



RFP 2023 – 002 Basic Needs Issue Area

Request for Proposals (RFP)

Pre-Bid TEAMS Meeting

February 27, 2023, at 10:00 AM CST
March 1, 2023, at 1 PM CST

Presented by:

Angela Baucom
Social Services Funding Specialist

RFP Authorized Contact Person:
Kiara Price

APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Everyone is muted with cameras off for the call until the Q&A.
- ❑ Materials for the meeting are located on the website, in PartnerGrants, and on the [Competition Website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@AustinTexas.gov. Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to APHCompetitions@AustinTexas.gov



AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal

Important Dates and Information

Question and Answer Process

RFP Overview

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience providing services that address the basic needs of residents of Austin/Travis County who are low income. The City will fund programs that support individuals and families to move from survival to self-sufficiency.

Solicitation Objectives:

The objectives of this funding are to ensure individuals and families have resources for the most fundamental aspects of daily living for household stability and progress towards or maintenance of self-sufficiency. Services that meet these objectives may fall under a range of categories, which for this solicitation have been divided under the following eligible service categories which include adequate Household Stability, Fiscal Agent for APH Neighborhood Centers, Food Access, Legal Services and Tenants' Rights, and Transportation.

Funding for housing and homelessness services is included in other APH funding opportunities and is not eligible for funding under this solicitation.

Service Category Objectives

The eligible service categories and objectives of those services are further defined below and include, but are not limited to:

- 1. Household Stability:** Support individuals and families who are low income to achieve and maintain greater self-sufficiency, including but not limited to access to financial services such as tax preparation, financial literacy skills and coaching, access to stable internet, access to healthcare coverage, and access to short term rental and utility payments.
- 2. Fiscal Agent for APH Neighborhood Centers:** As a specific service type within the overarching category of Household Stability, act as a Fiscal Agent to increase the capacity of APH Neighborhood Centers to provide Direct Financial Assistance for basic needs, including but not limited to short term rental and utility payments.

Service Category Objectives - Continued

- 3. Food Access:** Increase the number of individuals and families who have access to enough healthy, affordable, and culturally appropriate food by addressing at least one of the most common barriers to food access in the Austin area, including, but not limited to low proximity to healthy food retail, low household income, few mobility options, and a lack of healthy food availability nearby.
- 4. Legal Services and Tenants' Rights:** Increase the number of individuals and families who are low income who have access to constitutionally guaranteed legal rights through legal services that help them maintain housing, public benefits, and/or achieve stability and self-sufficiency. Provide outreach, education and advocacy to tenants about their rights relating to substandard building conditions that impact health and safety.
- 5. Transportation:** Increase the number of individuals and families with access to reliable transportation that supports them in obtaining or maintaining access to employment, education, food, medical care, and other life stabilizing opportunities and services.

Important Dates

Date Issued:	Thursday, February 23, 2023
Intent to Apply Due Date:	Thursday, March 9, 2023, by 3 PM CST
Proposal Due Date:	Thursday, March 30, 2023, by 3 PM CST
Anticipated Start date of contract:	October 1, 2023
Questions regarding the RFP are due on or before:	Thursday, March 23, 2023, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, March 30, 2023, by 2 PM CST
Questions must be submitted in writing to the <u>Authorized Contact Person</u> or through Partnergrants	Authorized Contact Person: Kiara Price Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: https://www.austintexas.gov/article/2023-002-basic-needs-issue-area-rfp
Optional Pre-Bid Meeting Date(s) and Time(s):	Registration Required with this link: Pre-Bid Meeting 1: February 27, 2023, 10 AM CST Pre-Bid Meeting 2: March 1, 2023, 1 PM CST
Office Hours Meeting Location:	Registration Required with this link: Office Hours 1: March 6, 2023, 3 PM CST Office Hours 2: March 21, 2023, 3 PM CST

Funding and Timeline

Total Funding: Approximately \$2,890,929 in City of Austin General Funds, which is allocated as follows:

Household Stability: At least \$207,034 annually. Offerors may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 3 agreements.

Fiscal Agent for Direct Financial Assistance through Austin Public Health's Neighborhood Centers: At least \$698,351 annually. Offerors must apply for the full amount of \$698,351. APH anticipates awarding up to 1 agreement.

Food Access: At least \$618,873 annually. Offerors may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 5 agreements.

Legal Services and Tenants Rights: At least \$477,474 annually, of which:

- \$158,873 for other legal services programs. APH anticipates awarding up to 2 agreements with this funding for a total of 4 agreements in the legal services program category.
- \$460,000 in collaboration with the City of Austin Code Department for tenants' advocacy services. APH anticipates awarding 1 agreement for the collaboration with the Austin Code Department.

Other Basic Needs Services: At least \$394,196 in other programs that meet the criteria of Basic Needs Services. Offerors may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 6 agreements in this service category.

Contract Term: The Agreements will have an effective start date of October 1, 2023, for an initial 12-month period, and up to four 12-month extension options.

RFP Scope of Work

Applicant Minimum Qualifications to be considered

- Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services.
- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State 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 standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

Services Solicited

APH will fund services across several service categories for the priority population. The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Offerors to propose solutions to meet community needs effectively.

Services categories considered for award may include, but are not limited to:

- ❑ **Service Category 1: Household Stability**
- ❑ **Service Category 2: Fiscal Agent for APH Neighborhood Centers**
- ❑ **Service Category 3: Food Access**
- ❑ **Service Category 4: Legal Services and Tenants' Rights**
- ❑ **Service Category 5: Transportation**

Service Category 1: Household Stability

- ❑ Financial Education
- ❑ Financial Assistance: eligible expenses include, but are not limited to:
 - Rental, furniture, and household supply assistance
 - Utility assistance
 - Phone or internet assistance
 - Transportation assistance, such as bus passes or gas cards
 - Gift cards for food or groceries
- ❑ Financial Advising
- ❑ Tax Preparation
- ❑ Training
- ❑ Case Management/Wraparound Services
- ❑ Public Benefits Enrollment and Retention
- ❑ Health Insurance Access
- ❑ Community Outreach

Service Category 2: Fiscal Agent for APH Neighborhood Centers

The Fiscal Agent shall be responsible for the management and distribution of the direct financial assistance funds. Fiscal Agent Responsibilities include the following:

- ❑ Receive Payment Requests
- ❑ Verify Documentation
- ❑ Make Timely Payments
- ❑ Make Expedited Payments
- ❑ Track Payments Made
- ❑ Provide Expenditure Reports
- ❑ Provide Overall Accounting
- ❑ Ensure Confidentiality

Service Category 3: Food Access

- ❑ Emergency Food and Groceries
- ❑ Public Benefits Enrollment and Retention
- ❑ Low- or No-Cost Groceries
- ❑ Urban Agriculture Support
- ❑ Home Food Delivery
- ❑ Mobile Food Access
- ❑ Supplements for Purchasing Power
- ❑ Community Outreach

Service Category 4: Legal Services and Tenants' Rights

- ❑ Direct Legal Assistance
- ❑ Reduce Barriers to Legal Services
- ❑ Emergency Legal Counseling and/or Mediation
- ❑ Dispute Prevention and Resolution
- ❑ Education
- ❑ Community Outreach
- ❑ Tenants' Rights in Collaboration with Austin Code

Note that Legal Services specifically provided for immigration-related issues are included under a separate funding source that will be competed later in 2023. For the purpose of this solicitation, services that provide general support to all individuals and families in Austin and/or Travis County who are experiencing low income may be prioritized over programs that address immigration-related concerns exclusively.

Service Category 5: Transportation

- ❑ Public Transportation Support
- ❑ Private Transportation Support
- ❑ Direct Transportation Services

Data Collection and Reporting: Outputs

For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

Required Outputs:

1. Number of unduplicated individuals served in a 12-month period

For programs applying for the tenants' advocacy funds through Austin Code Department, the following outputs are also required:

2. Number of tenants at properties served
3. Number of education meetings and events provided to tenants about their rights

Data Collection and Reporting: Outcomes

Outcomes (As appropriate according to program type):

1. Percent of households at risk of homelessness that maintain housing
Numerator: Number of households at risk of homelessness that maintain housing
Denominator: Number of households receiving assistance
2. Percent of individuals who obtain or maintain public benefits
Numerator: Number of individuals obtaining or maintaining public benefits
Denominator: Number of individuals in program

Principles of Service Delivery

The following program implementation strategies are required for all Basic Needs programs.

1. Trauma-Informed Practices: Successful applicants will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.
2. Language Access Plan: Applicants will be in development of or already have developed a [Language Access Plan](#). A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.
3. Equitable Service Delivery: Offerors must ensure that programs are providing services that meet the needs of diverse populations, considering systemic, institutional, and environmental barriers and inequities that exist and seeking to mitigate the effects on participant outcomes.
4. Program Accessibility: Programs should actively seek to eliminate barriers to services such as providing services at locations and times most convenient to participants.

Best Practices

1. Evidence-based Practices: Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices appropriate to their selected service models and program designs.
2. Livable Wage: The City of Austin recommends offerors follow [Strategic Direction measure EOA.C.3](#) and pay at least a livable wage to all staff working on the program.
3. No Wrong Door Systems: [No Wrong Door systems](#) involve public outreach and referral coordination, person-centered counseling, and streamlined access to public programs.
4. Collaboration with Community: Successful applicants will engage with community stakeholders to collect, analyze, and, implement improvements based on feedback and information collected from clients, community members, and other service providers. This may include participating in community working groups, working with advisory councils, collaborating with partner agencies on services, etc.

Priority Populations

Primary focus should be on residents of Austin/Travis County living at or below 200% of the Federal Poverty Level.

City of Austin Client Eligibility Requirements

Clients must be Eligible to receive services as described in Exhibit A.3: City of Austin Client Eligibility Requirements (Exhibit D of this Solicitation Package).

Some eligibility criteria may be waived for specific program models. Changes to eligibility are subject to negotiation and approval by APH staff.

Austin Public Health Emergency Response

All agencies which are awarded funding through Austin Public Health Requests for Proposals are expected to provide emergency services in the event of a public health emergency (see Sections 8.6 and 8.6.1 of Exhibit E: Standard Boilerplate). Should agencies be called upon to engage in response activities, contract resources may be shifted or new uses of resources approved within an awarded program budget at the discretion of the City.

Application Evaluation

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 RFP and whether each question has been adequately addressed.

RFP # 2023-002 Basic Needs Issue Area Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.
Form 2: RFP Proposal		
Part I: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part II: Scored Proposal	Section 1: Experience and Cultural Competence	Agency Experience & Performance Principles of Service Delivery Cultural Competence & Racial Equity
		5 points 5 points 10 points points total 20
Section 2: Program Design	Program Work Statement Program Goals and Objectives Program Clients Served & Outreach Program Services Delivery & Evidence-based Practices	5 points 10 points 20 points points total 35
Section 3: Data Informed Program Management	Data Management Performance Measures	10 points 10 points points total 20
Section 4: Cost Effectiveness	Program Staffing and Time Program Budget and Funding Summary	5 points 10 points points total 15
Form 3 – Program Budget and Funding Summary	Cost Effectiveness and Number of individuals served/ total budget = Cost Analysis	points total 10
		Total: 100 points
Form 4 – COA Certifications and Disclosures	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.

Application Evaluation

Please review Exhibit – Scoring Rubric Detail for a more detailed guidance on scoring and expectations.

RFP # 2023-002 Basic Needs Issue Area Evaluation Rubric		
Section Description	Question Criteria	Points
Part I: Fiscal and Administrative Capacity		
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.
Part II: Scored Proposal		
<p>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.</p> <p>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.</p>		
Section 1: Experience and Cultural Competence A) Past performance demonstrates agency/program ability to meet targets and make a positive impact on the community B) Agency has demonstrated experience in reaching diverse communities C) Agency demonstrates that their agency and programs practice culturally and linguistically appropriate services and advance racial equity.	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
points total		20
Section 2: Program Design A) Program design is realistic, uses data effectively, demonstrates that it	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

5 Minute Collaboration Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.

Application Submission Instructions

Offeror Initial Steps: Registration

Vendor and PartnerGrants Registration

All Applicants must:

- ❑ Confirm that their organization is a registered vendor with the City of Austin
 - To confirm, enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
 - 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.
- ❑ 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.

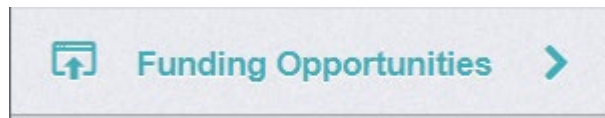
Offeror Initial Steps: Pre-Application

Annual Threshold Process

- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months per agency 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, usually within five to seven business days.
- ❑ Retain approval emails and note the submission date for future use
- ❑ If you last did this BEFORE April 1, 2022, you will need to submit a Threshold Application
- ❑ If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov

Completing the Annual Agency Threshold Application

- Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.



13161	Posted	City of Austin - Austin Public Health	Agency Information	Annual Agency Threshold Application Applicants for Funding Start Here	Apr 19, 2022 3:56 PM
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- Click Start New Application
- Title your application “[Your Organization’s Name] – Agency Threshold Checklist – [Primary Contact’s Initials]”
- Complete General Information - click Save Form Information between each entry to complete all required fields
- Provide explanations as needed, and include all required attachments to minimize delays
- Make sure you click SUBMIT and receive a confirmation email

Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ Offerors may submit multiple proposals for distinct programs. Indicate how many Proposals you wish to submit by submitting one Intent to Apply form for each by the due date indicated on the Offer Sheet: **Thursday, March 9, 2023, by 3 PM CST**
- ❑ Mark all items complete AND click Submit to ensure your Intent to Apply is Submitted.
 - ❑ You will receive an automated confirmation from the PartnerGrants system verifying the form has changed status from Editing to Submitted once complete

NEW Intent to Apply Form (Continued)

- ❑ To complete an Intent to Apply form:
 - Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “RFP 2 Basic Needs Issue Area”
 - Click Start New Application (you may have multiple active Applications)
- ❑ Part 1: General Information
 - Complete each field, clicking Save Form Information after completing each step to open the next section of the form
 - Save and click the title of the next section, “Intent to Apply”
- ❑ Part 2: Ongoing Threshold Certification
 - Certify that you have completed the Annual Agency Threshold Application
 - Enter the date (month and year are sufficient) of Annual Agency Threshold Application SUBMISSION
- ❑ Part 3: Proposal Description
 - Enter a brief, but descriptive title that is not the title of the RFP and program description
 - Enter a Program Type if applicable
 - Enter a Program Description to provide an overview of proposed services
- ❑ Mark Complete and click Submit

Sections of the RFP

Forms and Exhibits

Forms must be completed by the Offeror according to the instructions for this RFP.

Exhibits are for reference and should be reviewed in full by all Offerors prior to completing a Proposal.

Form Number	Title	Guidance
0	Intent to Apply	Completed Annual Agency Threshold Application, and completed Intent to Apply for each Proposal in PartnerGrants due by March 9, 2023, by 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 30, 2023, by 3 PM CST
2	RFP Proposal	
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	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: PartnerGrants Instructions	
G	Scoring Rubric Detail	


Exhibit A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the PartnerGrants System.

If you have not already completed this step, you can use this form for reference while assembling your materials.

A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a  symbol.

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least four times per year)
- Yes No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:

-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

II. AGENCY ADMINISTRATION

- Yes No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Yes No 2. Agency is eligible to contract with the City of Austin and not debarred from doing business with the City of Austin, State of Texas or Federal government

Exhibit B – Solicitation Provisions and Instructions

- ❑ See Exhibit B - Standard Solicitation Provisions and Instructions for information about Proposal Format and Submission Requirements.
- ❑ The Application must be submitted in the [PartnerGrants database](#). No late submissions will be accepted. Note that where the application materials say “at,” “prior to,” or “by or before,” this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.
- ❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.
 - ❑ Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Submission Documents

Table 1: Required APH Documents. The following must be completed and/or submitted in Partnergrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due March 30, 2023, by 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Form 1 – Offer Sheet

SOLICITATION NAME: RFP 2023-002 Basic Needs Issue Area

Form 1: Offer Sheet

The Offer Sheet is required for your proposal to be valid and must be submitted in the second part of the process.

Date Issued:	Thursday, February 23, 2023
Intent to Apply Due Date:	Thursday, March 9, 2023, by 3 PM CST
Proposal Due Date:	Thursday, March 30, 2023, by 3 PM CST
Anticipated Start date of contract:	October 1, 2023
Questions regarding the RFP are due on or before:	Thursday, March 23, 2023, by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, March 30, 2023, by 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Kiara Price Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: https://www.austintexas.gov/article/2023-002-basic-needs-issue-area-rfp
Optional Pre-Bid Meeting Date(s) and Time(s):	Registration Required with this link: Pre-Bid Meeting 1: February 27, 2023, 10 AM CST Pre-Bid Meeting 2: March 1, 2023, 1 PM CST
Office Hours Meeting Location:	Registration Required with this link: Office Hours 1: March 6, 2023, 3 PM CST Office Hours 2: March 21, 2023, 3 PM CST

Form 1: Offer Sheet

- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this proposal for funding.
- ❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.
- ❑ Signature by an authorized representative is required in order for the City of Austin to accept the proposal.



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 Applicant, 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 ~~Partnerships~~ **Partnerships** to be considered for award. Electronic Signature is acceptable.



PartnerGrants Database


- ❑ Website:
<https://PartnerGrants.austintexas.gov>
- ❑ PartnerGrants is an online/web-based database APH uses for contract management
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.





The screenshot displays the PartnerGrants website interface. At the top left is the Austin Public Health logo. The main content area is titled "Login" and features a form with fields for "User ID" and "Password", a green "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". Below the login form is a yellow "Click here to Register" button. Further down is a "Single Sign On Users" section with a blue "Click Here to Access Single Sign On Tool" button. At the bottom of the login section is an "Interested in the current posted Opportunities?" section with a blue "View Current Funding Opportunities" button. To the right of the login section is an "Announcements" section. The announcements text reads: "PartnerGrants recently underwent a system-wide upgrade. Various improvements include: • A modern, fresh new look to this platform • The Main Menu page displayed immediately after login becomes a dynamic, left side menu • The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here. • Enhanced sorting, selecting, and navigation options added • To view, click here". Below the announcements is a section titled "Reduce Potential Delays When Applying for Available Funding" with text: "If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page. REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM. Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding."

Form 2 – RFP Proposal

RFP Proposal

- ❑ Proposal Section Tips:
 - Make sure to answer every question and every part of each question.
 - Some questions include drop down boxes with preselected answers indicated by 
 - Make sure to review any links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.

Form 2 - RFP PROPOSAL

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one distinct program per proposal. Offerors may submit multiple proposals for different programs, which may include programs in different service categories. All questions are in green text boxes. Click on the text boxes beneath the questions to type in your answers. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

Please note: Only name uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

The total word count limit is **15,000** for this entire word document (including proposal questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count".

Table 1: Required APH Documents. The following must be completed and/or submitted in PartnerGrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due March 30, 2023, by 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

PART I. Fiscal and Administrative Capacity - Unscored

Pre-Application

Annual Agency Threshold Application: The Annual Agency Threshold Application must be completed in PartnerGrants by or before the Intent to Apply deadline stated in the Offer Sheet. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved. If you have completed this application on or after April 1, 2022, and received approval, you can advance to the next step.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit an Intent to Apply through this RFP Opportunity. Intent to Apply forms will only be approved and access to Final Proposals granted once the Annual Agency Threshold Application approval has been

Proposal Format and Submission Requirements

ALL DOCUMENTS MUST BE UPLOADED INTO PartnerGrants. NO PAPER COPIES WILL BE ACCEPTED.


Step 1: Final Proposal Instructions

- ❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title
- ❑ **Total word count in the Form 2-RFP Proposal document is 15,000 words which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- ❑ MS Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 3,900 words in Form 2-RFP Proposal, and this is included in the 15,000 words limit.
- ❑ The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 3 - Budget Narrative and Funding Summary, 4-COA Certifications

Proposal Format and Submission Requirements

- ❑ Offerors must use this template for the proposal and cannot submit a proposal that does not include the questions and narrative.
- ❑ Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- ❑ If using this document, Offerors must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- ❑ If compiling responses in a separate document:
 - Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**







Attachment Submission Requirements

- ❑ All Proposal files must be uploaded in PartnerGrants
- ❑ Some questions include required or optional attachments indicated by a  symbol.
 - Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
 - Remember to clearly title each file using only letters and numbers.
 - Try to consolidate to one file for each question

📎 - Named Attachments	
Named Attachment	Required
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

RFP Application: Racial Equity

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin’s values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency’s board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu 	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu 	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu 	Click or tap here to enter text.

RFP Application: Performance Metrics

- ❑ Depending on the type of programming you are proposing, performance metrics may vary.
- ❑ Complete each required Output and Outcome in the tables provided and include explanations as needed below.
- ❑ You may include additional optional Outputs and Outcomes

PERFORMANCE MEASURES

20. Please provide: A) Output Measure(s) and B) Outcome Measures below.

20A. Output Measures: Provide a proposed a 12-month goal for the number of unduplicated clients served by the total program as well as any additional context. The goal should be based on past performance experience, budgeted program costs, and best estimates. The contract goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Proposals must include the following output:

Type of Output	Output Wording	12-month Goal # Oct 1, 2023 – Sept 30, 2024
Required Output	Total Number of Unduplicated Clients Served per 12-month period	Click or tap here to enter goal #.

20Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

20Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

20Aiii. Describe how demographic and eligibility data will be collected from clients and the method for reporting this data.

Click or tap here to enter text.

If Applying for Tenants' Advocacy ONLY

Tenants' Advocacy Outputs: Offerors applying for Tenants' Advocacy funds through Austin Code Department must provide the following additional outputs:

RFP Application: Program Staffing and Cost Effectiveness

- ❑ Upload job/position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include job/position descriptions as supplemental documentation.
 - Pages beyond the allowable 5 total will not be considered when evaluating applications.

- ❑ Describe the overall staffing plan to accomplish activities in the proposed program and complete the Program Staffing Form

Example:

<i>Funding Source</i>	<i>Title</i>	<i>FTE</i>
<i>APH Social Services</i>	<i>Program Director</i>	0.20
<i>APH Social Services</i>	<i>Executive Director</i>	0.05
<i>Travis County HHSD</i>	<i>Case Managers</i>	2.00
<i>NA</i>	<i>Certified Volunteer Peer Educators</i>	8.00
	<i>Total FTEs</i>	10.25

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

Instructions	Budget and Narrative	SubGrantee Budget	Funding Summary	Cost Per Client
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- ❑ Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are four tabs in the spreadsheet: Instructions, Budget and Narrative, SubGrantee Budget, and Cost Per Client. The Instructions include examples of allowable costs.

Budget and Narrative Tab

□ Budget and Narrative Form:

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period in Cell B5 under the Budget and Narrative worksheet
- The Cost Per Client worksheet will use this to automatically determine the Cost Per Client based on the overall program budget and the overall number of clients to be served.

1	Reviewed by evaluators. Funds requested should correspond to the activities in narrative. If awarded, funds may be transferred between line items.	
2	Form 3 - Program Budget and Narrative	
3	Agency Name:	
4	Program Name:	
5	Total Proposed Clients Served:	
6		
	Requested COA Funding	Amount OTHER

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 12-month period for City Funding requested only
 - Period: 10/01/2023-09/30/2024
- For every budget line containing a requested amount of City of Austin Funding, enter a short description or list of items included in that budget line in Column E.
- Examples are provided in the Instructions tab

Budget Line-Item	Requested COA Funding Initial 12 months	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Total Budget (All Funding Sources) 12-Months	Complete an explanation for each City-funded line item.
Salaries				
Personnel (benefits and payroll taxes)			\$0.00	
Operations				
General Operations			\$0.00	
Outsourced Professional Services			\$0.00	
Supplemental Programmatic Services			\$0.00	
Training/Travel Outside of Austin/Travis County			\$0.00	
Financial Assistance to Clients				
Rental Assistance			\$0.00	
General Housing Assistance			\$0.00	

Funding Summary Tab

❑ Funding Summary :

- Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period.

Form 3 - Program Funding Summary				
Agency Name: Click or tap here to enter text.				
Program Name: Click or tap here to enter text.				
Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	7/1/2022	6/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0

SubGrantee Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of the work, a brief description of services, number of clients accounted for by each Sub-Grantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table
- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab

Form 3 - Program Budget and Narrative									
Agency Name:									
Program Name:									
Total Proposed Clients Served:									
SubGrantee Name:	Start Date:	End Date:	Services Agreed to Perform	Unduplicated Clients Served	Line-Items	COA Amount	Other Funded Amount:	Total Amount:	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other:			\$0.00	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other:			\$0.00	
					Personnel:			\$0.00	

Form 4 – COA Certifications and Disclosures

Form 4: COA Certifications and Disclosures

- ❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the Conflict of Interest disclosure requirements.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Important Information

Communication with the City

❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person:
Kiara Price at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the [Competition Website](#) weekly

❑ Anti-lobbying ordinance

- Request for Proposal process: Anti-lobbying ordinance does not apply.

Important Dates

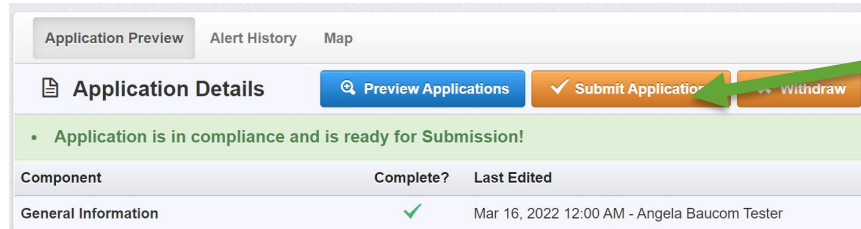
- ❑ RFP Intent to Apply DUE to APH: **Thursday, March 9, 2023, by no later than 3PM CST**
- ❑ RFP Proposals DUE to APH: **Thursday, March 30, 2023, by no later than 3PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, March 23, 2023, by 3PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Thursday, March 30, 2023, by 2PM CST**

Please make sure to get your application ready *early* so you don't miss the deadlines

- ❑ Anticipated Contract Start Date: **October 1, 2023**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
 - The appearance of some items may have changed, but the process is very similar
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov

Important Tips

- ❑ To submit Intent to Apply and Final Proposals in PartnerGrants, you must first MARK AS COMPLETE AND THEN HIT **SUBMIT**



- ❑ Check that you receive a confirmation email from the PartnerGrants system indicating the status of your application is “Submitted.” Mark as Complete is NOT the same thing as Submit.
- ❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to submit
- ❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- ❑ Watch for emails from APHCompetitions@austintexas.gov in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share PartnerGrants accounts



**That was a lot of information.
We can help clear it up.**

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
