



## Title III C Nutrition Service Program

### Letter of Intent

This is to notify Sourcewise that the organization listed below has obtained and reviewed the Request for Proposal(s), issued on June 02, 2020 for Title III C Nutrition Services. Our organization is interested in submitting a proposal in response to this RFP as indicated below:

Title III C-1 Congregate Nutrition Program

Title III C-2 Home Delivered Nutrition Program

Legal Name Of Organization:

Federal Employer Identification Number (EIN):

#### Legal Form of Organization (check one)

Non-Profit 501(c)(3)

Non-Profit 501(c)(4)

Non-Profit Other (Specify):

Government City Government

Government County Government

Government Special District of Local Government

Government Other (Specify):

For-Profit Corporation

For-Profit Limited Liability Company (LLC)

For-Profit Limited Partnership (LP)

For-Profit General Partnership (GP)

For-Profit Limited Liability Partnership (LLP)

For-Profit Sole Proprietorship



My organization's initial qualifications to provide services are indicated by the following:

*Please place a check mark by the appropriate response.*

Yes No

Organization staff are trained and experienced in working with seniors who are in the greatest economic need (22 CCR § 7125) and social need (22 CCR § 7127). The skills to direct group activities, facilitate discussion, provide informal counseling, and coordinate community resources and linkages for participants are required.

Organization nutrition program encourages the use of volunteers. Volunteers shall be recruited and used in any phase of program operations where qualified.

Have a manager on staff to conduct the day-to-day management and administrative functions of the program, and have one of the following: a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor, or demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management, or two years' experience managing food services.

Organization has experience to provide nutrition education, nutrition counseling, and other nutrition services, as appropriate, based on the needs of meal participants.

Organization has capability to provide insurance as follows: 1) General Liability of not less than \$1,000,000 per occurrence for bodily and property damage combined; 2) Automobile Liability including non-owned auto liability, of not less than \$1,000,000 for volunteers and paid employees providing contracted services; 3) Professional Liability of not less than \$1,000,000 as it appropriately relates to services rendered and coverage shall include errors and omissions; and 4) Workers Compensation insurance.

Organization is not presently debarred or suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.

Organization has not, within the preceding three-year period, been convicted of or had a civil judgment rendered against it, and is not presently indicted for or otherwise criminally or civilly charged, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

Organization has not, within the preceding three-year period, had one or more public transactions (federal, state, or local) terminated for cause or default.

Organization has experience with fiscal management and data collection and reporting for federal or state programs.

If a corporation, limited liability company or partnership, or limited or general partnership, the organization's registration status is designated as *Active* by the California Secretary of State. (If bidder's entity is not one of the types listed, enter *N/A*.)

If a non-profit organization, the organization's registration status is designated as *Current* or *Exempt-Active* by the California Department of Justice, Registry of Charitable Trusts. (If bidder is a for-profit organization, enter *N/A*.)

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Please complete the following:

Organization:

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Mailing Address:

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Telephone  
Number:

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Email Address:

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Authorized  
Signature:

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Name  
(Print or Type):

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Title:

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Date:

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All three pages of this Letter of Intent, are due before 4:30 p.m. on June 12, 2020 to:  
ebrown@mysourcewise.com. Include a copy of the signed Letter of Intent with authorized  
signature in ink to:

Sourcewise  
Attention: Elizabeth Brown  
3100 De La Cruz Blvd, Suite 310  
Santa Clara, CA 95054