

| <b>RFP # 2023-002 Basic Needs Issue Area</b>   |  |   |
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| <b>Evaluation Rubric</b>   |  |   |
| <b>Section Description</b>   | <b>Question Criteria</b>   | <b>Points</b>   |
| <b>Part I: Fiscal and Administrative Capacity</b>  |  |   |
| Agency verifies that they meet Offeror Minimum Qualifications in C – Scope of Work and provides background information.  | Agency Information (Questions 1-6): Agency provides information about agency background and capacity.  | No points awarded, but Offeror must complete all questions. |
| <b>Part II: Scored Proposal</b>  |  |   |
| <p><b>Successful applicants will answer all parts of all questions. If a question or part of a question does not apply, applicants should answer N/A rather than leave a field blank. When criteria indicate that "preference is given" that indicates items that are preferred, but not required, and earn additional points.</b></p> <p><b>Attachments may be appropriate to respond to questions where indicated. All attachments should be directly responsive to the prompt. Attachments that are not requested within Form 2 - RFP Proposal will not be considered during application review. The purpose of attachments is to support the narrative response included in Form 2 - RFP Proposal.</b></p> |  |   |
| <b>Section 1: Experience and Cultural Competence</b><br><b>A) Past performance demonstrates agency/program ability to meet targets and make a positive impact on the community</b><br><b>B) Agency has demonstrated experience in reaching diverse communities</b><br><b>C) Agency demonstrates that their agency and programs practice culturally and linguistically appropriate services and advance racial equity.</b>  | Agency Experience & Performance (Questions 7-8): Offerors must demonstrate that they, members of their board, or leadership staff have experience delivering the same or similar high-quality services in Austin/Travis County for a minimum of 2 years, with past performance supporting this assertion.  | 5   |
|  | Principles of Service Delivery (Questions 9-10): Offerors must demonstrate that they currently operate their organization or are capable of operating in a way that aligns with the Principles of Service Delivery identified in C – Scope of Work. Successful applicants will incorporate Trauma-Informed Practices into all levels of service and will be able to describe a language access plan, either in use or in development, that impacts all levels of service interactions with the community.  | 5   |
|  | Cultural Competence & Racial Equity (Questions 11-12): Offerors should demonstrate how the Agency operates at all levels with an applied Equity lens toward the goal of anti-racist organizational structure and programs. Successful applicants will be able to describe experience or concrete plans on set timelines related to serving diverse populations. An Equity Self-Assessment should include specific, concrete actions on set timelines to demonstrate each stage of Racial Equity Self-Assessment Item implementation. A Language Access Plan in draft or final form should be included and should address how the agency will conduct programming in an accessible way to effectively serve clients who primarily speak languages other than English. | 10  |
|  | <b>points total</b>  | <b>20</b>   |
| <b>Section 2: Program Design</b><br><b>A) Program design is realistic, uses data effectively, demonstrates that it</b>   | Program Work Statement: Offerors must describe capacity to coordinate, implement, and operate effective service delivery in alignment with the requirements outlined in C – Scope of Work.   | -   |
|  | Program Goals and Objectives (Question 13): Successful offerors will provide a complete and organized overview of program’s goals, objectives, and definition of program success aligned with the Scope of Work. The summary should provide a clear idea of the program’s intended impact.   | 5   |



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| <p><b>will provide crucial services in a culturally competent way to population of focus or community</b></p> <p><b>B) Service Delivery strategies and methods are explained, description of implementation is realistic, and demonstrate how services will be provided effectively and appropriately</b></p>                       | <p>Program Clients Served (Question 14): Offerors will identify the intended clients to be served and any subpopulations who will be prioritized in service provision. Preference will be given through additional points to programs that will serve a broad range of people living at or below 200% of FPL and will not prioritize or exclusively serve subpopulations.</p>   | 5         |
|   | <p>Outreach (Question 15): Successful Offerors will describe an outreach strategy for reaching populations who can benefit from services, and/or are traditionally hard to reach. Offerors will describe the strategy to provide knowledge of and access to program services.</p>   | 5         |
|   | <p>Program Services &amp; Delivery, Evidence-Based Practices (Question 16-17): Offerors must describe the full scope of the proposed program services, including overarching program strategies, program activities, and collaborative structures, if applicable. Offerors should clearly explain how the program operates internally and how services are successfully delivered to program participants. Successful Offerors will detail how programs incorporate evidence-based practices, including citations of relevant research, and standards of practice, as appropriate, grounded in the expectations and goals outlined within the Scope of Work.</p>  | 20        |
|   | <b>Points total</b>   | <b>35</b> |
| <p><b>Section 3: Data Informed Program Management</b></p> <p><b>A) Agency demonstrates that they will use data to evaluate and improve their programming, increase racial equity and their program’s impact on the community</b></p>  | <p>Data Management (Questions 18-19): Offerors must describe a secure and effective method for collecting, storing, managing, and reporting data. Effective responses will include information about security practices, how data goes through quality assurance or cleaning processes to ensure accuracy. Offerors should outline how staff access is limited for security and data integrity, as well as how and when those staff are trained to effectively manage data. Offerors should further describe how data is reviewed by program staff and organization leadership to identify areas for improvement and take action on those areas. Offerors should answer all parts of each question and include concrete information, timelines, and examples when possible.</p> | 10        |
|   | <p>Performance Measures (Question 20): Offerors must answer all required parts of question and enter N/A in areas that do not apply to this proposal. Successful applicants will clearly describe how data for each measure will be calculated, and how they have used past experience and/or other data to estimate annual goal(s).</p>  | 10        |
|   | <b>points total</b>   | <b>20</b> |
| <p><b>Section 4: Cost Effectiveness</b></p> <p><b>Organization capacity and cost effectiveness is demonstrated through efficient staffing plan that reaches the maximum number of clients who will show successful outcomes.</b></p> <p><b>A) Program Staffing and Time</b></p> <p><b>B) Program Budget and Funding Summary</b></p> | <p>Program Staffing &amp; Time (Questions 21-24): Offerors will provide a plan that includes adequate staff numbers to provide the services proposed, adequate support structures to ensure staff effectiveness, and appropriate training and minimum qualifications to ensure high quality service provision. Preference will be given through additional points to plans that include positions and personnel which include people with experiences and racial backgrounds that align with the population being served. The program staffing forms should be complete and calculations should be correct and in alignment with the staffing plan provided.</p>  | 5         |
|   | <p>Program Budget &amp; Funding Summary (Questions 25-26 and Form 3): Offerors must complete and attach Form 3 – Program Budget and Funding Summary. Successful applicants will ensure that calculations are accurate, detailed, and specific narratives and cost methodology are included for every line item. Amount totals should match other areas of the application. Successful offerors will provide a budget justification that includes how the Offeror has determined that the requested amount is appropriate to ensure effectiveness and quality of the services proposed. Successful applicants will account for the services proposed, as well as the reasonable operational support costs associated with managing a City of Austin award.</p>                   | 10        |

**City of Austin  
 Austin Public Health  
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|  | <p>Cost Effectiveness (Questions 27-29): Offerors must explain how the requested budget expresses consideration for efficiency and avoids unnecessary spending to prioritize quality services to clients. Offerors are encouraged to consider compensation strategies that promote tenure and livable wages. Responses should align with information provided in other areas of the proposal and reflect accurate calculations. Successful applicants will provide a clear explanation for how the calculated cost per client ensures quality services at the level described in the proposal for as many clients as possible within the funding parameters.</p> | 5          |
|  | <p>Number of individuals served/ total budget = Cost Analysis</p>  | 5          |
|  | <p><b>points total</b></p>   | <b>25</b>  |
|  | <p><b>TOTAL POINTS AVAILABLE</b></p>   | <b>100</b> |