



AMERICAN SIGN LANGUAGE (ASL) TRAINING AND SUPPORT

Service Code 644 / Rates \$67.83
Usual & Customary Rate – TBD (pending DDS approval)

In collaboration with the Department of Developmental Services (DDS), South Central Los Angeles Regional Center (SCLARC) is expanding services and support that enable individuals who are deaf, hard of hearing, deafblind or (DHH+) to lead full, inclusive lives. Accordingly, SCLARC is seeking proposals in our community from qualified individuals, organizations, or agencies to provide American Sign Language (ASL) training and support services under Service Code 644. The requested services aim to enhance communication accessibility, boost ASL fluency, and strengthen cultural competency within our organization and community.

I. Description of Resource Need:

DDS developed a new service, American Sign Language (ASL) Training and Support – Service Code 644, To support individuals in developing or enhancing their expressive and receptive communication skills. Therefore, a regional center shall vendor an ASL trainer that will provide language training and support service to individuals SCLARC services. The ASL trainer can also train the direct support professionals and family members while the individual, fostering greater cultural and linguistic understanding of the natural environment.

These services may also work with individuals and providers to incorporate use of and learning through Alternative Augmentative Communication devices, ASL online resources and online ASL content to increase engagement when learning ASL. The ASL Training and Support services are not designed to replace any other services, including care and supervision. They should be used to help facilitate improved communication between service providers or family members and the person receiving their services. This service shall not supplant or replace the need for formal interpretation services.

II. Scope of Services:

A. ASL Instruction Services

1. ASL Sessions for Staff and Families

The provider shall:

- Delivery of a structured ASL session at beginner, intermediate, and advanced levels.
- Offer sessions in group formats.
- Incorporate Deaf culture, etiquette, and linguistic development into lessons.
- Track attendance and progress.
- Be flexible in scheduling sessions during the day, evening, or weekends to meet participant needs.
- Provide session materials (digital or print), including visual aids, vocabulary lists, and optional practice assignments.

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 and Small Group Support for Individuals Served

The provider shall:

- Provide individualized ASL instruction or tutoring to SCLARC 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 SCLARC 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. Deaf Culture and Accessibility Training

The provider shall:

- Deliver professional development workshops or lunch-and-learn style presentations for SCLARC staff on:
 1. Deaf culture and values
 2. Accessibility and effective communication with Deaf/Hard of Hearing individuals
 3. Visual communication strategies and etiquette
 4. Offer at least two (2) annual training courses to support SCLARC's Diversity, Equity, and Inclusion goals.

D. Consultation and Technical Support

The provider shall:

- Be available to consult with SCLARC service coordinators and program staff on how to:
 1. Incorporate ASL-friendly communication practices in Individual Program Plans (IPPs)
 2. Make communication supports accessible for Deaf clients
 3. Recommend visual aids, software, or assistive technology related to sign language use
 4. Review and advise on ASL-accessible materials (optional service)

E. Service Documentation and Communication

The provider shall:

- Maintain accurate records of services provided, including:
 1. Session attendance
 2. Progress updates notes
 3. Participant feedback (when appropriate)
 4. Participate in periodic check-in meetings with SCLARC contract staff or service coordinators.
 5. Be responsive via email or phone to schedule coordination and follow-up.

F. Optional/Preferred Services (Bonus if Available)

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
 1. To support individuals in using ASL to communicate effectively both in the community and at home.
 2. Provide clear, effective communication with deaf individuals to ensure accessibility, foster greater community engagement, and support increased independence through improved communication.
 3. Develop an ASL training plan based on the Individual Program Plan (IPP) created.
 4. Collaborating with the individual and family to strengthen their bond, provide support, and establish effective communication terms for the individual.
 5. Understand Deaf culture and values to enable successful visual communication using proper ASL etiquette.

III. Qualifications: The Applicant Must Have:

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.
5. All requirements of Title 17 for vendorization, including but not limited to office in SCLARC's catchment area.

Settings:

ASL Training and Support services can be delivered in any setting where an individual lives, works, participates in recreation, or accesses the community for other purposes.

Proposal Submission

VII. Proposal Requirements (all items must be included):

1. Submit a letter of interest with introduction, contact information, and summary of your interest
2. Resume of applicant with the overview of qualification of experience with ASL instruction, training, and support services with copy of educational degree(s).
 - a. Bios or resumes of instructors, Deaf/HH staff, or consultants
3. Service Delivery Plan
 - a. Description of how services will be delivered, including:
 - i. Course outlines or sample curriculum

- ii. Target audience for different services
 - iii. Training format (virtual, in-person)
 - iv. Frequency and duration of sessions
- 4. Fee Schedule Structure:
 - a. Hourly rates, package pricing, or flat fees
 - b. Pricing for individual vs. group instruction
 - c. Include rates for consultation, workshops, and prep time
- 5. Provide a business address within SCLARC's catchment area.
- 6. Copy of the ASL Proficiency Interview (ASLPI) certificate or equivalent credential.
- 7. Proof of Insurance and Required Clearances

Scoring Criteria:

Experience working with ASL and Deaf community	25%
Qualifications of staff/instructors	20%
Service delivery plan and approach	20%
Cost/value for services provided	20%
Cultural responsiveness and inclusion	15%

Terms and Conditions:

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

Costs for Proposal Submission:

Applicants responding to this Request for Proposal shall bear all costs associated with the development and submission of their RFP Application Packet. No costs shall be charged to SCLARC, the Department of Developmental Services, or the State of California.

Deadline:

Proposal Packets will be reviewed in the order it was received (first come, first served). Proposal Packets will be stamped with the date and time of receipt.

Submit:

By e-mail to: TBDvendors@sclarc.org subject line: **644 ASL Training Proposal**

Or by mail or drop off to: Atten: Jeremy Murphy
Department of Community Services & Family Support
South Central Los Angeles Regional Center
2500 S. Western Avenue, Los Angeles, CA 90018

REQUEST OF PROPOSAL SUBMISSION AND REVIEW PROCESS

❖	Publish Date:	August 6, 2025
❖	Informational Zoom Meeting:*	August 20, 2025 @ 3:30 – 4:30pm
❖	Request of Proposal Due Date:	TBD
❖	Committee Review:	TBD
❖	Interviews and Recommendation:	TBD
❖	Contract Sign by all parties:	TBD
❖	Services to Begin:	TBD

***SCLARC will host a virtual informational session to support potential applicants and to address questions about this unique opportunity via Zoom.**

DATE: August 20, 2025
TIME: 3:30pm- 4:30pm

<https://www.zoomgov.com/j/1604201843?pwd=RS7UkZG7LOq0sT2ebvHHd1UYwtbphx.1>

Meeting ID: 160 420 1843
Passcode: 581928