



Title III D Disease Prevention & Health Promotion 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 16, 2020 for Title III D Disease Prevention & Health Promotion, 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 is able to comply with standards outlined in CDA program memo dated 7/29/2015 from the California Department of Aging

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*.)

*(Continued next page)*

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 April 10, 2020 to:

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