

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 14, 2025 1:00-2:00PM PT

Join Zoom Meeting:

https://westsiderc-org.zoom.us/meeting/register/i5_UBwl8QNWGepPxIsVJUQ

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.