



**City of Albuquerque**  
**Department of Senior Affairs**  
**Utilizing Technology for Older Adults Training Program**  
**Request for Letters of Interest**  
**Closing Date: ONGOING**

The City of Albuquerque Department of Senior Affairs (“City”) is requesting Letters of Interest (“RFLI”) from qualified trainers to provide programming aimed at helping our City’s older adults utilize technology including cellphones, computers, and/or tablets to access to improve their well-being and communicate with family and friends.

**Scope of Services:**

1. One-on-One Coaching for Older Adults  
FY23 Goal: Minimum of 18 one-hour in-person sessions
2. In Person Group Coaching and Class Events  
FY23 Goal: Minimum of 18 one-hour in-person sessions
3. Tech Support Line or Rotating Office Hours at DSA Centers  
FY23 Goal: Monday through Friday support
4. Special Event Support  
FY23 Goal: Planning, coordinating, marketing support for the DSA Annual Technology and Resource Fair to be held in Spring 2023

**Cost:**

Please provide your quote (fully loaded cost) to complete the services identified above. Include the hourly rate and the number of hours anticipated to complete the services.

All costs should include any applicable gross receipts taxes. The offer should understand that the City will not pay for any amounts not included in the cost Proposal -- for example, insurance (or taxes -- and that liability for items not included remains with the Offeror.

**Submission of Response:**

Letters of Interest shall be submitted in electronic copy to the contact person.

Responses to this Request for Letters of Interest are voluntary. The submitted information will be reviewed by the City and may be made available to the public. Submitted information will not be considered confidential. Those who respond are advised that the City is under no obligation to acknowledge receipt of your comments, or provide comments on your submission. No

proprietary, classified, confidential and/or sensitive information should be included in your response.

**Contact Person:**

Please direct inquiries and responses via electronic mail to:  
Angel Montoya, Recreation Division Manager, [acmontoya@cabq.gov](mailto:acmontoya@cabq.gov)

SUBJECT: RESPONSE TO REQUEST FOR LETTERS OF INTEREST FOR UTILIZING TECHNOLOGY FOR  
OLDER ADULTS TRAINING PROGRAM