

**REQUEST FOR INTEREST**

**Community Resource Development Plan**

**Fiscal Year 2020/2021**

San Gabriel/Pomona Regional Center (SG/PRC) is a private non-profit corporation that is funded by the

State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. SG/PRC is one of 21 Regional Centers throughout California serving individuals and their families who reside in the El Monte, Foothill and Pomona Health Districts of Los Angeles County. SG/PRC receives funds from the Department of Developmental Services (DDS) to develop a Community Resource Development Plan (CRDP). For FY 2020/2021 SG/PRC is planning to include in this plan a project to address the limited availability our families have in relation to technology. In anticipation of the 2020/2021 CRDP approval by the Department of Developmental Services, SG/PRC is seeking interest in the following project:

**1. Technology Lending Library Project**

Due to COVID-19 the majority of non-residential services have been provided virtually/remotely to individuals with developmental disabilities. These services include in-person therapies for children and adults, early intervention services and adult day and work services. In addition, the Individual Family Service Plan (IFSP) and the Individual Program Plan (IPP) have also been held virtually. SG/PRC is looking for an agency to create a lending library of technology tools that will allow the individuals and families that we serve to borrow technology so that they can fully participate with the services being provided. Funds will be used to develop a technology lending library. This lending library will provide tablets, laptops and portable connectivity for check out. The usage of these devices will support safety measures around participating in regional center services provided by a myriad of vendors, as well as participating in IFSP and IPP meetings.

The expectation is that this service provider will:

* Develop and operate a technology lending library.
* Provide services in both English and Spanish
* Assess which piece of equipment will work for each individual/family
* Maintain upkeep of the technology
* Purchase equipment and connectivity (laptops, tablets , mobile hotspots, portable internet, etc.)
* Develop policies and procedures that allow for the operation of the lending library
* Perform outreach to ensure communities served by SG/PRC are aware of the lending library
* Ensure the individuals know how to use the technology they are checking out, through training and/or individual support

San Gabriel/Pomona Regional Center

2020/2021 CRDP

Request for Interest

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| --- | --- |
| **Project** | **Technology Lending Library** |
| **Services to be provided:** | **Lending of Technology** |
| **Service Area:** | **El Monte, Foothill and Pomona Health Districts** |
| **Population to be served** | **People with developmental disabilities and their families** |
| **Start-up Funding:** | **To be determined** |
| **Reimbursement rate:** | **N/A** |

**REQUEST FOR INTEREST (RFI) INSTRUCTIONS**

**The following must be submitted in order to be considered a complete application packet:**

**APPLICATION PACKET GUIDELINES**

* Must be complete for consideration by the RFI Review Committee.
* Submit 1 (ONE) RFP Proposal Packet in a PDF format to [commsrvs@sgprc.org](mailto:commsrvs@sgprc.org)
* Include in subject line – RFI Lending Library
* A RFI packet can be submitted beginning **July 16, 2020 to July 30, 2020**

**aAPL**

1. Applicant Information / Qualifications
   1. Include name of Agency/ Organization
   2. Name of project contact
   3. Describe experience working with families
   4. Detail knowledge or experience working with individuals from diverse communities
   5. Detail knowledge or experience working with individuals/ families with income insecurity
2. Project Description
   1. Description of services to be provided
   2. Where and how the services will be provided
   3. Unique features of the program
   4. Description of how individuals / families will benefit
   5. Timetable of objectives to start services
   6. Name/titles of consultants and how they will be used (if any)

1. Budget Information

a) Start-up Budget

b) Monthly Budget (if applicable)

***Assumptions and Agreements***

* Proposals will not be returned to the submitter. SG/PRC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFI.

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# RFI Q&A Information

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|  | Explanation of RFP Process and Timelines |
| Interested Applicant Meeting | **Wednesday July 15, 2020 @ 4 pm**  **Meeting will be held via ZOOM**  **(Zoom invitations will be sent out separately to all interested candidates who register)**  **To register please submit a request to participate to: commsrvs@sgprc.org** |

# **SELECTION FOR INTERVIEWS**

Qualifying applicants will be contacted and invited in to interview on selected interview dates.

**EVALUATION OF PROPOSALS**

Proposals will be evaluated and graded on a scoring system by a committee consisting of individuals who do not have a conflict of interest with the projects. Scoring of proposals will be based on the below:

1. Complete Request for Proposal (RFP) packet that is clear and thorough and meets all requirements listed in the RFP instructions.
   * RFP should include an identified director and staff who have a successful record of providing services for at least two years with the target population,
   * Timetable of objectives clearly identifies the steps involved in obtaining vendorization, as needed,
   * Organizational structure demonstrates the ability to closely develop and administer services within the local area
   * Program has experience working with families and has knowledge of the needs of SG/PRC’s communities as identified in the Applicant /Qualificaiton section

1. Program Budget: Budget’s should reflect realistic operational costs
   * Projected start-up budget
   * On-going operating (if applicable)

1. Oral Interview: RFP candidates will also be scored on the ability to communicate and articulate in a professional manner, and be able to express the vision of the proposed service.

*Note: Board members and employees of regional centers are prohibited from submitting*

*proposals. Refer to Title 17 regulations, Section 54314 for a complete list of ineligible*

*applicants.*