

Section E – RFA Scope of Work and Application

RFA SCOPE OF WORK

I. Introduction

The City of Austin (City) seeks to fund qualified small non-profit providers (Applicants) with demonstrated experience with evidence-based interventions to shape and support outreach efforts to promote the COVID-19 vaccine to populations at a high risk of severe COVID-19 disease. Preference will be given to organizations not currently contracting with Austin Public Health (APH) and with an annual operating budget at or below \$750,000.

II. Background & Purpose of Funding

APH seeks to fund small non-profit organizations to conduct outreach to promote the COVID-19 vaccine with populations at high risk of severe COVID-19 disease including populations of color, lower income, and older adults, who have suffered disproportionate rates of COVID-19 disease. Preference will be given to organizations not currently contracting with APH and with an annual operating budget at or below \$750,000.

Among populations of color, Black residents make up 7.8% of the population, 8% of COVID-19 cases, but 11% of local deaths from COVID-19. Latinx residents make up 33.9% of the population, but 46% of COVID-19 cases, and 48% of deaths from COVID-19. Older adults (over 60) are at highest risk of mortality from COVID-19, making up about 9% of the population, but 13% of COVID-19 cases and 82% of deaths from COVID-19.^{1,2}

The objectives of the funding are for qualified non-profit providers to:

- Increase trust regarding the COVID-19 vaccine
- Increase awareness of the vaccine requirements
- Provide navigation support to Department of State Health Services designated access points

III. Funding and Timeline

Department: Austin Public Health

Services Solicited: Vaccine Mini-Grant Funding

Available Funding: \$100,000 total. Austin Public Health anticipates awarding up to four Agreements at \$25,000 each

Contract Term: The Agreements will have a contract term ending on June 30, 2021. Insurance will be required for this agreement and proof will be submitted with the second deliverable.

IV. Priority Populations and Program Services

¹ Local population data from [U.S. Census Bureau QuickFacts: Austin city, Texas](#)

² COVID-19 case and mortality rates from [Austin Travis County COVID-19 Public Dashboard \(arcgis.com\)](#), pulled on December 14, 2020

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Priority Populations

Primary focus should be on low-income residents of Austin/Travis County living at or below 200% of the Federal Poverty Level. Priority populations within the focus populations should include:

- People of Color
- Immigrant or Newly Resettled Refugee Communities

Subpopulations may include:

- Seniors
- People with High Risk Medical Conditions
- People Experiencing Homelessness

Program Services Requirements

- Conduct linguistically and culturally appropriate community needs assessment to identify attitudes, concerns regarding COVID-19 vaccine and identify barriers priority populations may have in accessing vaccine.
- Based on needs assessment findings, develop linguistically and culturally appropriate promotion strategies to improve awareness of Department of State Health Services vaccine access points within Austin/Travis County.
- Share needs assessment and promotion plans with larger COVID-19 vaccine response partners including regular updates to the COVID-19 Vaccine Distribution Coalition.

Other Possible Activities

- Participate at planned APH PPE distribution events.
- Participate in meetings with APH Public Information Officer to inform messaging.

Successful Applicants

- Preference will be given to organizations not currently contracting with APH and with an annual operating budget at or below \$750,000.
- Can demonstrate a trusted relationship with priority populations adversely affected by COVID-19.
- Shall have demonstrated experience with evidence based and/or grass roots approaches.
- Shall have capacity to complete a needs assessment within the first 30 days of the contract.
- Shall have demonstrated capacity to develop promotional strategies that are cultural and linguistically appropriate for the priority populations.
- Shall have the ability to track and report type of events and data on demographics and number of individuals reached.

V. Application Format and Submission Requirements

The Application must be submitted in Partnergrants: [Partnergrants database](#).

Responses should be included for each question.

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Since APH is only accepting applications in Partnergrants, all Applicants must do the following to get registered in Partnergrants:

1. Confirm that their organization is a registered vendor with the City of Austin.
 - To find the City of Austin Vendor Number please visit [Austin Finance Online](#) and search for the organization’s legal name.
 - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.

2. Be a registered user in the Partnergrants system. The applications will be submitted through this web-based system.
 - [To register, visit the Partnergrants](#) site and click on “Register Here.”
 - Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.

Required documents: The following documents must be submitted in this RFA.

Note: For the RFA Application, the following information must be submitted by 3 pm on January 6, 2021:

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application – required attachment only	Fill Application out in Partnergrants. Upload one required attachment. You do not have to type out the Application in a Word document.	Upload required attachment into PartnerGrants

VI. Evaluation Factors

Considerations will be given to organizations that have:

- Demonstrated experience with evidence-based interventions to shape a support outreach effort.
- Trusting relationships with populations at high risk of severe COVID-19 disease
- Capacity to increase outreach efforts immediately and efficiently

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

Section A: Offer Sheet Required	Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit Offer Sheet in order to submit RFA
Section E: RFA Application		

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Part I: Organization Questions	Questions A-I	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below
Part II: Experience conducting outreach	Questions 1 - 2	30 points
Part II: Priority Population	Questions 3-6	35 points
Part II: Data Management, Reporting and Performance Standards	Questions 7	15 points
Part II: Program Operations -Health and Safety	Question 8	10 points
Part III: Outreach Goals		10 points
Total: 100 Points		

Applicant Minimum Qualifications

All organizations applying for funding must:

- Be a non-profit organization able to conduct business in the State of Texas
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)
- Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- Be current in its payment of Federal and State payroll taxes
- Not owe past due taxes to the City
- Have the ability to meet Austin Public Health’s Social Services Insurance Requirements
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the organization budget

VII. Additional Information

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

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Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Contract Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.

RFA APPLICATION

THIS APPLICATION MUST BE COMPLETED IN [PARTNERGRANTS](#)

Part I: Organization Questions	
Question A*	<p>Is your organization a non-profit organization able to conduct business in the State of Texas?</p> <hr/> <p>Answer A:</p> <p>Yes or No</p> <p>If No Explain</p>
Question B*	<p>Has your organization submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)?</p> <hr/> <p>Answer B:</p> <p>Yes or No</p> <p>If No Explain</p>
Question Ba*	<p>Submit the most recent Form 990.</p>
Question C*	<p>Is your organization eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information? *</p> <hr/> <p>Answer C:</p> <p>Yes or No</p> <p>If No Explain</p>
Question D*	<p>Is your organization current in its payment of Federal and State payroll taxes? *</p> <hr/> <p>Answer D:</p> <p>Yes or No</p> <p>If No, Explain</p>
Question E*	<p>Does your organization owe past due taxes to the City? *</p> <hr/> <p>Answer E:</p> <p>Yes or No</p> <p>If Yes Explain</p>
Question F*	<p>Is your organization able to comply with the City of Austin Insurance requirements? Link to insurance requirements -</p> <hr/> <p>Answer F:</p> <p>Yes or No</p>

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	If No Explain
Question G*	If currently funded by the City of Austin, is your organization in good standing? (ie - In compliance with all terms and conditions of the agreement, on Level 1 monitoring)
	Answer G: Yes or No
	If No Explain
Question H*	Enter Non-profit organization's 2019 total operating budget amount.
Question I*	Is your non-profit organization currently under contract with Austin Public Health?
	Answer I: Yes or No

*Required questions

Part II: Mini Grant APPLICATION	
Question 1*	Does your organization have experience conducting outreach with populations that have been adversely impacted by COVID-19?
	Answer 1: Yes or No
Question 1b.	If YES - Detail your organization's experience conducting outreach with specific mention of the populations:
	Answer 1b:
Question 2*	My organization has experience and intends to conduct outreach in the following methods:
	Answer 2: Social Media Virtual Community Meetings In Person Meetings with social distance protocols Phone Distribution of Print Materials Other
Question 2b	If Other is selected, please describe.
Question 3*	My organization has experience serving and intends to serve the following low - income priority populations
	Answer 3:

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	People of Color Immigrant or Newly Resettled Refugee Communities
Question 4*	My organization has experience serving and intends to serve the following sub populations
	Answer 4: Seniors People with High Risk Medical Conditions People Experiencing Homelessness Other
Question 4b	If Other is selected, please describe.
Question 5*	What evidence-based practice and/or grassroots approach will your organization use to reach the priority population(s)?
	Answer 5:
Question 6*	Detail your organization's plan to conduct a linguistically and culturally appropriate community needs assessment, with an emphasis on how you will incorporate feedback from priority populations.
	Answer 6:
Question 7*	Detail the systems and capacity your organization has to track and report program reach (unduplicated client count, zip code, demographic data, etc.).
	Answer 7:
Question 8*	Explain how you will ensure that staff and clients will be protected against the spread of COVID-19 when administering the program. Include in-kind support or support from other funding sources your organization will provide for health and safety considerations not covered by this funding.
	Answer 8:

*Required questions

Part III: Estimated Outreach Goals	
Individual touch points achieved by the program – provide number*	
Unique outreach events (virtual or in-person) - provide number*	

*Required questions