

# REQUEST FOR APPLICATIONS

October 5, 2023

RFA: DLDC-30833-7-R1



Dear Interested Parties,

The California Foundation for Independent Living Centers, Inc. (CFILC) is seeking qualified organizations to provide services as Device Lending and Demonstration Centers. All interested organizations across California are encouraged to apply. Please read the eligibility criteria below to ensure your organization is eligible before applying.

## **ORGANIZATIONAL OVERVIEW:**

The [California Foundation for Independent Living Centers](#), Inc. (CFILC) is a non-profit membership organization representing 25 of California's community-based, peer-operated Independent Living Centers through a unified voice. CFILC increases access and equal opportunity for people with disabilities by building the capacity of Independent Living Centers. CFILC advocate and acts to remove barriers to independence for Californians with disabilities. Ability Tools is California's Assistive Technology Act Program. The Ability Tools program is implemented by the California Foundation for Independent Living Centers (CFILC) through funding from the federal AT Act and the Department of Rehabilitation.

Through the Ability Tools grant, CFILC operates the Device Lending and Demonstration Center Contracts under Agreement #30833 funded by the California Department of Rehabilitation (DOR) with CDFR #93.464.

## **ABOUT THE Device Lending and Demonstration Centers (DLDC):**

CFILC's Device Lending and Demonstration Centers (DLDC) exist to assist Californians with disabilities become more independent through the use of Assistive Technology (AT). The DLDC offers short-term loans of AT for up to 30 days so that the consumer can test the borrowed device or tool to make an informed decision on which AT will work best for them before they buy or work to secure their own through other resources. The equipment is provided through contract funds made available by CFILC.

The DLDC also participates in local outreach opportunities to market the DLDC program in their area to reach the largest audience possible. The successful DLDC will also perform demonstrations as described and required by the AT Act on devices and/or tools within their geographic area and office to compare and contrast different types of AT that are available. CFILC will contract with up to 11 DLDC's to provide consumer services that include:

For the Contract period December 1, 2023 through September 30, 2024 each DLDC will:

- Provide at least 45 demonstrations of AT within the contract period;
- Provide a minimum of 120 short-term loans of AT to individuals with disabilities within the contract period;
- Attend a minimum of 15 Outreach events reaching at least 500 people per contract period within centers area;
- Provide one success story quarterly per contract period to CFILC;
- Keep DLDC inventory up to date;
- Purchase DLDC inventory;
- Attend and participate in DLDC monthly collaboration meetings;

## **CONTRACT AMOUNT AND FUNDING INFORMATION:**

If your organization is awarded the DLDC contract it will be renewed in the time increments listed, based on minimum deliverables met. During each renewal period organizations will be required to submit a new budget for the corresponding contract period on a CFILC required budget template to be provided. Once CFILC receives the annual budget from your organizations CFILC will then send out a contract renewal for the corresponding contract period listed.

During each DLDC contract period each center will be required to submit a Purchase Request Form **by May 30<sup>th</sup>** of the corresponding year. All approved equipment purchase requests must be purchased by **June 30<sup>th</sup>** of the corresponding contract year. **Please note that each receipt must have the NATADS number hand written on it.**

### **First Contract Period**

For the December 1, 2023 through September 30, 2024 contract period the maximum amount of this contract will be \$24,000 plus a one time amount of \$21,820 for the Device Lending and Demonstration Center Program for the period. For the first year of the contract each DLDC is required to have a

minimum of \$1,000 budgeted for shipping and sanitation and \$10,200 for equipment purchases. Money not spent on these budget lines is not transferable to any other budget line. Each piece of equipment must be approved by CFILC prior to making any equipment purchases. Contractors will only be reimbursed monthly for actual costs that have been allowed in the operation of the program budget. No advance payments will be made. Indirect costs may not exceed 10% of the total Direct Expense amount.

The CFILC Ability Tools Device Lending and Demonstration Center program is funded by the State of California. The contractor agrees to comply with all State and Federal laws regarding contracts, including adherence to Government Auditing Standards and compliance with standards regarding records maintenance and access.

### **ELIGIBILITY FOR APPLICATION:**

Organizations submitting a proposal must meet the following eligibility requirements:

- California Nonprofit 501(c)(3) in good standing with the Franchise Tax board;
- Primarily serves people with disabilities;
- Upholds Independent Living Philosophy;
- Demonstrated knowledge of and experience with Assistive Technology(AT); and
- Does not charge fees for service for any Assistive Technology device rental, demonstration or loan program.

### **SCOPE OF WORK:**

The successful contractor will provide DLDC services in their local geographic/catchment area as well as throughout California, as needed. Duties include:

#### **Device Storage & Inventory:**

- Maintaining appropriate security for storage of all Lending and Demonstration equipment;
- Labeling all devices purchased with CFILC Ability Tools funding with Stickers, provided by CFILC;

- Newly funded DLDC will be provided with an inventory of devices. DLDC inventory is required to be locked and only accessed by employees working on the DLDC Program;
- DLDC equipment that was purchased with CFILC Ability Tools funds used for short-term loans and demonstrations must be returned to CFILC upon completion of the DLDC contract.
- DLDC equipment that is purchased by the DLDC program can and will be requested to be shipped to individuals or organizations throughout the State of California.

### **Reporting Requirements & Invoicing:**

- Posting all DLDC devices in your inventory on [NATADS](#) (CFILC will provide training on how to use this website) and update the website entries weekly;
- Meeting all reporting requirements specified in the contract;
  - Including the number of Outreach events participated in monthly;
  - Number of Device Demonstrations performed monthly;
  - Number of short-term loans completed monthly;
  - Participating in DLDC collaboration meetings.
  - Submitting success stories per quarter.
- Submitting invoices monthly for reimbursement on the invoice template provided for expenses incurred by the DLDC;

### **Customer Service & Program Promotion:**

- Marketing the DLDC program in the community, including a minimum of one outreach activity per month (marketing brochures will be provided by CFILC);
- Participating in the minimum of corresponding Demonstrations annually to individuals in your community(see About The Device Lending and Demonstrations Center section mentioned above, page 1);
- Facilitating Device Demonstrations at your office or in your community with participants and their support team;
- Filling borrower requests for loaned equipment, and making all appropriate efforts to retrieve the equipment at the end of the loan period;
- Serving people of all ages and all types of disabilities that self identify as having a disability, their families and providers;
- Shipping devices to borrowers as requested, following current DLDC policies and procedures;

**Training:**

- Participate in monthly DLDC teleconference/webinar meetings and online trainings as well as informational and procedural activities organized by CFILC;

**Program Requirements:**

- Provide Demonstrations to interested individuals and their support teams;
- Ensure that completed Demonstrations are properly reported in NATADS weekly;
- Provide short-term loans to interested individuals. Document all returned loans in NATADS;
- Inputting all required reporting data into the NATADS and the back end of the Ability Tools website by the 14<sup>th</sup> of the month for the previous month;

**CONTRACT REQUIREMENTS:**

The successful proposer will demonstrate that they are able to fulfill the above Scope of Work. In addition, they shall be required to:

- Submit total reimbursements that cannot exceed the maximum contract amount for the corresponding period (see section CONTRACT AMOUNT AND FUNDING INFORMATION on page 3);
- Include no more than 10% of the total Direct Expenses for indirect expenses in each invoice submitted for reimbursement;
- Cover costs of shipping AT devices, as needed, to individual borrowers (see Shipping & Fees for more information on page 7). Each DLDC must allocate the minimum shipping amount listed in the CONTRACT AMOUNT AND FUNDING INFORMATION section listed on page 3;
- Engage in the contract minimum outreach activities reaching the required number of people or more during the contract period (see ABOUT THE Device Lending and Demonstration Centers on page 1). The outreach activities must promote the Ability Tools and Device Lending and Demonstration Center Program. Outreach activities include attending outreach events as an exhibitor;
- Contractor will complete the minimum of Demonstrations per contract period (see ABOUT THE Device Lending and Demonstration Centers on page 1);
- Contractor must submit the minimum amount of success stories(see ABOUT THE Device Lending and Demonstration Centers on page 1) within the contract period;

- Submit monthly reporting in NATADS by the 14<sup>th</sup> of the month following the reporting period.
- Accurately report and update all loan and inventory data on NATADS weekly;

### **FEES AND SHIPPING:**

- DLDC's are not permitted to charge any shipping fees to a consumer for any equipment listed on NATADS that is being loaned out through the DLDC program;
- Each DLDC must allocate at the minimum amount of shipping expenses on their budget line item (see CONTRACT AMOUNT AND FUNDING INFORMATION on page 3). These funds are prohibited from being used for other activities if not expended during the contract period;
- It is expected that the DLDC will pay for all shipping cost to and from the individual borrower. The round-trip shipping costs may be charged to the DLDC shipping line item and DLDC will submit proof (to include the item number borrowed and name of borrower written on the receipt) of shipping expenses with their monthly invoice.

### **PROPOSAL CONTENT:**

In no more than ten pages using 14 point Arial font with double spacing, please address the following:

- A brief summary of your organization's mission, major programs, length of time serving your community, populations served, and geographic areas served (not to exceed two pages) **(25 points)**;
- Explain your organization's knowledge and experience providing assistive technology services and how the Device Lending and Demonstration Center program builds on and/or expands current programs (not to exceed two pages) **(25 points)**;
- A summary of your experience providing outreach with established partners and allies within the disability community (not to exceed one page) **(20 points)**;
- A brief summary of how your organization upholds Independent Living (IL) Philosophy (not to exceed one page) **(10 points)**;
- A plan that addresses each of the following (not to exceed four pages) **(20 points)**:
  - DLDC program staffing;
  - Tracking and reporting methods used;

- Secure storage of DLDC devices;
- Marketing experience;
- Outreach to promote the Device Lending and Demonstration Center services;
- The ability to meet and exceed the minimum number of outreach events;
- Proposers who currently operate a device loan program: Describe how many device loans were made over the last 12-month period for which you have data. Explain if and how your program will be modified to meet the increased minimum loan and new demonstration requirements in this RFA (see “Contract Requirements”).
- Budget and Budget Narrative: All items in the budget section require a specific narrative statement providing the budget rationale. Provide a budget using Attachment C for the First Contract period only. Use of the Device Lending and Demonstration Center Budget template is required. Each proposer must allocate at least \$300 for shipping. The budget must also include a minimum of \$1,000 for new equipment purchases (Attachment C: Device Lending and Demonstration Center Budget).

## **REQUIRED ATTACHMENTS:**

- Attachment A: DLDC Proposal Cover Page;
- Scanned copy of IRS determination letter indicating 501(c)(3) tax-exempt status;
- Scanned copy of Board of Directors’ Resolution must be submitted prior to funding. This document is encouraged, but not required at time of application.
- Two letters of reference will be required from two different partner programs, such as, but not limited to, Independent Living Center, Local Education Agency, SELPA, Family Empowerment Center, Area Agency on Aging, Aging and Disability Resource Connection, Managed Care Organization or Assistive Technology Center that confirm the applicants ability to develop service delivery models for assistive technology for people with disabilities. The partner programs do not need to be agencies with which the applicant has a formal contractual agreement or relationship. These two letters are required to be submitted with application.

## **Submission of required**

### **SELECTION PROCESS:**

A selection committee will review and score all eligible proposals using a standard application evaluation form.

This request for proposal is not a commitment to contract for services. CFILC reserves the right to reject proposals based on criteria outlined in Attachment B.

Contracts will be awarded based on the following:

- Program location in an unserved Device Lending and Demonstration Center area;
- Information provided in the proposals and how it addresses the organization's ability to meet the Scope of Work and Contract Requirements;
- Previous experience providing AT services;
- Organization's suitability to provide DLDC services and meet all program requirements;
- Completed proposed budget.

To view proposal protest procedures, please see Attachment B.

### **PROPOSAL SUBMITTAL AND TIMELINE:**

CFILC will accept emailed application submission until Friday, October 27, 2023 at 5:00 PM. Responses received after that time and date will not be considered. The expected contract award date is Tuesday, November 7, 2023. Final award of the contract is based on the availability of funds.

Please email proposals to: [RFA@cfilc.org](mailto:RFA@cfilc.org) with the subject line: DLDC *RFA Response*

### **PROPOSERS' QUESTIONS:**

All questions MUST be submitted in writing to [RFA@cfilc.org](mailto:RFA@cfilc.org) by Wednesday, October 18, 2023 at 5:00 PM. CFILC will respond to all questions no later than Friday, October 20, 2023, 5:00PM to the email address listed in the question email.

RFA Contact information: [Kathrine](#) Crowley, Deputy Director, [kathrine@cfilc.org](mailto:kathrine@cfilc.org) or (916) 407-8631. For more information, please email [RFA@cfilc.org](mailto:RFA@cfilc.org).



Alternative versions of this RFA are available upon request.

**Device Lending and Demonstration Center RFA Timeline**

<b>Event</b>	<b>Responsible Party</b>	<b>Due Date</b>
RFA available to prospective Applicants	CFILC	Wednesday October 4, 2023
Deadline to submit written questions	Applicant	Wednesday, October 18, 2023, by 5:00PM PST
Response to written questions	CFILC	Friday, October 20, 2023, by 5:00PM PST
Application Submission	Applicant	Friday, October 27, 2023, by 5:00 PM PST
RFA Screening and Evaluation	CFILC	October 28, 2023 through November 2, 2023
Notice of Intent to Award	CFILC	Tuesday November 7, 2023
Last Date to File Appeal	Applicant	Monday, November 13, 2023 by 5:00PM PST
Appeal Response Date	CFILC	Friday, November 17, 2023
Preparation and execution of grant package	CFILC & Applicant	Monday, November 20, 2023
Grant Effective Date	All	December 1, 2023