



July 2, 2013

To: Outreach and Education Grantees

From: Sarah Soto-Taylor, Deputy Director, Community Relations

**RE: Letter of Instruction (LOI) 13-01: Introduction and Minimum Specifications for Tablet Purchases**

Welcome to the Covered California Outreach and Education Grant Program. We are excited about this opportunity to partner with your organization to education consumers and small businesses about Covered California. There is much work to be done in a short period of time. As a result, there will be a need to communicate updates or policy changes to our grant partners through a Letter of Instruction (LOI). We ask that you thoroughly read each LOI and follow the instructions to implement and respond as requested. Should you have questions, please contact your assigned Field Coordinator.

This first LOI directs Covered California Outreach and Education Grantees to review the Minimum Specifications for Tablet Purchases effective July 1, 2013.

Covered California will have a mobile application available for Grantees to use to walk consumers through calculating their estimated premium, eligibility for assistance and the plan options available in their county. Covered California is requesting that Grantees procure equipment with grant funding as outlined in your approved budget and incorporated into your agreement. Equipment needed to carry out the outreach and education activities funded through the Outreach and Education Grant Program must meet the minimum mobile device specifications below.

- Mobile devices that use 3G or 4G LTE internet connectivity perform the best when accessing Covered California tools. The use of unsecure Wireless (WiFi) is prohibited.
- Devices must include and run up to date internet security software including spyware and firewall protection.
- Recommending devices with a 10" screen size for optimal customer experience, but the mobile application will work on tablets with a 7" screen.
- General device specifications for the best performance of the Covered California tools include:

Apple:

- iPad 2 or newer, or iPad Mini
- iOS 6.0 or newer
- Built in 3G or 4G LTE, or mobile 3G or 4G LTE hotspot

Android Tablet:

- Dual-core 1.6 GHz processor
- 1GB RAM
- Android OS 4.1 (Jelly Bean) or later
- Built in 3G or 4G LTE, or mobile 3G or 4G LTE hotspot

Chromebook:

- 1.6 GHz processor
- 2GB RAM
- Chrome OS
- Built in 3G or 4G LTE, or mobile 3G or 4G LTE hotspot

Windows Tablet or Laptop:

- 1.6 GHz processor
- 2GB RAM
- Windows 7 or later (32-bit or 64-bit)
- Built in 3G or 4G LTE, or mobile 3G or 4G LTE hotspot

As a reminder, equipment expenditures shall not exceed 5% of Grantee's funding award. In no instances shall total equipment expenditures exceed \$25,000. Grantees will be required to submit invoices for all equipment purchase over \$250 and must have prior approval for any single item equipment purchase of \$5,000 or more. All equipment procured with Outreach and Education Grant Program funds must be in compliance with federal and state laws. The Final Agreement Exhibit A will provide additional contract language regarding the purchase of equipment and other supplies.