



Title III E Family Caregiver Support 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 March 3, 2018 for Title III E Family Caregiver Support Program, and that our organization is interested in submitting a proposal in response to this RFP as indicated below:

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 has experience conducting individual assessments that identify the caregiver's willingness to provide care; duration and care frequency preferences, caregiving abilities; physical health, psychological, social support, and training needs; financial resources relative for caregiving; and strengths and weaknesses within the immediate caregiving environment and the caregiver's extended informal support system.

Organization has experience providing individual counseling, support groups, and training to assist caregivers with health, nutrition, and financial literacy, and in making decisions and solving problems related to their caregiving roles.

Organization has experience recruiting, screening, and maintaining a listing of dependable, qualified, self-employed homemaker or respite care workers who may be matched with caregivers.

Organization has the ability to provide interpretation/translation in languages prevalent in the communities in which the contracted service will be provided.

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) Worker's Compensation insurance.

Organization is not presently debarred or suspended, proposed for debarment, declared ineligible nor 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: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Authorized Signature: _____

Name (*Print or Type*): _____

Title: _____

Date: _____

All three pages of this Letter of Intent, with authorized signature in ink, are due before 4:30 p.m. on March, 29 2018 to:

Sourcewise
Attention: Aneliza Del Pinal
2115 The Alameda
San Jose, CA 95126