



***Department of Child, Family and Adult Services,
Senior and Adult Services Division***

Access to Technology Program

Letter of Interest (#SAS/070)

DUE NO LATER THAN: 5:00 pm (PDT) on November 23, 2022

Overview:

The County of Sacramento, Department of Child, Family and Adult Services (DCFAS), is seeking a qualifying agency interested in implementing the Access to Technology Program in accordance with [the State of California Department of Aging \(CDA\) Access to Technology \(ATT\) Program to Provide Digital Connectivity for Older Adults and Adults with Disabilities](#).

Background:

Governor Newsom issued Executive Order (EO) N-73-20 to improve broadband speed and access in California, including improving download speeds for all Californians and to bridge the digital divide for two million Californians who lack broadband access. The EO specifies older adults as a priority population, particularly during the COVID-19 pandemic, as older adults are more vulnerable to COVID-19, are continuing to shelter in-place and may be experiencing reduced interactions with other people and their communities. This has led to increased risks of loneliness and isolation for older adults with potentially negative outcomes to mental and physical health. The EO is also in alignment with goal three of Governor's Newsom's Master Plan on Aging that prioritizes addressing the digital divide that directly impacts older adults. In 2021, the Governor signed Assembly Bill (AB) 135 into law, which added Welfare & Institutions Code section 9104, which required the California Department of Aging (CDA) to create the Access to Technology (ATT) program for older adults and adults with disabilities.

The CDA ATT grant provides \$48.5 million for California counties who choose to opt-in to accept funds and implement a program addressing the digital divide among older adults (60 years of age and older) and adults with disabilities. The CDA Request for Applications to counties was released on July 15, 2022. Sacramento County opted-in on August 10, 2022 and was notified of the award on October 21, 2022. Sacramento County's grant allocation is \$1,661,131.

The ATT grant is intended to reduce isolation, increase connections, and enhance technology self-confidence for diverse older adults and adults with disabilities. The program period will run from October 1, 2022 through December 31, 2023.

Purpose:

Applicants selected as contractor(s) will provide four primary services to build infrastructure, combat isolation, and increase ATT program participants' confidence and empowerment:

1. **Purchasing appropriate and accessible technology:**
 - The contractor(s) will provide technology, which may include, but is not limited to laptops, tablets, or smartphones, to older adults and adults with disabilities.
 - Devices may be individualized for users with disabilities, such as braille keyboards.
 - The provision of devices will include sufficient training and assistance to successfully and independently use the devices.
2. **Assisting program participants to access affordable and effective high speed internet:**
 - The contractor(s) will arrange for reliable and affordable broadband internet access, via service plans, to older adults and adults with disabilities.
 - The contractor will work with recipients to develop a sustainability plan if they want to continue affordable access to high speed internet beyond the timeframe of this project.
3. **Providing or arranging for education, training, and ongoing technical support. A Technology Navigator will provide or arrange for in-person, online, or telephone education and training for program participants, including one-on-one or in-person home visits when requested. Training and assistance will include, but is not limited to the following:**
 - Device setup, basic ergonomics, and computer security.
 - Education about online scam prevention and cyber security.
 - Assisting program participants to use applications for needed services or supports such as telehealth, transportation, nutrition, exercise, and long-term support.
 - Helping participants reduce social isolation by accessing online events, friends, and family.
 - Learning how technology can be used for fun and learning, by accessing activities and events, such as music, games, libraries, book clubs, comedy, classes, interactive discussions, or movies.
 - Bi-lingual staff or use of interpreters to engage participants who speak languages other than English, at no cost to the participant.

4. **Ensuring digital equity:**

- The contractor(s) will conduct outreach to ensure participation among underrepresented and isolated groups such as non-English speaking individuals, long-term care residents, geographically isolated and rural residents, and lower income persons who cannot afford to purchase technology.

Funding:

DCFAS will utilize the full allocation of \$1,661,131 for the ATT program to serve a minimum of 100 participants. Distribution of funds are subject to the County contracting process. All funds must be expended by December 31, 2023.

Instructions:

Agencies interested in contracting with the Sacramento County Department of Child, Family and Adult Services to implement an Access to Technology Program must:

1. Fully meet all of the requirements delineated in the Minimum Qualifications.
2. Submit a Letter of Interest via email. Responses received by faxed, mailed, hand delivered, or sent to any other email address than the one specified below will not be accepted.
3. Respond by completing and submitting the Sacramento County DCFAS Access to Technology Letter of Interest Form No. SAS/070 at the end of this document by the due date of November 23, 2022.
4. Have the submission signed by the individual(s) authorized to commit the agency contractually and include the organization's information – legal business name, individual(s) typed name, title, address, telephone numbers, and e-mail address. Electronic or scanned signatures are acceptable.
5. Submit the applicant's most recent audited or reviewed financial statement. If an audited or reviewed financial statement is not available, provide signed Federal tax forms. If signed Federal tax forms are not available, submit unaudited financial statements (submissions must cover a fiscal period not more than 24 months old at the date of submission).
6. Meet all of the following minimum qualifications:

MINIMUM QUALIFICATIONS
Requirements for Access to Technology Program (#SAS/070)

1. Applicant agency must be an Area Agency on Aging serving residents of Sacramento County.
2. Applicant agency must be a non-profit organization with at least 2 years of demonstrated experience providing technology assistance for older adults and people with disabilities and at least 5 years of providing social services, navigation, or other programs specifically for older adults or adults with disabilities.
3. Applicant agency must be able to ensure underrepresented, geographically isolated, and non-English speaking County residents are included in program implementation.
4. Applicant agency must purchase equipment in bulk and utilize large scale contracts for high-speed internet whenever possible, unless participants individually qualify for affordable internet services available in their geographic area.
5. Applicant agency must have the ability to track and monitor data specific to the ATT grant and provide data reports as requested by DCFAS or CDA.
6. Applicant has submitted the applicant's most recent audited or reviewed financial statement. If an audited or reviewed financial statement is not available, the applicant has provided signed Federal tax forms. If signed Federal tax forms are not available, the applicant has submitted unaudited financial statements (submissions must cover a fiscal period not more than 24 months old at the date of submission).

The completed Letters of Interest (LOI) must be received via email, no later than 5:00 pm (PDT) on November 23, 2022. Submit LOI to:

Department of Child, Family and Adult Services
Email address: DCFAS-Contracts-Unit@saccounty.gov

Responses to this LOI received after the deadline will not be accepted.

Submission and acceptance as meeting all criteria is required in order to respond to a Request for Proposals that may follow this LOI.

Requirements for Letters of Interest:

1. Must be submitted on the applicant organization's letterhead and include the organization's legal name and address; and
2. Must be signed by the individual authorized to contractually commit the applicant organization and include that individual's typed name, title, address, telephone/fax numbers, and email address.

The County of Sacramento reserves the rights to:

1. Reject any or all responses to this LOI, if a respondent does not meet the submission criteria.
2. Determine which responses to this LOI shall be accepted as meeting the criteria as stated.
3. Cancel this LOI or any part of it. If cancelled, reissue this LOI.
4. Require information in addition to the proposal for further evaluation, verification or clarification, if necessary.
5. Conduct an informational meeting if necessary and/or request a Letter of Intent regarding further interest in the selection process.
6. Contract with one or more qualified applicants for the services awarded through this process.
7. Determine the amount of resources allocated to respondent(s) and/or making awards for all or any portion thereof.
8. Issue a Request for Proposals (RFP), if there are more than one qualified respondent and/or if determined necessary by the County.
9. Invite only those organizations that have successfully responded to this LOI request to participate in a future RFP process, if necessary.
10. Issue a formal RFP, cancel the RFP for any reason, and if necessary, reissue the cancelled RFP to only those organizations that have successfully responded to this LOI.
11. Issue an addenda and/or supplement to this LOI if deemed necessary at any time, which will be posted to the following website:
<https://dcfas.saccounty.gov/Pages/Contractor-Bidding-Opportunities.aspx>
and/or notify the respondents directly.
12. This notice will be the sole advertisement for the LOI or a RFP, if utilized.

**ACCESS TO TECHNOLOGY PROGRAM
LETTER OF INTEREST FORM No. SAS/070**

DEADLINE: November 23, 2022, 5:00 pm (PST)

Legal Business Name of Organization	
Address	
Name and Title of Point of Contact	
Phone Number	
Email Address	

Submission of this form serves as a notice that our organization is applying for LOI #SAS/070.

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2. Applicant agency must be a non-profit organization with at least 2 years of demonstrated experience providing technology assistance for older adults and people with disabilities and at least 5 years of providing social services, navigation, or other programs specifically for older adults or adults with disabilities.
3. Applicant agency must be able to ensure underrepresented, geographically isolated, and non-English speaking County residents are included in program implementation.
4. Applicant agency must purchase equipment in bulk and utilize large scale contracts for high-speed internet whenever possible, unless participants individually qualify for affordable internet services available in their geographic area.
5. Applicant agency must have the ability to track and monitor data specific to the ATT grant and provide data reports as requested by DCFAS or CDA.
6. Applicant has submitted the applicant's most recent audited or reviewed financial statement. If an audited or reviewed financial statement is not available, the applicant has provided signed Federal tax forms. If signed Federal tax forms are not available, the applicant has submitted unaudited financial statements (submissions must cover a fiscal period not more than 24 months old at the date of submission).

I certify that my organization meets the above minimum requirements for the provision of ATT services to Sacramento County residents:

Signature

Date

Printed Name and Title