**AMERICAN SIGN LANGUAGE (ASL) TRAINING AND SUPPORT SERVICES**

Issued by: Westside Regional Center (WRC)

Date Issued: August 1, 2025

Proposal Submission Deadline: August 15, 2025 at 5:00 PM PT

Orientation: August 11, 2025 2:00-3:00PM PT

Join Zoom Meeting

https://westsiderc-org.zoom.us/j/87656812989?pwd=GWZ14CEqAoaVUn7pkT5fQCfFZlBmKa.1

Meeting ID: 876 5681 2989

Passcode: 056454

**I. Purpose**

Westside Regional Center (WRC) is seeking proposals from qualified individuals, organizations, or agencies to provide American Sign Language (ASL) training and support services under Service Code 644: to staff, individuals served, and their families. The goal is to improve communication access, increase ASL fluency, and build cultural competency within our organization and community.

**II. About Westside Regional Center**

Westside Regional Center is one of 21 nonprofit regional centers in California that provide services to individuals with developmental disabilities and their families. WRC is committed to inclusive, person-centered practices that reflect the diverse languages and cultures of our community. We serve individuals who are Deaf and Hard of Hearing, many of whom communicate primarily through ASL.

**III. Scope of Services**

The selected provider(s) will be responsible for delivering culturally responsive, accessible, and individualized American Sign Language (ASL) instruction and support to meet the communication needs of the following groups:

**A. ASL Instruction**

* Individuals served by Westside Regional Center (WRC)
* Family members and caregivers (individuals must always be present)
* Service providers directly working with individuals served by WRC (individuals must always be present)

The provider must be able to deliver the following core services:

**A. ASL Instruction Services**

**1. ASL Classes for Individual and Families**

**The provider shall:**

* Deliver structured ASL classes at beginner, intermediate, and advanced levels.
* Offer classes in group formats (virtual or in-person).
* Incorporate Deaf culture, etiquette, and linguistic development into lessons.
* Provide class materials (digital or print), including visual aids, vocabulary lists, and optional practice assignments.
* Track participation and progress.
* Be flexible in scheduling classes/training during the day, evening, or weekends to meet participant needs.

**2. Parent/Caregiver ASL Coaching**

**The provider shall:**

* Offer tailored coaching to parents or caregivers of Deaf/Hard of Hearing or non-verbal individuals.
* Focus on everyday vocabulary, routines, and conversational skills to support communication in the home.

**B. One-on-One Support for Individuals Served**

**The provider shall:**

* Provide individualized ASL instruction or tutoring to WRC clients of all ages (children, youth, and adults), based on their current language level and communication needs.
* Design lessons that accommodate developmental and cognitive levels, especially for individuals with autism, intellectual disabilities, cerebral palsy, or dual diagnoses.
* Collaborate with WRC staff and families to develop short- and long-term communication goals.
* Submit brief session notes or reports on progress after each lesson or at agreed-upon intervals.

**C. Consultation and Technical Support**

**The provider shall:**

* Be available to consult with WRC Service Coordinators, WRC Deaf and Hard Specialist and program staff on how to:
  + Incorporate ASL-friendly communication practices in Individual Program Plans (IPPs)
  + Make communication supports accessible for Deaf clients
  + Recommend visual aids, software, or assistive technology related to sign language use
  + Review and advise on ASL-accessible materials (optional service)

**E. Service Documentation and Communication**

**The provider shall:**

* Maintain accurate records of services provided, including:
  + Class/session attendance
  + Progress updates
  + Participant feedback (when appropriate)
  + Participate in periodic check-in meetings with WRC Service Coordinators, WRC Deaf and Hard Specialist
  + Be responsive via email or phone to schedule coordination and follow-up

**F. Optional/Preferred Services**

**The provider is encouraged (but not required) to offer:**

* Bilingual Services: ASL-Spanish interpretation or instruction
* Training for Siblings or Peers: To support inclusive communication
* ASL Immersion Events: Practice groups or cultural enrichment gatherings
* Deaf-led instruction teams: Prioritizing Deaf educators to lead sessions

**D. Consultation**

* Advise WRC staff and service coordinators on best practices when working with Deaf/Hard of Hearing individuals.
* Support the development of visual or ASL-accessible materials.

**IV. Minimum Qualifications**

Proposals will only be accepted from providers who meet the following:

* Have language proficiency from an accredited or nationally recognized institution
* Demonstrated experience in ASL instruction or Deaf education
* Knowledge of Deaf culture and accessibility practices
* Fluency in American Sign Language
* Experience working with individuals with developmental disabilities is highly preferred
* Ability to offer services in English and ASL (bilingual Spanish-ASL a plus)
* Ability to conduct background checks and meet regional center vendor requirements (if selected)

**V. Proposal Requirements**

Please include the following in your proposal:

1. Cover Letter
   * Introduction, contact information, and summary of your interest
2. Organizational Background or Resume
   * Overview of experience with ASL instruction, training, and support services
3. Service Delivery Plan
   * Description of how services will be delivered, including:
     + Course outlines or sample curriculum
     + Target audience for different services
     + Training format (virtual, in-person)
     + Frequency and duration of sessions
4. Pricing Structure
   * Hourly rates, package pricing, or flat fees
   * Pricing for individual vs. group instruction
   * Include rates for consultation, workshops, and prep time
5. Key Staff and Qualifications
   * Bios or resumes of instructors, Deaf/HH staff, or consultants
6. References
   * At least two references from previous clients (preferred: regional centers, schools, community organizations)
7. Proof of Insurance and Required Clearances
   * Will be requested prior to contract execution if selected

**VI. Submission Instructions**

Please submit your complete proposal via email to:

Contact Person: Elaine Wright-Forris

Deaf & Hoh Communications Specialist

Westside Regional Center

Email: elainew@westsiderc.org

Subject Line: “RFP Submission – ASL Training & Support Services” (Service Code 644)

Deadline: August 15, 2025

Incomplete or late proposals may not be reviewed.

**VIII. RFP Timeline (Subject to Change)**

|  |  |
| --- | --- |
| **Milestone** | **Date** |

RFP Released August 1, 2025

Questions Due August 8, 2025

Orientation August 11, 2025

Final Proposal Deadline August 15, 2025

Vendor Selection/Notification August 22, 2025

Projected Start of Services September 1, 2025

**IX. Terms and Conditions**

* WRC reserves the right to reject any or all proposals.
* Submitting a proposal does not guarantee selection.
* All submitted materials become the property of WRC.
* The provider must meet all state and federal requirements applicable to vendors serving individuals with disabilities.