



WESTSIDE
REGIONAL CENTER

REQUEST FOR PROPOSALS

Los Angeles County Regional Centers Technology Lending Library

June 1, 2021

PURPOSE

The Westside Regional Center (WRC) is requesting proposals to create a Technology Lending Library for individuals who are unable to access services and supports due to COVID-19. WRC is happy to announce that the Technology Lending Library is a multi-regional center project that has been approved by DDS to award FY 2020-2021 CPP/CRDP startup funds to develop libraries in the seven (7) Los Angeles County Regional Centers (“LAC Regional Centers”) listed below:

<u>Regional Center</u>	<u>Acronym</u>	<u>Website</u>	<u>Individuals Served</u>
Westside Regional Center	(WRC)	www.westsiderc.org	9,300
Eastern Los Angeles Regional Center	(ELARC)	www.elarc.org	12,600
Harbor Regional Center	(HRC)	www.harborrc.org	15,700
Frank D. Lanterman Regional Center	(FDLRC)	www.lanterman.org	11,000
North Los Angeles County Regional Center	(NLACRC)	www.nlacrc.org	28,500
San Gabriel/Pomona Regional Center	(SGPRC)	www.sgprc.org	13,900
South Central Los Angeles Regional Center	(SCLARC)	www.sclarc.org	18,300

During the ongoing pandemic, it has become evident that a portion of individuals and families served by the LAC Regional Centers have been unable to meet with their Regional Center Service Coordinators due to lack of technology to do so, let alone take advantage of remote services that are being offered as providers innovate alternative and remote ways to deliver services such as ABA, ILS, Early Start Services and other day services. The Los Angeles County Regional Centers provide services and supports to a highly diverse population totaling nearly 110,000 individuals and have identified individuals who are in need of this service to stay engaged with their support services as well as their regional center. As the LAC Regional Centers continue to strive to provide equitable services across a diverse population, it is envisioned that equipping those who may be most in need of access to technology will help insure the most appropriate and person centered services for each individual receiving services. The LAC Regional Centers strongly recognize these technological services will still be needed after the pandemic.

EXPECTATIONS

The LAC Regional Centers propose to increase access to remote and virtual services by providing eligible participants with tablets and/or laptops, data service, and technical support. This will be

Request for Proposals

Page 2 of 5

achieved by contracting with a provider(s) to purchase the hardware, software, and data service, as well as to be the provider of the technical support, including adapting equipment that may be needed by some individuals. The provider(s) will also develop a system for on-going billing purposes and to track devices and support requests. The LAC Regional Centers will identify those served who are most in need of this service in order to receive remote and/or alternate day activities/services delivery. The contracted provider(s) will be responsible to develop a protocol and agreement for the loan of the equipment to the participants and may coordinate with regional center non-residential and transportation agencies for its delivery to each participant and for pick-up of returned or damaged devices.

Providers responding to this RFP may apply to serve all, one or a portion of the seven (7) Los Angeles County Regional Centers. The amount of CPP/CDRP Startup funding available is up to \$1.4 million or \$200,000 per LAC Regional Center. The LAC Regional Centers may accept all or part of a proposal to serve multiple Regional Centers. The selected provider(s) will contract with the LAC Regional Centers separately.

Proposals must be submitted by 4:00pm on Tuesday, June 15, 2021.



Request for Proposals

Page 3 of 5

PROPOSAL FORMAT

Please include the following information in your proposal:

General information: The proposal should provide the name of the agency, title, address, phone number, email address, and website, if one exists. The name and email address for any team members assisting in the project should also be included.

Some key qualifications that will be considered:

- Skills, Knowledge and Experience with computer technology
- Understanding of the developmental disability community
- Skills in adapting technology to individual needs
- Flexibility
- Knowledge of systems related to billing, inventory/library management, or helpdesk ticketing

Work Plan: The proposal should include a brief description of the development of the technology lending library, types of technology devices to be purchased, methods of distribution and technical support as well as repair and maintenance plans. Provide a brief description of ideas/concepts for developing a System to operate the Technology Lending Library.

Budget: The project budget should include the projected startup budget and ongoing operating costs.

References: Information regarding each reference should include the individual's name, address, phone number and email address.

The proposal should identify the LAC Regional Centers the provider wishes to serve. The Work Plan, Budget, and References should be specific to those Regional Centers since the selected provider(s) will contract with the LAC Regional Centers separately.

SCORING

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications
2. Scope of Proposal
3. Work Plan
4. Budget

PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION

Instructions for submission

1. **Closing Submission Date**
Proposals are due by 4:00pm on Tuesday, June 15, 2021
2. **Inquiries**
Inquiries concerning this RFP should be directed to:

Request for Proposals

Page 4 of 5

Mary Lou Weise-Stusser, Director Community Services
marylou@westsiderc.org

And

Lucina Galarza, Director Community Services
lgalarza@sgprc.org

3. Conditions of Proposal

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by any LAC Regional Centers.

4. Submission Instructions

All submissions must be submitted through email to

WRC_Tec.oqwqkvbnmw81pa64@u.box.com

- Narrative description of project proposal should not exceed 3-5 single sided pages.
- FAX copies will NOT be accepted.
- Submissions will NOT be returned.

Electronic submissions cannot exceed 15 megabytes per email. An email acknowledgement of each submission received will be sent to the applicant.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

5. Reservation of Rights

The LAC Regional Centers reserve 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. The LAC Regional Centers may, at their sole and absolute discretion, select no provider for these services if, in their determination, no applicant is sufficiently responsive to the need. The LAC Regional Centers reserve the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. The LAC Regional Centers reserve the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of the LAC Regional Centers. It does not commit the LAC Regional Centers to award any grant.

6. Confidentiality

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

7. Ineligibility

Under the following conditions, an individual or entity is ineligible to be a regional center vendor, and therefore may not submit a proposal.

Conflict-of-Interest: Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:

- LAC Regional Center employees and Board members, and their family members

8. Notification of Selection and Timeline

The LAC Regional Centers will seat the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists.

The final recommendation of the RFP Selection Committee will be submitted for approval by Executive Directors of the individual LAC Regional Centers and is not subject to appeal. All applicants will receive written notification of the LAC Regional Centers' decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the WRC's website, www.westsiderc.org.

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract. The LAC Regional Centers reserve the right not to select an applicant for project implementation if, in their determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, the LAC Regional Centers may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

Completed RFP submissions including all elements listed above are **due to Westside Regional Center by 4:00 p.m. on Tuesday, June 15, 2021.** Please email submissions to:

WRC_Tec.oqwqkvbnmw81pa64@u.box.com

Timeline:

June 1, 2021	RFP Release Date
June 15, 2021, 4:00 pm	Deadline for receipt of proposals
June 16-18, 2021	Evaluation of proposals by Selection Committee
June 21, 2021	Interviews with highest-ranking applicants, if applicable
<u>June 24, 2021</u>	<u>Notice of selection emailed to applicants</u>
June 25, 2021	Notification of project award posted on WRC website
June 28, 2021	Startup contracts signed