



## Interoffice Memorandum

September 18, 2023

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

CONTACT: Simone Babb, Chief Innovation and Technology Officer, County  
Administration  
407-836-5493

SUBJECT: Approval of Federal Subrecipient Agreement Y23-2408, Funding the  
Provision of Digital Devices to Non-Profits to Enhance Access to Key  
Community and Social Services by Residents of Orange County, Florida

### ACTION REQUESTED:

Approval of Federal Subrecipient Agreement Y23-2408, Funding the Provision of Digital Devices to Non-Profits to Enhance Access to Key Community and Social Services by Residents of Orange County, Florida, between Orange County and Aeras Foundation Inc., for a federal subaward of an amount not-to-exceed \$2,966,518.23.

Request delegation of authority to the Procurement Division Manager or designee to execute such Federal Subrecipient Agreement on a form approved by the Orange County Attorney's Office and the Risk Management Division.

### PURPOSE:

This subaward is issued from the American Rescue Plan Act of 2021 Coronavirus Local Fiscal Recovery Fund (the "Recovery Fund") allocation received by the County on May 18, 2021.

This contract will provide the residents of Orange County, Florida, with increased access to digital services such as tablets and computers, new and repurposed. By providing accessibility to devices, the County will continue to advance its economic development initiatives, by addressing the widespread challenges faced by the County's disadvantaged residents regarding workforce development, accessibility to telehealth services, opportunities to upskill, acquiring digital literacy skills, remote work, and educational opportunities. The subaward period of performance of September 15, 2023 through December 15, 2026.

### DISCUSSION:

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and Exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

Many citizens of Orange County, Florida, particularly those the County's non-profits assist (seniors, homeless, sheltered, working poor, English as a second language, veterans, disabled,

and other disadvantaged groups) are unable to, or experience difficulty with, taking advantage of mental and medical healthcare services; government programs such as unemployment, licensing, and registrations; training and skills programs; and other critical social needs due to the unaffordability of, and lack of access to, broadband infrastructure, digital literacy training, and/or digital devices (desktop and laptop computers, tablets, and monitors).

Following the State of Florida Department of Economic Development's Broadband Strategic Plan issued in 2022, the County formed a Local Technology Planning Team (LTPT) to help identify broadband and digital equity needs in Orange County, Florida. The LTPT has engaged with over 30 nonprofits including Orange County departments to review these needs. The lack of affordable devices and connectivity have been a primary barrier to achieving social, healthcare, and public safety program goals across almost every County administered or sponsored program. Such fact-finding mission led the County to conclude that a program focused on providing increased digital device and connectivity access throughout Orange County's disadvantaged community was needed, and that the Subrecipient would be best suited to lead the effort to accomplish such goal while ensuring functionality and control of such digital devices.

Some of the responsibilities of the Subrecipient are the following:

1. Acquire and pre-program new tablet and other computer devices and then loan such devices to Eligible Nonprofit Partners for use by Orange County residents who receive services from such nonprofits and/or Orange County Community Services.
2. Comply with the device loan limit, which shall be no more than 30 devices to each Eligible Nonprofit Partner.
3. Ensure that the number of devices loaned to any particular Eligible Nonprofit Partner does not exceed such nonprofit's demonstrated capacity to effectively utilize such devices.
4. Manage cellular connectivity for tablet devices.
5. Repurpose used digital devices donated to the Subrecipient and loan them to Eligible Nonprofit Partners.
6. Track and manage the collection and distribution of all devices.
7. Manage the repurposing of collected devices as well as redistribution by a new loan.
8. Ensure all collected devices have their memory erased and are reset to factory settings to maintain privacy and security before redistribution by a new loan.
9. Ensure that relevant software is installed and operational prior to redistribution by a new loan.
10. Once the Subaward Period of Performance is over, repurpose all devices for continued use toward the Subrecipient's mission of "giving those without access to technology the same opportunity as those who do."

Aeras Foundation Inc. is an Orange County, Florida based nonprofit that focuses on providing digital devices, software, monitoring and device management, connectivity, and technical services to the County's nonprofit community. Its lab is located on the campus of Full Sail University in Winter Park, Florida. Aeras Foundation Inc. combines paid employee and volunteer labor to deliver these services.