

**Form 1 – Offer Sheet**

**SOLICITATION NAME:** [RFP 2022-008 Cold Weather Shelter](#)

<b>Date Issued:</b>	<b>Thursday, August 25, 2022</b>
<b>Intent to Apply and Annual Agency Threshold Due Date:</b>	<b>Tuesday, September 13, 2022, at 3 PM CST</b>
<b>Proposal Due Date:</b>	<b>Thursday, September 22, 2022, at 3 PM CST</b>
Anticipated Start date of contract:	November 1, 2022
Questions regarding the RFP are due on or before:	Thursday, September 15, 2022, at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, September 22, 2022, at 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	<b>Authorized Contact Person:</b> Angela Baucom Social Services Funding Specialist E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
Questions and Answers will be available:	In Partnergrants and on the solicitation website: <a href="https://austintexas.gov/article/rfp-2022-008-cold-weather-shelter">https://austintexas.gov/article/rfp-2022-008-cold-weather-shelter</a>
<b>Optional Pre-Bid Meeting Date(s) and Time(s):</b>	<b>Wednesday, August 31, 11 AM CST</b>
<b>Pre-Bid Meeting Location:</b>	<b>Registration Required with this link:</b> <a href="#">Pre-Bid Meeting: August 31, 11 AM CST</a>
<b>Optional Office Hours Meeting Location:</b>	<b>Registration Required with this link:</b> <a href="#">Office Hours: September 6 at 3 PM CST</a>
<p><b><u>APH is only accepting proposals through the <a href="#">Partnergrants database</a>. No paper copies will be accepted.</u></b></p> <p>All Offerors must:</p> <ol style="list-style-type: none"> <li>Confirm that their organization is a registered vendor with the City of Austin. <ul style="list-style-type: none"> <li>To confirm: enter the organization’s City of Austin Vendor Number when registering as a user in the Partnergrants system (see #2 below).</li> <li>To find the City of Austin Vendor Number please visit <a href="#">Austin Finance Online</a>. And search for the organization’s legal name.</li> <li>To register to become a potential City of Austin vendor, go to <a href="#">Austin Finance Online</a> to register.</li> </ul> </li> <li>Be a registered user in the <a href="#">Partnergrants database</a>. The proposals will be submitted through this web-based system. To register, visit the Partnergrants website and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.site and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.</li> <li>Have completed an Annual Agency Threshold Application in the <a href="#">PartnerGrants database</a>.</li> </ol>	

- This form must be submitted once per 12 months and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff, and the agency will be notified once approved.
  - Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.
4. Complete an Intent to Apply form for each proposal the offeror plans to submit by the due date identified above.
- Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “RFP 2022-007 Homeless Supportive Services” and complete an Intent to Apply form including a Threshold Certification verifying completion of Step 3 above.
  - Offerors may submit more than one Intent to Apply form and must submit a unique Intent to Apply form for each proposal per the guidelines of the RFP.

**This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.**

This solicitation is comprised of the following required sections. Please carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

All of the following items can be found on the RFP Website: [RFP 2022-008 Cold Weather Shelter](#)

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants <b>due by September 8 at 3 PM CST</b>
1	Offer Sheet V2	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants <b>by September 22 at 3 PM CST</b>
2	RFP Proposal V2	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Annual Agency Threshold Criteria	Information Only
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	Standard APH Agreement Boilerplate and Exhibits	
E	HMIS	
F	Provisions Applicable to For-Profit Entities	
G	Applying for an APH-Funded Opportunity: PartnerGrants Instructions	



City of Austin  
Austin Public Health  
RFP 2022-008 Cold Weather Shelter



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

**Signature of Officer or Authorized Representative:** \_\_\_\_\_

Date: \_\_\_\_\_

\* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award. Electronic Signature is acceptable.