



WESTSIDE
REGIONAL CENTER

REQUEST FOR PROPOSALS – TECHNOLOGY LENDING LIBRARY

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. During the ongoing pandemic, it has become evident that a portion of individuals and families served by Westside Regional Center 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. Westside Regional Center provides services and supports to a highly diverse population of approximately 9500 individuals and has identified at least 150 individuals who are in need of this service to stay engaged with their support services as well as the regional center. As Westside Regional Center continues 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 served.

EXPECTATIONS

Westside Regional Center proposes 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 achieved by contracting with a provider to purchase the hardware, software, and data service, develop an Fiscal Management System (FMS) for on-going billing purposes, as well as to be the provider of the technical support, including adapting equipment that may be needed by some individuals. Westside Regional Center shall 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 will be responsible to develop a protocol and agreement for the loan of the equipment to the participants and will coordinate with regional center non-residential and transportation agencies for its delivery to each participant and for pick-up of returned or damaged devices.

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 Fiscal Management Systems

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 Fiscal Management System to operate the Technology Lending Library.

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

SCORING

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications (35%)
2. Scope of Proposal (25%)
3. Work Plan (25%)
4. Budget (15%)

PROCESS FOR PROPOSAL SUBMISSION AND EVALUATION

Instructions for submission

1. Closing Submission Date

Proposals are due by 4:00pm on Monday, November 10, 2020

2. Inquiries

Inquiries concerning this RFP should be directed to Mary Lou Weise-Stusser – **Director Community Services at marylou@westsiderc.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 Westside Regional Center.

4. Submission Instructions

- All submissions must be submitted through email to marylou@westsiderc.org
- 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

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

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

8. Notification of Selection and Timeline

WRC 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 the WRC Executive Director and is not subject to appeal. All applicants will receive written notification of WRC's decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Center's web site, 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. WRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, WRC 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.

Contact Person

Completed RFP submissions including all elements listed above are **due to Westside Regional Center by 4:00 p.m. on Tuesday, November 10, 2020.** Submissions be emailed to:

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

Timeline:	October 27, 2020	RFP Release Date
➤	November 10, 2020 at 4pm	Deadline for receipt of proposals
➤	November 11 – November 13, 2020	Evaluation of proposals by Selection Committee
➤	November 16 – November 17 December 1, 2020	Interviews with highest-ranking applicants, if applicable
➤	November 19, 2020	Notice of selection mailed to applicants
➤	November 20, 2020	Notification of project award posted on WRC web site
➤	November 23, 2020	Startup contract signed