



## Older American Act, Title III C-2 Home Delivered Meals

### Letter of Intent

This is to notify Sourcewise that the organization listed below has obtained and reviewed the Request for Proposal(s), issued on May 13, 2021 for the Older American Act, Title III C-2 Home Delivered Meals. 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 place a check mark by the appropriate response.

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

Yes	No	
		Bidding organization has experience with meals prepared and delivered to all persons aged 60 and over. Demonstrate serving the target population (at-risk socially/economically), keeping in line with the intent of the Older Americans Act. Reference 22 CCR § 7125 & 22 CCR § 7127.
		Bidding organization has the ability to provide interpretation/translation in languages prevalent in the communities in which the contracted service will be provided.
		Per one meal provided daily, bidding organization can provide recipients a meal meeting one-third (1/3) of the current Dietary Reference Intake (DRI) as determined by computer nutritional analysis for the following nutrients: calories, protein, carbohydrates, total fat, saturated fat, total fiber, vitamins—A, C, D, E, K, thiamin, riboflavin, niacin, B6, folate, B12; and minerals—calcium, chromium, copper, iron, magnesium, potassium, sodium, and zinc;
		Bidding organization has means to transport equipment that will maintain all meals in their appropriate hot, cold, or solidly frozen states throughout delivery time.
		The bidding organization has capacity and/or experience to recruit, train, and used volunteers in any phase of program operations where qualified.
		Bidding organization has experience furnish a menu inclusive of authentic ethnic cuisine, holiday meal cuisines, and varieties of food textures and consistency to assist the older adults, and vulnerable populations with chewing and swallowing problems. This may include chopping, grinding, pureeing, or blending foods.
		Organization has completed and submitted the required Social Distancing Protocol to the Santa Clara County Public Health Department.
		Bidding 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.
		Bidding organization is not presently debarred or suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
		Bidding 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.
		Bidding organization has not, within the preceding three-year period, had one or more public transactions (federal, state, or local) terminated for cause or default.
		Bidding 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:

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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, with authorized signature in ink, or authorized electronic signature are due on or before 5:00 p.m. on May 28, 2021 to:

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

Elizabeth Brown  
ebrown@mysourcewise.com