



**WESTSIDE REGIONAL CENTER
ANNOUNCES A
REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT OF
INNOVATIVE ADULT DAY SERVICES FOR INDIVIDUALS MOVING TO
THE COMMUNITY FROM THE DEVELOPMENTAL CENTER
NOVEMBER 2009**

Westside Regional Center is seeking a qualified person/agency that is committed to developing an **innovative** Adult Day Service. Start-up funding may be available for this new program.

Candidates for this project must have knowledge and experience in the development of customized employment, integrated work opportunities, micro-enterprise, and self-employment. Candidates must have experience in writing business plans, feasibility studies and other areas regarding starting your own business.

1. The candidate will provide training to direct support professionals (DSP) to equip them with "best practice" techniques while working with people with disabilities as the new program design is implemented. The person will teach DSP staff how to assist people with disabilities in realizing their preferred future; either through a Person Centered Plan, MAPS or Discovery Processes.
2. The Candidate will develop volunteer sites that match the interests of the person being served, and teach DSP staff how to deliver supports that allow individuals to participate in all aspects of their life while at their volunteer site.

If you are interested in developing this type of agency, please complete a proposal as described in this RFP. (Proposals with incomplete information or that do not meet the basic requirements will be eliminated.)

This RFP does not commit Westside Regional Center to procure or contract for services or supplies. To be considered, proposals must be received at Westside Regional Center no later than 5:00pm, November 30, 2009. Faxes will not be considered.

Mail proposal to:

**Eileen Falvey
Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230**

Committed to Providing Support and Services to People with Developmental Disabilities

5901 Green Valley Circle, Suite 320, Culver City, CA 90230-6953 ■ (310)258-4000 FAX: (310)649-1312

www.westsiderc.org

GUIDELINES FOR PROPOSALS

Please submit three copies of the following (binder form is preferable):

1. A three to five page idea statement. This is an opportunity to present a proposal unique to your particular talents and interests around the area of employment and volunteer work. Outline your training strategies and what you consider “Best Practice”.

The idea statement should include:

- a. A statement of your interest in serving persons with developmental disabilities and the basis of your commitment to this population.
 - b. Your experience in working with people with developmental disabilities.
 - c. Your experience in providing training to direct support staff.
 - d. Your strategies in assisting staff develop competencies needed to support adults with disabilities in realizing their work and/or volunteer potential.
 - e. A description of how you will address challenges that may arise with the individuals you serve and support.
 - f. A plan for outcome based measurement.
 - g. Any other information to describe how your plan will assist adults with disabilities in realizing quality of life outcomes.
2. Resume, which should include your business education, experience, and skills demonstrated in working with people with developmental disabilities.
 3. Three (3) letter of recommendation from either individuals you have supported or agencies through which you have worked to support individuals with developmental disabilities.