

Request for Proposal

Self-Determination Program (SDP) implementation support

Golden Gate Regional Center · Self-Determination Advisory Committee (SDAC)

Released: May 06, 2026

Self-Determination Local Advisory Committees (SDAC) were established by law to provide oversight of the Self-Determination Program (SDP) and to make recommendations for improvement to each local regional center and the Department of Developmental Services. In accordance with Welfare and Institutions (W&I) Code Section 4685.8(g), Golden Gate Regional Center (“GGRC”) has received funds from the Department of Developmental Services (“DDS”) to support the implementation of the Self-Determination Program (“SDP”).

W&I Code Section 4685.8(g) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives. DDS, in consultation with stakeholders, identified priority areas for the funding including:

- Recruitment and training of person-centered planning and Self-Directed (SD) Supports providers and Independent Facilitators (IFs), with a focus on increasing the number of bilingual, bicultural providers;
- Joint training for participants, families, regional center staff, SDAC members, and others, with a focus on training self-advocates and families from diverse communities under-represented in the SDP;
- Assistance with spending plan development; and
- Collaborative groups, workshops, and resource fairs to foster ongoing, shared learning and problem-solving opportunities.

The Self-Determination Program provides participants with the opportunity to develop and implement person-centered plans based on an individualized budget that the participants control, within program guidelines. GGRC’s SDAC is seeking proposals from interested parties to carry out one or more of the projects listed below.

The purpose of these projects is to provide additional support to navigate the SDP process, build local provider capacity, and accelerate equitable transition into the program. The prospective applicant must demonstrate a strong understanding of the Self-Determination Program. The prospective applicant must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g., individuals served, families, regional center, SDAC, FMS providers) for the successful support of participants.

Proposal Due Date: June 15, 2026 at 11:59 p.m. PT

Proposal Submission: SDP@GGRC.ORG (cc: Ken Parekh at kenparekh@gmail.com and Brenda Bachechi at brenda@branchservices.org)

Rate of Reimbursement: Rates of reimbursement will vary per project and individual need and are subject to review. Where the project is structured as time-and-materials, rates must be identified by hourly rate for the respective scope of work. Where a fixed-cost proposal is requested (e.g., Project I components, Project III), applicants should propose a total within the stated budget range with a clear cost breakdown.

Proposals are being accepted for the following projects:

I. Independent Facilitator (IF) Capacity Building Initiative

GGRC SDAC is seeking proposals from qualified individuals or agencies to design and deliver a multi-component capacity-building program for SDP Independent Facilitators (IFs) and Self-Directed (SD) Supports providers vendorized or courtesy-vendored to provide services within the GGRC catchment area, and to support outreach efforts to underserved GGRC clients. The selected contractor(s) will develop and deliver culturally responsive, person-centered training and supports that align with the policies and standards outlined in the GGRC Social Worker SDP Learning Manual.

This project consists of **four components**. Applicants may propose on one, multiple, or all components, but should clearly identify which component(s) they are proposing on and provide a separate cost breakdown for each.

Component A — GGRC IF/SD Searchable Directory

Develop and maintain a searchable, opt-in directory of active GGRC IFs and SD Supports providers, intended for piloting on **SDPBayArea.org**. The directory shall:

- Identify IF's and SD Supports with interest in serving GGRC clients
- Capture each provider's capacity, languages spoken, areas of specialty, and vendorization status (full 099/024 vs. courtesy);
- Be searchable by GGRC participants and family members, with intuitive filters (language, county, capacity, specialty, availability);
- Include a documented process / clear opt-in/opt-out workflow for providers and a routine update cadence (at least quarterly) especially for availability
- Coordinate with GGRC and the SDAC to validate active vendor status; and
- Be designed for future expansion to other Bay Area regional centers (RCEB, SARC)

Total available — Component A: up to \$10,000

**Funds need to be utilized and billed for by 6/30/2027.*

Component B — IF/SD Training, Coaching & GGRC-Aligned Handbook

Design and deliver a culturally responsive, GGRC-specialized training and support program for IFs and SD Supports providers. Specifically, the contractor shall:

- Develop a comprehensive IF/SD/Client Handbook (digital, updateable; English and Spanish printable versions) aligned with the GGRC Social Worker SDP Learning Manual, including:
 - Roles and responsibilities of IFs and SD Supports providers;
 - Ethical standards and professional boundaries;
 - Person-centered planning practices;
 - GGRC Documentation and reporting expectations;
 - GGRC-specific IPP, Budgeting and Spending Plan considerations
 - Communication with GGRC staff (SDP team and Social Workers, etc.)
 - GGRC vendoring / courtesy-vendoring requirements; and
 - Cultural awareness and inclusive practices.
- Deliver at least three (3) in-person training/support sessions within the GGRC catchment area and at least three (3) live virtual sessions via Zoom, all in English with Spanish interpretation;
- Provide GGRC-specialized small-group coaching and 1:1 office hours for active IFs/SD Supports providers, including FMS vendor alignment, spending-plan support, and case-based discussion;

- Cover all required content: overview of GGRC systems and vendorization, rights of regional center clients, cultural sensitivity and equity-based service delivery, navigating ethical dilemmas, documentation standards and compliance, and referral pathways (e.g., IF panel/speed-dating events, IF support groups);
- Provide a structured agenda, learning objectives, attendance tracking, and post-training evaluation summaries;
- Provide a follow-up resource access mechanism (scheduled office hours, resource email, or FAQ updates) and a resource guide referencing GGRC contacts and community resources.

Total available — Component B: \$25,000

**Funds need to be utilized and billed for by 6/30/2027.*

Component C — Ongoing IF/SD Resource Network & Office Hours

Following completion of the initial training in Component B, the contractor (or a separate qualified provider) shall maintain an ongoing IF/SD resource network for the duration of the contract. This includes:

- Scheduled office hours (e.g., monthly drop-in via Zoom);
- A monitored resource email or FAQ channel for IFs/SD Supports providers;
- Quarterly recommended-best-practice updates to the IF/SD Handbook; and
- Convening of at least one annual IF panel / “IF Speed Dating” session for prospective participants in coordination with GGRC and the SDAC.

Total available — Component C: Within Component B budget, or up to \$5,000 as a stand-alone proposal if delivered by a different provider.

**Funds need to be utilized and billed for by 6/30/2027.*

Component D — Spanish & Cantonese Translation / Interpretation

Provide translation and interpretation services for IF/SD onboarding materials and live participant support, with a particular focus on Spanish-speaking and Cantonese-speaking communities. Specifically, the contractor shall:

- Translate core IF/SD materials and participant-facing handouts into Spanish (and, where feasible, Cantonese);
- Provide live interpretation for onboarding meetings, group coaching cohorts, and resource-fair sessions on request;
- Provide document translation services on a per-document basis for participant spending plans, IF agreements, and FMS paperwork; and
- Maintain a glossary of GGRC SDP terminology in target languages to ensure consistency across materials.

Total available — Component D: \$15,000

**Funds need to be utilized and billed for by 6/30/2027.*

Proposal preparation guide:

- Name of organization or individual.
- Project /Components of interest.
- What is your experience with GGRC? With SDP? With person-centered planning?
- What skills, resources make you qualified to carry out this project/component?
- In what language(s) can you fluently provide support?
- Statement of work describing the services to be provided.
- Your hourly billing rate for services (or, where applicable, a fixed-cost proposal within the stated budget range).

II. SDP Community Database & Communications Channel

GGRC clients considering SDP frequently struggle to move from SDP orientation to active SDP enrollment, and many are unaware of the supports and events available to them. There is a clear need for a consistent, structured way to know what resources, events, and supports are available, and to communicate about them on an ongoing basis.

The selected partner shall:

- Develop a GGRC SDP client database / opt-in email distribution list that includes:
 - All current GGRC SDP clients;
 - All GGRC clients that have completed SDP orientation;
 - Future expansion to other SDP clients in the Bay Area, with the structure suitable for hosting on SDPBayArea.org
- Build the contact-list schema in collaboration with GGRC, capturing: first/last name of participant, email, text/SMS, preferred contact method, county of residence, name of GGRC client (if different from participant), UCI #, participant's relationship to the GGRC client (self, family, provider), enrollment status (Active SDP, Completed SDP orientation, Interested in SDP, etc.), language preference, ethnicity, and regional center (default GGRC);
- Capture clear opt-in options: opt-in to private directory; interest in upcoming-event communications; preferred frequency (monthly/weekly); and opt-out;
- Document a process and approach for ongoing communication regarding upcoming SDP-related events, resource fairs, and meetings; and
- Coordinate closely with GGRC privacy/HIPAA standards and any applicable consent processes.

Proposed Outcome: GGRC SDP clients are well informed and an effective, multilingual communication channel is established between GGRC, the SDAC, and the SDP community.

Total available: \$10,000

**Funds need to be utilized and billed for by 6/30/2027.*

Proposal preparation guide:

- Name of organization or individual.
- Project(s) of interest.
- What experience and skills make you qualified to carry out this project?
- What is your experience with person-centered planning and SDP?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work describing the services to be provided.
- Your hourly billing rate for services (or, where applicable, a fixed-cost proposal within the stated budget range).

III. SDP Community Resource Fair Series (San Francisco, San Mateo, Marin)

Plan and execute a three-county SDP Community Resource Fair series to be held in San Francisco, San Mateo, and Marin Counties. The fairs will increase awareness of the SDP, promote access to services, foster community inclusion among families served by GGRC, and connect individuals with developmental disabilities and their families to local SDP service providers, IFs, FMS providers, and advocacy organizations.

Goals:

- Provide education on the SDP, including benefits and enrollment processes;
- Connect families with local providers and resources;
- Facilitate in-person networking between participants, service providers, and support organizations;
- Promote community inclusion, independence, and empowerment, with focused outreach to underserved populations in the GGRC catchment area; and
- Build in lessons-learned from the 2025 resource fairs and revisit overall budget assumptions based on 2025 actuals.

Required activities and features:

- Keynote speech and panels with FMS providers, IFs, parent and self-advocates, an SCDD or DDS representative, an SDAC representative, and the GGRC SDP team;
- Interactive provider booths and exhibits;
- Resource bags with SDP information and swag;
- Childcare and activity space
- Transportation support
- On-site interpreters in ASL, Spanish, and Chinese.

Indicative Budget Breakdown:

Item	Estimated Cost	Notes
Planning and coordination for 3 events (note the San Mateo event will leverage/coordinate with SF Autism Society fall event)	\$8,000	
Venue Rentals (3 sites: SF, San Mateo, Marin) including insurance, A/V	\$18,000	~\$6,000/site; (San Mateo possibly shared w/ SFASA \$3,000)
Interpretation Services (ASL, Spanish, Chinese — all 3 events)	\$3,000	
Printed Materials & Swag (flyers, brochures, agendas, bags)	\$2,000	
Refreshments & Snacks (light refreshments, water)	\$4,000	
Total Estimated Budget	\$35,000	

Total available: \$35,000 (Contractor will get \$8,000 for planning and coordination)

**Funds need to be utilized and billed for by 6/30/2027.*

Sustainability and follow-up: The contractor will provide a post-event summary (photos, feedback, key takeaways) for newsletter/email distribution; tailor follow-up support based on registration lists; and recognize volunteers and providers with thank-you outreach.

Evaluation metrics: Attendance, on-site feedback surveys, number of vendor/provider engagements, and follow-up enrollments or service connections initiated post-event.

Proposal preparation guide:

- Name of organization or individual.
- Project(s) of interest.
- What experience and skills make you qualified to carry out this project?
- What is your experience with person-centered planning?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work describing the services to be provided.
- Your hourly billing rate for services (or, where applicable, a fixed-cost proposal within the stated budget range).

IV. Monthly SDAC Meeting Moderator & Bilingual Facilitation

Lead and facilitate the monthly GGRC Self-Determination Advisory Committee (SDAC) meeting. The SDAC currently meets once per month; the selected moderator will run the meeting in English with Spanish interpretation, and where possible Cantonese. This project will start July 2026 and end July 2027 (12 monthly meetings with yearly extension option)

Scope of work:

- Facilitate the monthly SDAC meeting (~90 minutes) in English with live Spanish interpretation
- Coordinate with the SDAC chair(s) on the agenda, public-comment guidelines, and time-keeping, etc.
- Maintain a respectful, person-centered, accessible meeting environment, including any required accommodations;
- Prepare and submit a brief monthly report to GGRC and the SDAC chair summarizing issues/concerns raised at the meeting and any follow-up commitments
- Coordinate logistics with GGRC staff (Zoom links, recordings, translated materials, etc.);
- Maintain neutrality — the moderator is not a voting committee member and shall avoid advocacy on agenda items.

Total available: \$12,000

Indicative budget basis: Estimated 6-8 hours / month (inclusive of preparation, facilitation of 90 min mtg, interpretation coordination, and monthly reporting). Applicants may propose an alternative cost structure within the total available.

**Funds need to be utilized and billed for by 12/31/2027.*

Proposal preparation guide:

- Name of organization or individual.
- Project(s) of interest.
- What experience and skills make you qualified to carry out this project?
- What is your experience with person-centered planning?
- In what language(s) can you fluently provide support?
- List any relevant qualifications.
- Statement of work describing the services to be provided.
- Your hourly billing rate for services (or, where applicable, a fixed-cost proposal within the stated budget range).

Eligible Applicants

Both non-profit and proprietary organizations, as well as qualified individuals, are eligible to apply. Employees of any California Regional Center are not eligible to apply. Current GGRC SDAC voting members are not eligible to apply for projects on which they would have a vote, consistent with conflict-of-interest policy. Applicants must disclose any potential conflicts of interest per Title 17 Section 54500. The applicant must secure and maintain their own liability insurance at the time the contract is awarded.

Evaluation and Selection Procedures

All proposals received by the deadline will be reviewed and scored by the Proposal Screening Committee selected by GGRC and the SDAC. Proposals will be reviewed for timeliness, completeness, quality, applicant experience and fiscal stability, reasonableness of cost, ability of the applicant to identify and achieve participant outcomes, and the ability of the proposed project to respond to the identified needs of GGRC SDP participants. After preliminary review and scoring, an interview with finalists will be scheduled. The final decision of the Proposal Screening Committee is not subject to appeal. All applicants will receive notification of the committee’s decision regarding their proposal.

The Proposal Screening Committee will use the criteria below to rate all proposals submitted. Each proposal will receive a maximum score as follows:

Proposal Section	Maximum Score
Experience (with GGRC in particular) and expertise	20
Organizational chart; qualifications and experience of staff; recruitment, staff training, bilingual / bicultural staff	20
Estimated number of individuals to be served (or, for infrastructure projects, breadth of community reach)	20
Proposal cost / cost-effectiveness	20
Statement of work describing the services to be provided	20
Total Maximum Points	100

Award Process

Upon selection, GGRC will issue an Award Letter to the applicant selected for the provision of services. The Award Letter will provide instructions for completing the contracting process, including a contract, business associate agreement (where applicable), and documentation of appropriate insurance. The selected applicant will be expected to complete and submit all required documentation to complete the contracting process.

Reservation of Rights

GGRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. GGRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. GGRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. GGRC reserves the right to disqualify any proposal which is incomplete or does not comply with these RFP guidelines. This RFP is being offered at the discretion of GGRC. It does not commit the regional center to award any grant.

Costs for Proposal Submission

Applicants responding to this RFP shall bear all costs associated with the development and submission of a proposal.

Inquiries / Request for Assistance

All additional inquiries regarding this application or requests for technical assistance should be directed to SDP@GGRC.ORG (cc: Kenparekh@gmail.com)

Applicants Must Demonstrate the Following

- Understanding of the SDP and the steps needed to transition into the program;
- Understanding of person-centered thinking;
- Inclusive of Person-Centered Planning (PCP) and Independent Facilitator (IF) training;
- Experience providing direct services or supports to persons with developmental disabilities or special needs;
- Demonstrated training or skills relevant to the proposed project;
- A history of positive working relationships with the community and applicable government agencies including GGRC; if the applicant is a current vendor, the applicant must be in good standing with GGRC;
- Experience in project development, including the ability to complete projects, meet project timelines, and manage a project of comparable size and scope; and
- Bilingual capacity in Spanish, Cantonese preferred.

Selection Timeline

Milestone	Date
RFP Release Date	May 6, 2026
Proposal Deadline	June 15, 2026, 11:59 p.m. PT
Screening & Interviews	June 22 – July 3, 2026
Selection Announcement	July 17, 2026
Project Start Date	August 3, 2026 (or earlier by mutual agreement)

Submission of Proposals

All proposals must conform to these RFP guidelines. The applicant must submit the completed proposal as one electronic copy in PDF format to SDP@GGRC.ORG with a cc to Brenda Bachechi at brenda@branchservices.org and Ken Parekh at kenparekh@gmail.com. No fax copies will be accepted. Proposals must be complete, typewritten, collated, and page-numbered. The subject line should read: “GGRC SDAC SDP Outreach and IF Capacity-Building RFP — [Project I/II/III/IV] Submission.” No proposals will be accepted after the deadline.

Right to Reject. GGRC and the SDAC reserve the right to reject any or all proposals and to select the proposal(s) that best meet the needs of SDP participants and Independent Facilitators within the GGRC catchment area.

*Golden Gate Regional Center — Self-Determination Advisory Committee (SDAC)
Supporting people with developmental disabilities in San Francisco, San Mateo, and Marin Counties.*