



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

November 14, 2025

KERN REGIONAL CENTER (KRC) FOR FISCAL YEAR 2025-2026

PROJECT ID # KRC-2526-6

KRC is a private non-profit agency under contract to the State Department of Developmental Services to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disability, cerebral palsy, autism, epilepsy, and other neurological conditions.

Consistent with the Lanterman Developmental Disabilities Services Act and the promotion of community-based services for all people with Developmental Disabilities, Kern Regional Center is currently accepting proposals and invites the community at large to develop one (1) American Sign Language Training and Support Services to serve Kern, Inyo, and Mono Counties. All applications, including those that propose innovative approaches to the resource needed will be considered. Proposals submitted after the indicated timelines and/or are not complete per this RFP will not be considered.

Visit www.kernrc.org to view and download complete RFP. Hard copies of the RFP can be available for in person pick up at KRC's main office in Bakersfield upon request. **For further information on obtaining an RFP, you may contact, Veronica Bedolla, HCBS Program Evaluator at (661) 414-0895 or vbedolla@kernrc.org.**

There will be an **RFP Orientation** on **Tuesday, January 13th, 2026, at 10:00 am via ZOOM** to provide applicants with an opportunity to ask questions specifically in reference to the RFP and RFP process. **This orientation is voluntary and not required in order to submit a proposal.** To register, please submit a request to participate to vbedolla@kernrc.org.

RECEIPT OF PROPOSAL DEADLINE

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, February 20, 2026, no later than 5pm** at:

**Kern Regional Center
Attn: Veronica Bedolla, CSS
3200 N. Sillect Ave.
Bakersfield, California 93308**

***In addition, send an electronic copy of the proposal to vbedolla@kernrc.org.**

***Proposals received after the above stated date and time will not be considered.**

SUBMITTING AND REVIEWING OF THE PROPOSAL

All proposals must be completed and organized in accordance with Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit F. Proposals that do not follow any of these above-referenced exhibits are considered by the committee to be incomplete and will not be considered. **Late or incomplete applications will not be accepted for review or consideration.**

All proposals will be scored for the written and oral presentations in accordance with Exhibit C and D. **If after review of the written proposal, it is noted by the committee that the applicant cannot meet licensing or other minimum professional criteria specific to the project applied for, the proposal will be disqualified at that time.** KRC will appoint a three to five-member committee to score each proposal and conduct interviews with each applicant. The final decision of the committee is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal. In person interviews for selected applicants are anticipated to take place on **March 10, 2026, and March 11, 2026, beginning at 9:00am.**

RESERVATION OF RIGHTS

Kern Regional Center reserves 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. KRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

Kern Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Kern Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of KRC. It does not commit KRC to award any grant.

TIMELINES:

Request for Proposal: Announcement Release & Posting	Friday, November 14, 2025
General briefing meeting on RFP Process, timeline, and Q&A session.	Tuesday January 13, 2026 *Orientation will be held by Kern Regional Center via Zoom at 10:00 am. *To register please submit a request to participate to vbedolla@kernrc.org *If you require an interpreter, please submit a request to vbedolla@kernrc.org no later than December 31, 2025, by 5:00pm.

Deadline for receipt of Proposals (5 copies of each proposal)	Friday, February 20, 2026, no later than 5pm. Proposals received after said date and time <u>will not</u> be considered.
Interviews and oral presentations	If your proposal is selected, you will be contacted and invited to an in-person interview at Kern Regional Center (Malibu room) on March 10, 2026, or March 11, 2026, beginning at 9:00am.
Notice of Selection sent	Tuesday, March 17, 2026

American Sign Language Training and Support Service

Service Need: One (1) American Sign Language Training and Support Service Professional to assist deaf, deafblind, and hard of hearing individuals receiving regional center services as well as the direct support professionals and family members while the individual is present.

Service Area: Kern, Inyo, and Mono Counties

Age of Consumers: All ages (children, youth, and adult)

Placement Profile: In Person Training

DDS Set Rate: \$67.89 Rate per Billable Hour

Start-up Funding: \$100,000

Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, licensing, and supplies, personnel recruitment and training expenses, general equipment, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

Proposal Deadline: Friday, February 20, 2026, by 5:00 pm

Service Description:

KRC is seeking qualified individuals and organizations, to become vendors to provide American Sign Language (ASL) Training and Support Services to the deaf and hard of hearing individuals served by KRC [DDS Directive](#). The ASL trainer can also train the direct support professionals and family members while the individual is present, to promote more cultural and linguistic understanding of the natural environment. KRC is committed to inclusive, person-centered practices that reflect the diverse languages and cultures of our community. The goal is to improve communication access, increase ASL fluency, and build cultural competency within our organization and community.

A. ASL Instruction

- Individuals served by KRC
- Family members and caregivers (individuals must always be present)
- Service providers directly working with individuals served by KRC (individuals must always be present)

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

B. ASL Instruction Services

The provider shall:

- Deliver structured ASL classes at beginner, intermediate, and advanced levels.

- Offer classes in group formats (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.

C. 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.

D. One-on-One Support for Individuals Served

The provider shall:

- Provide individualized ASL instruction or tutoring to KRC 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 KRC 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.

E. Consultation and Technical Support

The provider shall:

- Be available to consult with KRC Service Coordinators, KRC's Deaf and Hard of Hearing Coordinator, KRC's Director of Equity and Engagement team, and other KRC 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)

F. 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 KRC Service Coordinators, KRC's Deaf and Hard of Hearing Specialist
- Be responsive via email or phone to schedule coordination and follow-up

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

H. Consultation

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

I. Deaf Culture and Accessibility Training

The provider shall:

Deliver professional development workshops or lunch-and-learn style presentations for KRC staff on:

- Deaf culture and values
- Accessibility and effective communication with Deaf/Hard of Hearing individuals
- Visual communication strategies and etiquette
- Offer at least two (2) annual training courses to support KRC's Diversity, Equity, and Inclusion goals.

Potential service providers must have prior demonstrable experience including:

Applicants must show they meet the following minimum qualifications listed below by providing supporting documentation through resume and applicable certifications:

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 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.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, developmental centers, medical insurance) for the successful support of the individual.

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.

Terms and Conditions:

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

Eligible Applicants:

Both non-profit and proprietary agencies/organizations are eligible to apply. Applicants must have or be prepared to operate a business or service address located within the KRC catchment, including Inyo and Mono ([Regional Center Lookup: CA Department of Developmental Services](#)). Additionally, interested parties must be in good standing with the California Secretary of State (SOS) and Franchise Tax Board. Applicants should be aware of related regulatory stipulations regarding ineligibility of vendorization due to Conflict of Interest (COI). Employees and Board members of Regional Centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per [Title 17 Section 54314](#). Applicants that have been sanctioned in the last 12 months will not be eligible for vendorization.

Reservation of Rights:

- Program Design must meet all applicable statutes and regulations.

***All service proposals must be in compliance with the Centers for Medicare and Medicaid Services' (CMS) Home and Community Based Services (HCBS) regulations. All services to be provided must be delivered with the intent to maximize use of consumer choices and preferences. Service provisions will be based upon person centered planning and individual client outcomes.**



EXHIBIT A

PROPOSAL AFFIRMATION

- ☐ Exhibit A: Completed RFP Proposal Affirmation
- ☐ Exhibit B: Completed RFP Application and Coversheet
- ☐ Exhibit C: Proposal Scoring Criteria- Written Proposal
- ☐ Exhibit D: Proposal Scoring Criteria- Oral Presentation
- ☐ Exhibit E: Conflict of Interest and Exclusion Verification
- ☐ Exhibit F: Start Up Budget

I affirm that the information presented in this proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal submissions, any missing information (e.g., sections), and any proposals in excess of the maximum page allowance will also be cause for disqualification. I also understand that in the event that my proposal is selected for development, further discussion for final agreement may be required.

Signature

Date

Signature

Date

KRC RFP 2526-6 PROPOSAL COVERSHEET

Must be submitted by **Friday, February 20, 2026 by 5pm**, with all required exhibits

DATE:___/___/___

APPLICANT / AGENCY NAME:_____

CONTACT PERSON:_____

BUSINESS ADDRESS:_____

BUSINESS PHONE:_____ FAX:_____

EMAIL ADDRESS:_____

WEBSITE ADDRESS:_____

If the applicant is a corporation, please attach a separate sheet of paper listing all principal members of the corporation.

Please indicate the identification number and description of the project(s) in which you are submitting. Five copies of each proposal you are applying for must be submitted.

I.D.#_____ Project Description: _____

Name of person authorized to sign a binding contract with Kern Regional Center:

NAME:_____

TITLE:_____

I am able to meet licensing, administrator and other qualifications per Title 17 and Title 22 regulations for the proposal(s) I am submitting.

X_____

Signature / Date

PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR WRITTEN PROPOSAL

PROGRAM: _____

APPLICANT: _____

RATER: _____

A. Submitted proposals will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 28 points per member

B. Content of Proposal

_____ 1 Education and Experience: The proposal should clearly provide evidence that the applicant(s) possesses the education and/or experience necessary to complete a project of this scope. The applicant should clearly demonstrate an ability to manage grants and/or programs successfully. Applicant should include letters of reference and resumes.

_____ 2 Proposed Resources: The proposal should describe the location of the proposed services (include all program resources as well as all community resources). Such description should clearly document that the program will provide American Sign Language (ASL) Training and Support Services to the deaf and hard of hearing individuals served by KRC. The Proposal should address how training will be provided to direct support professionals and family members while the individual is present, to promote more cultural and linguistic understanding of the natural environment.

_____ 3 Program Description: The proposal should clearly demonstrate that the program description is appropriate for the population to be served. Such description should clearly identify how the program will improve communication access, increase ASL fluency, and build cultural competency within the organization and community. The proposal must specify which consumer characteristics you are unwilling to work with in the program. The proposal should describe the anticipated consumer service outcomes, the training techniques used to meet the service outcomes and the methodology used to collect the data to measure consumer service outcomes. The proposal should demonstrate a clear understanding and utilization of Person Centered Planning.

_____ 4 Staffing: The proposal should clearly document the type and number of staff with job descriptions (include qualifications and job duties) for all positions. The proposal should clearly document the type and level of initial and ongoing training for all staff. The proposal should clearly demonstrate that staffing patterns and staff qualifications are consistent with the regulations and guidelines noted in the RFP, and are realistic when compared to similar program/services for all positions.

_____ 5 Program Development: The proposal should clearly describe proposed timelines for development and completion of the proposed project. The applicant(s) should clearly document an understanding of program requirements.

_____ 6 Budget and Finance: The program budget should clearly display all costs associated with the proposal. The applicant(s) must demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Ongoing and start-up budgets should be included. Please refer to and complete Exhibit F.

_____ 7 Scope of Services: The applicant has 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. Applicants have been assessed as proficient to provide at least superior level or higher on ASLPI, SLPI ratings scale. Also, applicant possesses the ability to have a fully shared conversation with in-depth elaboration for both social and work topics, and excellent comprehension in receptive skills. Lastly, applicant demonstrates 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.

_____ TOTAL SCORE

PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA FOR ORAL PRESENTATION

PROGRAM: _____

APPLICANT: _____

RATER: _____

- A. Oral presentations will be scored per the following scoring guidelines by each member of the Review Committee in each of the areas below.

The intended owner/applicant must be the primary presenter during the oral presentation as they are ultimately responsible for all services provided.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

A proposal can receive a maximum score of 32 points per member

0 Content of Presentation

____ 1 Service Quality: Applicant clearly demonstrates an understanding and working knowledge of the principles of integration and normalization and overall, demonstrates, through their presentation an understanding of consumer needs and choices as related to services provided and service quality

____ 2 Program Description: Applicant clearly demonstrates a working knowledge of their program plan and the ways in which they will implement the program description as related to the needs of the consumers.

____ 3 Consumer Needs: Applicant demonstrates knowledge of consumer's needs as related to current Request For Proposal and Individual Life Quality Outcomes. This includes experience that relates to current need.

____ 4 Budget and Finance: Applicant demonstrates an understanding of operating the service requested in the most cost effective manner and demonstrates clear knowledge of program requirements to operate the program in accordance with Title 17 and Title 22 regulations.

____ 5 Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants.

____ 6 Training Issues: Applicant demonstrates an understanding of the need for training staff per the requirements noted in the RFP and regulations as well as to ensure consumer safety and success. Demonstrates an understanding of staffing levels that meet the consumer's needs as outlined in the RFP.

____ 7 Proposed Resources: Applicant successfully identifies community contacts that will ensure implementation of program plan.

____ 8 Overview Summary: Applicant is able to field questions from the team about the program in a concise and articulate manner.

_____ TOTAL SCORE

The written proposal and oral presentation can achieve a maximum score of 56 points per member. (Written proposal= 24 points; Oral presentation= 32 points)

CONFLICT OF INTEREST AND EXCLUSION VERIFICATION**CONFLICT OF INTEREST**

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vendored:

1. Any officer or employee of the state of California;
2. Any applicant in which an officer or employee of the State of California has a financial interest, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1). **I have read the above information and declare:**

☐ **No present or potential barriers to becoming a vendor exist.** ☐ **A current or potential barrier to becoming a vendor exists.**

EXCLUSION VERIFICATION

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using one the databases listed below. Please include a screen print of your results with your written proposal.**

The State of California Suspended and Ineligible Provider List can be found at:

[LEIE Downloadable Databases | Office of Inspector General | U.S. Department of Health and Human Services](#)

The Federal Office of Inspector General “exclusions database” can be found at:

<http://exclusions.oig.hhs.gov>

Applicant Signature

Date

REVISED

START-UP BUDGET
Submitted to KRC for Approval

<u>Allowable Items</u>	Projected Cost
*Purchase of Real Property	_____
*Down Payment for Real Property	_____
*Significant Modifications to Property	_____
*Modifications to Property	_____
*Vehicle Modifications	_____
*Sensitive Equipment	_____
Computers	_____
Printers	_____
Cell Phones	_____
Fax Machines	_____
Audio Video Equipment	_____
Photocopiers	_____
Camera Equipment	_____
Television Equipment	_____
<u>Equipment/Non-expendable property</u>	_____
*Furniture	_____
*Kitchen Equipment	_____
<u>Other Allowable Expenses</u>	_____
Administrative Overhead	_____
Advertising	_____
* Consultant fees	_____
Fingerprints	_____
*Food (2 weeks prior to client placement)	_____
*Household Supplies	_____
Insurance Liability/Malpractice	_____
Lease Payments	_____
*License Application	_____
*Linens/Blankets/Bathroom Supplies	_____
Office Supplies	_____
*Program Supplies	_____
Lease/Rent (first and last months, plus security deposit)	_____
*Staff Salaries (two weeks prior to client placement)	_____
*Staff Training (two weeks prior to client placement)	_____
Telephone	_____
*Travel	_____
Utilities	_____
<u>Total Requested Funds</u>	_____
<u>(not to exceed contract award)</u>	

*For Residential only. Additional responsibilities are associated with these items. Please review Contracts and Exhibits carefully.