications deadline: September 30, 2025

Interviews by: October 15, 2025

Notifications of awards: October 24, 2025

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

Applicants familiar in working with RCEB's SDP team are encouraged to apply.

Project: Town Hall/Manage SDP (Learning series)

Funding available: Up to \$30,000 (Only applicable to “Manage SDP”)

Timeframe/ duration of project: Approximately 6 months (Sept 2025 – March 2026):

General Description:

Goal: Designed to build participant confidence in navigating the Self-Determination Program. Through facilitated trainings, Participants will learn key skills including: understanding service codes, creating spending plans, and choosing providers. The goal is to provide practical knowledge, management tips, and guidance that support successful planning and implementation of Self-Determination program.

Project Implementation:

Town Hall: Regional Center of the East Bay (RCEB) will host SDP Town Halls to provide a space for questions, learning, and community sharing. The Town Hall is not part of the paid project scope, and will occur prior to the Learning Series. Questions, concerns, and successes shared from Town Hall session may be used to inform and shape the content of the learning series. RCEB to disseminate a Town Hall calendar, aiming for one Town Hall per month until the Manage SDP Learning webinar series begins.

Manage SDP (Learning series): Partner with one or more professionals — such as SDP Independent Facilitators or organizations with expertise in Self-Determination and Regional Center policies — to design, develop, and deliver a six-week learning series. The series will be presented in a webinar format with various language interpretation. Webinar materials will be developed and submitted prior to the series launch for translation. There will be a brief Q&A segment in each session to clarify the information shared. The six-week webinar learning series must be fully completed no later than March 31, 2026. Contractors should plan the series schedule accordingly.

Application Instructions:

Submit responses to the following questions and requested documents in a single email using the subject line: **“Self-Determination Office Hours/ Town Hall Project.”**

Send your email by **September 30, 2025** to:

1. selfdetermination@rceb.org; and
2. Send a copy (cc) to: sdadvisoryeastbay@gmail.com

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

Contractor application submission to RCEB Self-Determination Local Advisory Committee

Project: Town Hall (Does not need Applicants)

RCEB SDP specialists have kindly agreed to volunteer their time and conduct 4 sessions, one each month Sept – Dec 2025

Project: Manage SDP (learning series)

Application: The Self-Determination Local Advisory Committee of RCEB is seeking applications from professionals, such as Independent Facilitators, accomplished individuals or organizations to provide their expertise in SDP topics and how it applies specifically to RCEB clients. The applicant will design, develop and conduct a six week learning series from Jan – Mar 2026 that will cover SDP topics with the goal of empowering the SDP participants (self-advocates/families) with sufficient knowledge to navigate through the SDP process with RCEB. This might be in a webinar format, with a short Q&A to clarify information presented in the webinar.

The position requirements:

- Applicant must possess at least 2 years of SDP working experience
- Experience serving RCEB clients, preferred
- Successfully answer application questions
- Prior knowledge on how to use technology such as Zoom to present and answer questions

Application Questions:

General Questions

- 1) Is the applicant an individual contractor or affiliated with a company?
Name of Organization or Individual:
Name of Contact Person (if different):
Email of Contact Person:
Phone number of Contact Person:
Website of Business or Organization (if applicable):
Street Address of Business or Organization.
- 2) What is the level of experience of your business with self-determination? Include number of SDP cases, examples of complex cases and solutions.
- 3) What kind of independent facilitator training have you obtained?
- 4) How did you get interested in Self-Determination Program?
- 5) What is your experience with person-centered practices and writing person-centered plans?

Specific questions

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

- 1) Describe how you plan to carry out the Project if hired?

- 2) Other than English, in what languages can you or your staff fluently communicate with the participants and families?
- 3) What experience and skills make you and your business uniquely qualified to carry out this Project?

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

- 1) A resume for each person who will work on the Project and what will be their role.
- 2) Two-three references of past clients to whom you have provided services. (Please do not submit names of any members of our RCEB Self-Determination Local Advisory Committee)

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