



REQUEST FOR PROPOSAL

DATE: September 4, 2025

TO: All Interested Parties

RE: Development of an American Sign Language (ASL) Training and Support service provider to serve specific eligible persons served by the Regional Center of Orange County (RCOC).

SUMMARY: RCOC is seeking to develop one service provider to provide ASL Training and Support under service code 644. The purpose of the services to be provided is to assist persons served by RCOC who are deaf, hard of hearing, or deafblind to improve or develop expressive and receptive communication using ASL.

Access California Code of Regulations (CCR), Title 17 via www.dds.ca.gov

The Regional Center of Orange County (RCOC) appreciates your interest in responding to this Request for Proposal (RFP) **ASLTS2526**. RCOC is including specifics regarding this proposal as guidance in the application process. Please read all information below and follow the guidelines presented within this document accordingly.

RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.

Thank you in advance for your interest and willingness to support persons served by RCOC.

AMERICAN SIGN LANGUAGE TRAINING AND SUPPORT SERVICE NEED

RCOC is seeking to develop one American Sign Language (ASL) Training and Support service provider, to assist persons served by RCOC who are deaf, hard of hearing, or deafblind to improve functional communication skills by improving the use of formal ASL and reduce the use of home signs. The ASL trainer can also train direct support professionals and family members while the person served is present to promote more cultural and linguistic understanding of the natural environment. This service provider may also work with persons served and providers to incorporate the use of and learning through Alternative Augmentative Communication devices, ASL online resources, and online ASL content to increase engagement when learning ASL. ASL Training and Support services are not designed to replace any other services, including care and supervision. These services should be used to help facilitate improved communication between service providers or family members and the person receiving services. This service shall not supplant or replace the need for formal interpretation services. ASL Training and Support

services can be delivered in any setting where a person served lives, works, participates in recreation, or accesses the community for other purposes.

Staff providing the ASL Training and Support service must:

1. Have language proficiency from an accredited or nationally recognized institution such as, but not limited to, the American Sign Language Proficiency Interview (ASLPI), Sign Language Proficiency Interview (SLPI), or other recognized language proficiency body.
2. Be assessed proficient to provide at least superior level ratings or higher on ASLPI, SLPI ratings scale.
3. Possess the ability to have a fully shared conversation with in-depth elaboration for both social and work topics, and excellent comprehension in receptive skills.
4. Demonstrate the use of a very broad sign language vocabulary, near native-like production, fluency and prosody and excellent use of sign language grammatical features, and classifiers.

ELIGIBLE APPLICANTS

Refer to CCR, Title 17 Section 54314 for individuals who are not eligible for regional center vendorization.

Applicant(s) must:

- Demonstrate that they meet the staffing qualifications listed above, and;
- Demonstrate the ability to provide cost-effective and quality services and supports as described in CCR, Title 17 Division 2, Chapter 3, and;
- Demonstrating knowledge of and experience in supporting persons with developmental disabilities is preferred, and;
- If already vendorized, be subject to a review of citations from a regional center or licensing agencies within the last two (2) years and/or last two (2) annual evaluations whichever is longer, and;
- If already vendorized, be in compliance with all vendorization requirements.

All applicants are subject to approval by RCOC pursuant to CCR, Title 17 regulations. Eligibility will also be contingent on evaluations completed by RCOC, and any plans of correction and/or citations received within the last two (2) years from a regional center or licensing agency based on the nature and severity of the violation(s) for service providers that are already vendorized. Please note that there is no obligation on the part of RCOC that a respondent will be selected for project implementation. Applicants failing to meet the above criteria will not be considered.

RATE OF REIMBURSEMENT

The rate of reimbursement for ASL Training and Support services has been determined by the Department of Developmental Services (DDS). Reimbursement will be provided for services at the DDS rate under ASL Training and Support (644 service code), and as authorized through the Purchase of Service for each person to be served.

APPLICATION PROCESS

Step 1: Proposals must be submitted to RCOC no later than 4:00 p.m. on Friday, September 19, 2025.

Step 2: Proposals will be screened for acceptability based upon minimum RFP requirements.

Step 3: Proposals meeting the eligibility criteria will be evaluated by an RFP Review Panel.

Step 4: Following evaluation of proposals, applicants may be asked to meet with RCOC staff if further information or clarification is needed.

Step 5: Applicants will be notified whether their proposal has been selected for development.

Step 6: The selected applicant will be required to submit a full program design and vendor application. RCOC will collaborate with the applicant to achieve an acceptable program to best meet the needs of the persons to be served.

Step 7: Following submittal of the vendor application and approval of program design, a vendor number will be assigned.

PROPOSAL REQUIREMENTS

Each proposal must include the following descriptions in the order listed below. Evaluation of the information will be a determining factor in the selection process.

- Face Sheet
- Section I- Agency/Individual Experience and Background
- Section II- Brief Program Design
- Attachments

PROPOSAL CONTENT REQUIREMENTS

Each proposal must contain the information and documents identified below, in order. Proposals must not exceed five (5) pages in length, excluding the Face Sheet and Attachments. Proposals exceeding the 5 page limit will not be reviewed past the 5th page.

Face Sheet (Must use attached sheet):

Complete the Face Sheet form provided with this RFP including name, address, and telephone number of the applicant, vendor number(s), vendoring regional center(s), and list any parties who participated in writing all or part of the proposal. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

Section I- Agency/Individual Experience and Background

Agency/Individual experience and background information must be presented in the following manner:

- A. Qualifications of the agency/individual. Provide information about current experience in each of the following areas: experience with providing services to persons who are deaf, hard of hearing, or deafblind; experience in providing services to persons with developmental disabilities, experience with providing services to families and other providers of persons who are deaf, hard of hearing, or deafblind, and persons with developmental disabilities.
- B. Qualifications of leadership staff which details education, knowledge, and experience providing services to persons who are deaf, hard of hearing, or deafblind, and persons with developmental disabilities. Describe how the documented experience, education, and knowledge are seen as a good fit for developing this program.

Section II- Brief Program Design

The applicant's brief program design summary is to include summarized descriptions of the following key areas:

- A program summary which should include, but not be limited to, the program's philosophy, the program's purpose and goals in supporting persons served by the regional center, the program's expected outcomes for persons receiving supports through this program, and;
- A description of the evaluation process to be used in determining how the program will support the individuals served in acquiring new skills, as related to goals identified in each person's Individual Program Plan for which the program is responsible, and;
- A description of staff qualifications, and;
- A description of initial and ongoing staff training, and;
- A description of the duties of all program staff (which is to be linked to Organizational Chart), and;
- A description of the program's plan to support diverse populations, including but not limited to culturally and linguistically diverse populations, and;
- A description of the program's grievance plan/process.

If selected to develop a program, this program design summary may serve as the framework for Step 6 in the process, which is submittal of the complete program design. This outline may be used as a guide in responding to the summary description identified above. **Do not submit a complete program design, as a more complete outline will be provided to the applicant selected to develop through the evaluation process.**

Attachments (number of pages not counted towards the 10 page limit)

Each of the following items is required to fulfill the proposal response.

Attachment #1- References and/or Letters of Recommendation

The proposal must include a list of at least three (3) references with names, addresses, and telephone numbers. Applicants should be aware that the review panel may contact references. References should be able to discuss the applicant's strengths within the context of the proposed services. References should not include current or former employees of RCOC.

Attachment #2- Organizational Structure

An organizational chart for this project must be included with full names and identification of the governing or advisory board (if applicable), administrative and supervisory hierarchy, consultant(s) (if applicable), and the anticipated staffing pattern. Identification of the private or corporate ownership must be identified on an attached page. If the company is under corporate ownership, the owners and/or current board of directors must also be identified by name, address, and telephone number.

Attachment # 3- Consultants and Qualifications

The applicant is to provide information regarding any consultants (employed and/or contracted) that are anticipated to be used for this project, including their name(s), address(es) and telephone number(s). The qualifications/credentials must be identified, with each consultant's function(s), role, and/or purpose described in the brief program design summary.

Attachment #4- Financial Statement

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities. Individual applicants must submit copies of the most recent two years of tax return forms. A Credit and Security Agreement (Line of Credit) is not required, but will be considered as part of the evaluation of the proposal if provided.

FORMATTING REQUIREMENTS

- Standard size (8 1/2 x 11) white paper
- Typed, using a standard 12 point font, single-spaced pages with one (1) inch margins
- Every page must be numbered in consecutive order for all Sections and Attachments
- Include a table of contents indicating each of the Sections and Attachments to be evaluated
- Clearly label each Section
- Clearly label each Attachment
- **Do not** place in ring binders or folders, but rather use binder clips or compressor clips

A complete RFP response must contain the following:

- Face Sheet
- Proposal (limited to 10 pages)
 - Section I- Agency/Individual Experience and Background
 - Section II- Brief Program Design
- Attachments (number of pages not counted towards the 10 page limit):
 - #1 References and/or Letters of Recommendation
 - #2 Organizational Structure
 - #3 Consultants and Qualifications
 - #4 Financial Statement(s)

Applicants MUST submit an ORIGINAL proposal and three (3) copies to RCOC.

EVALUATION CRITERIA

Applicants will be evaluated based on the following criteria:

- Applicant demonstrates an understanding of the needs of the individuals to be served and the issues involved in providing quality services.
- Applicant demonstrates an understanding of current “Best Practices” and has incorporated them into the brief program design.
- Proposal outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for the individuals receiving services.
- The applicant’s philosophy and values are consistent with RCOC’s mission, vision, and guiding principles.
- Applicant has the necessary training and experience to meet the needs of the proposed program participants.
- Applicant demonstrates the financial resources necessary for completion of the project.

In addition to the proposal and interview, RCOC will consider prior dealings with the applicant. Corrective Action Plans, Plans of Correction, and Annual Reviews from RCOC, other regional centers, and licensing agencies for the past two (2) years may be reviewed and considered.

ADDITIONAL PROVISIONS:

- **RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right to not select an applicant for program implementation.**
- **Completed proposals for this RFP are due by Friday, September 19, no later than 4 pm. Proposals received after 4 pm on the due date will not be considered for the RFP.**
Proposals must be sent via U.S. mail to the following address:

Arturo Cazares, Associate Executive Director
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010

The proposal may also be hand delivered to the following address:

Arturo Cazares, Associate Executive Director
Regional Center of Orange County
1525 North Tustin Ave.
Santa Ana, CA 92705

Face Sheet

(Must be used as the cover page for the proposal)

RFP#: ASLTS2526	RFP Due Date: 4:00 p.m., September 19, 2025
Applicant (Agency) Name (If applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
List name of consultant and/or individuals involved in writing the proposal: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center(s):	
Vendor Number: Regional Center:	Vendor Number: Regional Center:
Vendor Number: Regional Center:	Vendor Number: Regional Center: