



Degemer
 Ongletomi
 Akwaba
 Dobrodošli
 Üdvözlet
 Welkomma
 Yokoso
 Accogliere
 Nau Mai
 Bem-vindo
 Willkommen
 Haere Mai
 Salve
 Benvido
 Toivottaa
 Tervetuloa
 Accoje
 Hosgeldiniz
 Bi xêr hatî
 Nayak
 Chào mừng
 Vitajte
 Benvignuo
 Fáilte
 Swagata
 Benvenuto
 Welkom
 Bienvéni
 Namaste
 Witaj
 Bun vint
 Aloha
 Bienvenue
 Huan Ying
 Swagat
 Vitejte
 Bonavinuta



RFA #001 Substance Misuse Services 2021 - NPS Request for Applications (RFA) Pre-Bid Conference Call

2 Pre-Bid Meetings:

- 1) December 22, 2020 at 10-11:30 am
- 2) January 7, 2021 at 2:00 – 3:30 pm CST

RFA Authorized Contact Person:
Natasha Ponczek Shoemake
APHCompetitions@austintexas.gov



AGENDA

Welcome and Introductions

RFA Submission Instructions

Scope of Work

Application

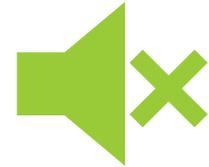
Important Dates

Question and Answer Process



Welcome & Introductions

- ❑ Introductions
- ❑ Housekeeping
- ❑ Everyone is muted for the call until the Q&A.
- ❑ Materials for meeting located on the website and 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: Comment and questions need to be submitted via email to APHCompetitions@austintexas.gov
- ❑ We will be recording the presentation and it will be available in the chat after the presentation.
- ❑ Partnergrants technical assistance will follow the presentation for anyone who needs it.



Austin Public Health Staff



Laura Enderle



Allan McCracken



Akeshia Johnson Smothers
SSPU Manager



Natasha Ponczek Shoemake



Laura LaFuenta
CMU Manager



Initial Steps

All Applicants must:

1. 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.
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.

Sections of the RFA

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	RFA STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFA SCOPE OF WORK	*
F	RFA APPLICATION	X
G	APH CLIENT ELIGIBILITY REQUIREMENTS	*
H	PROGRAM BUDGET AND FUNDING SUMMARY	X
I	STANDARD APH AGREEMENT BOILERPLATE	*
J	COA CERTIFICATIONS AND DISCLOSURES	X
K	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	*



Section A: Offer Sheet

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

SOLICITATION NO: RFA-001—Substance Misuse—2021—NPS

SOLICITATION NAME: Request for Applications for Substance Misuse Services

DATE ISSUED:	December 18, 2020
RFA Application Date Due:	Tuesday, January 26, 2020, 12pm CST
Anticipated Start date of contract:	April 1, 2021
Questions regarding the RFA are due on or before <small>Note: Technical Assistance questions regarding entry into Partnergrants may be submitted until the due date.</small>	January 26, 2021 at 9 AM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Natasha Ponczek Shoemaker Contract Management Specialist III E-Mail: Natasha.Ponczek@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: APH Competition Website
Optional Pre-Bid Meetings Dates and Times: <small>* Both options will include the same content</small>	Option 1) Tuesday, December 23, 2020 10:00 am – 11:30 am CST Option 2) Thursday, January 7, 2021 2:00 – 3:30 pm CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: https://www.eventbrite.com/e/substance-use-rfa-tickets-132864634699

Section A: Offer Sheet

- On the Offer sheet the organization's representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFA document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.



CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR APPLICATION (RFA) OFFER SHEET

The undersigned, by his/her signature, represents that he/she is 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 he/she has 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: _____

Partnergrants Database

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

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

Log In

Click [HERE](#) to use your City of Austin Login
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:*

Password:*

Log In

[Forgot User Id?](#)
[Forgot Password?](#)

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?
[Register Here](#)

Announcements

COVID 19 UPDATE

See austintexas.gov/COVID19 for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through [Austin Public Health \(APH\)](#) and the [Office of Telecommunications and Regulatory Affairs \(TARA\)](#), that promote health and/or digital equity.

Submission Documents

- Required RFA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants as well as any Application Attachments
H	Program Budget and Funding Summary	Complete in Word template provided Double click on the Excel charts within document to edit Save as PDF	Upload into PartnerGrants
J	COA Certifications	Review, sign and scan signed document	Upload into PartnerGrants

RFA Scope of Work: Background and Purpose

City of Austin FY 2020-2021 City Council Budget: Council member Casar put forth budget amendment number 6 to fund the Substance Use Continuum of Care.

City of Austin Public Safety Committee: On July 9th, 2020 the Committee convened to discuss how to prevent and reduce harm as well as interrupt violence. The discussion highlighted harm reduction strategies and their ability to benefit public health. These strategies in combination with more substance misuse services can reduce cost and burden associated with Austin Police Department calls, incarceration, overdose, homelessness, and housing instability.

Scope of Work: Funding and Timeline

- ❑ **Available Funding:** \$1,467,120 total
- ❑ **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to four Agreements.
- ❑ **Contract Term:** The Agreements will have an effective start date of April 1, 2021, for an initial 12-month period, and three 12-month extension options. All extension options are conditional upon City Council approval of the Budget.

Scope of Work

- ❑ The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with demonstrated experience providing services to individuals who engage in substance misuse. Interventions must be aligned with the principles of harm reduction at the outset, with the goal to increase access to substance misuse treatment and harm reduction strategies.
- ❑ \$1,117,120 in ongoing funding can support staff and operations costs for:
 - ❑ Expanding/supporting non-traditional drop-in center hours in the evening and weekend
 - ❑ Expanding/supporting mobile outreach clinics for substance misuse treatment and care
 - ❑ Expanding resources for substance misuse recovery beds
 - ❑ Expanding substance misuse services
- ❑ Up to \$350,000 in one-time funds may also be used to purchase large capital items for start-up of a new program such as:
 - ❑ Mobile outreach vehicle
 - ❑ All capital equipment to outfit mobile outreach vehicle include computer equipment

RFA Scope of Work: Program Design

Applicants must propose to provide at least one or a combination of the following program services:

1. Improve access to substance misuse services through expansion of non-traditional hours of clinic operation
 - Extended/ Non-traditional hour clinic staffing
 - Developing or expanding technology-based therapeutic tools
 - Extended/ Non-traditional hour of operation outreach staff
2. Improve access to substance misuse services through mobile outreach clinics
 - Vehicle/ Capital Purchase
 - Mobile outreach staff
 - Mobile clinic supplies
3. Expand substance misuse treatment and services
 - Peer support
 - Treatment beds
 - Needle exchange programing
 - Substance misuse navigators and recovery supports
 - Substance misuse counseling and/or non-traditional types of therapy such as meditation, acupuncture, or EMDR (Eye Movement Desensitization and Reprocessing)



RFA Scope of Work: Program Design

Harm Reduction Strategies

Harm Reduction is an evidence-based model that aims at reducing drug -related harm experienced by individuals and communities. All awarded agencies will be required to describe how harm reduction strategies are applied or will be applied in their program design.

Program Services

- Note: None of the performance rendered under this Agreement shall involve, and no portion of the funds received by the recipient under this Agreement shall be used for, any sectarian or religious activity
- Note: Austin Public Health does not fund primary care medical services, medical detox services, hospital care or other healthcare services for needy or indigent individuals to the extent the City of Austin is prohibited to provide those services by the Texas Constitution and the Tex. Health & Safety Code §§ 281 due to the creation of a countywide hospital district.

Scope of Work: Application Evaluation

Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin.

RFA #001 Substance Misuse Services 2021 NPS		
Evaluation		
Section A: Offer Sheet Required	Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit Offer Sheet
Section F: RFA Application		
Section I: Fiscal and Administrative Capacity	Questions 1-11	No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below
Section II: Experience and Cultural Competence	Questions 12 - 20	40 points
Section III: Program Design	Questions 21-28	30 points
Section IV: Data Informed Program Management	Questions 29-33	10 points
Section V: Cost Effectiveness	Question 34-43	20 points
		Total: 100 Points
Section VII: BONUS Healthy Service Delivery	Questions A-D	10 points

Section F: RFA Application

RFA Application

Application Section Tips:

- Make sure to answer every question and every part of each question.
- And note that there are drop down boxes with preselected answers.
- Make sure to review the links within the RFA – you can find them in the RFA 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.

Section I. Organization Information Section

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to determine if your organization is eligible to contract with the City of Austin. All Applications must have satisfactory answers in this section in order to be evaluated for potential award.

Name of your Organization: Click or tap here to enter text.

Program Name: Click or tap here to enter text.

Question 1: Is your Agency a non-profit organization able to conduct business in the State of Texas for at least two years?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 2: Has your Agency 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)?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 3: Is your agency eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information?

Click or tap here to enter text.

If no explain:

Click or tap here to enter text.

Question 4: Is your Agency current in its payment of Federal and State payroll taxes?



Application Format and Submission Requirements

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

Section F. RFA Application Instructions:

- 1) **You will first download the Word document from Partnergrants and use that document to fill in the application.**
- 2) **Total word limit in Section F. RFA Application is 10,000 words which includes the questions. Applications that exceed 10,000 words will not be considered.**
- 3) 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 5400 words in Section F-RFA Application, and this is included in the 10,000 word limit.
- 4) The following documents will not count towards the total word count:
 - a. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
 - b. Attachments A-Offer Sheet, H. Program Budget and Funding Summary section, J COA Certifications

Application Format and Submission Requirements

- Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- All questions are boxed and **highlighted in green** in **Section F. Application**. 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, Applicants must type answers into the section that says **“Click or tap here to enter text”** after each question or in the required tables.
- Select items from the **drop-down menus** as well as check off any checkboxes with required attachments.
- If compiling responses in a separate document:
 - Applicants must include all questions and narrative before their answer, so the Application appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**
 - Clearly label each question and number, use size 11 Calibri font, double-space the document, use 1” margins on 8 ½ x 11” white paper without page scaling.

RFA 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 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 - Implementation started or plan to implement	What has been implemented or will be implemented?
a. We have access to data on racial/ethnic disparities to guide our work.	Drop down menu – choose item.	Click or tap here to enter text.
a. Our work includes performance measures to determine how well we are doing to address racial disparities.	Drop down menu – choose item.	Click or tap here to enter text.
a. Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Drop down menu – choose item.	Click or tap here to enter text.
a. Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Drop down menu – choose item.	Click or tap here to enter text.
a. Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Drop down menu – choose item.	Click or tap here to enter text.

RFA Application: Program Staffing and Time

- ❑ Program may utilize volunteers for services, but there must be paid staff as a part of the program design. *Examples of staff include but are not limited to: case managers, community health workers, outreach workers, nurses, and substance abuse counselors, peer counselors, recovery coaches.*
- ❑ It is not required that all staff must be licensed but it is preferred that direct service staff have certifications specializing in substance misuse.
- ❑ Certifications for direct services staff may include but is not limited to: Licensed Master of Social Work (LMSW), Licensed Professional Counselor (LPC), Licensed Chemical Dependency Counselor (LCDC).
- ❑ Peer counselors must be certified as Peer Specialists, enter a certification program upon employment, or maintain their participation in a certification program until completion. Costs for certification may be included in the Application budget.

RFA Application: Program Staffing and Time

For each of the staff positions involved in the project: state position title, indicate what eligible services they will be providing (refer to Scope of Work for each Project Type), percent of time the staff spends on the project, and the Amount Requested for each staff position. Attach separate document if more lines are needed.

NOTE: ONLY INCLUDE STAFF REQUESTED IN THIS SOLICITATION.

DO NOT INCLUDE STAFF WHO WILL BE FUNDED 100% BY OTHER FUNDING SOURCES. If a staff member is partially funded by another funder, include only the percentage of time that this application is requesting in this solicitation.

Please note: The total in this staffing form should match the total amount requested for the RFA. Any other costs for the program including HMIS Licenses, computer costs, and direct financial assistance (rent, utilities, etc.) will be determined at time of contract negotiation.

Staff Position Titles	Eligible Services Provided by Staff <i>(refer to Scope of Work)</i>	Program Staff FTE Amount/% of Time Spent on Project	\$Amount Requested for Staff Position. <i>(Total should match the total amount requested from the RFA.)</i>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter FTE/%.	Click or tap here to enter \$ amount.

Communication with the City

Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the Funding Opportunity page in Partnergrants and the solicitation website at least once per week.
- Questions regarding the RFA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.

Anti-lobbying ordinance

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

Important Dates

- There will be a second pre-bid meeting covering the same thing on Thursday, January 7, 2021 2:00 – 3:30 pm CST
- Deadline to Submit Questions to APH: **January 26, 2021 at 9AM CST**
 - This includes TA questions about submitting in PG, so please make sure to get your application ready *early* so you don't miss the question deadline.
- RFA Applications DUE to APH: **January 26, 2021 at 12PM CST**
- Contract Start Date: April 1, 2020
- Technical assistance in how to submit an application in PG is available on YouTube
- Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov or John Sanchez - John.Sanchez2@austintexas.gov.



Questions?

Contact: Natasha.Ponczek@austintexas.gov



**Thank You
for Your Participation**
