



## Older American Act, Title III E Family Caregiver Support Program (FCSP)

### 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 21, 2021 for the Older American Act, Title III E Family Caregiver Support Program, Caring for Elderly & Caring for Child. 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



Please fill in the radio button by the appropriate response.

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

Yes	No	
		Organization staff and/or volunteers are trained and experienced in working with caregiver and care recipients 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 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.
		The bidding organization has capacity and/or experience to recruit, train, and used volunteers in any phase of program operations where qualified. Title III E FCSP programs encourage the use of volunteers to further expand availability of services to target population in defined geographic region.
		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 completed and submitted the required Social Distancing Protocol to the Santa Clara County Public Health Department. Reference <a href="#">here</a> .
		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) 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 <i>Active</i> by the California Secretary of State. (If bidder's entity is not one of the types listed, enter <i>N/A</i> .)
		If a non-profit organization, the organization's registration status is designated as <i>Current</i> or <i>Exempt-Active</i> by the California Department of Justice, Registry of Charitable Trusts. (If bidder is a for-profit organization, enter <i>N/A</i> .)

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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, or electronic signature are due before 5:00 p.m. on April 10, 2021 to:

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

Elizabeth Brown  
ebrown@mysourcewise.com