

**RFP 2022– 008 Cold Weather Shelter  
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Angela Baucom at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov) or in the PartnerGrants database by no later than Thursday, September 15<sup>th</sup>, 2022, by 3PM CST.

Last Updated September 16, 2022:

Question No.	Questions	Answers
1	Can we be provided a copy of this slide deck for easy reference?	Yes, the slides will be sent directly to today’s Pre-bid meeting attendees. Please make sure to put your contract information in the chat so we can reach you. The slides will also be posted on the APH solicitation website.
2	Is this a new opportunity, or is there a current incumbent?	This is a new opportunity.
3	We are currently in the process of building out our official board structure and securing 501 c 3 status, but we have a fiscal sponsor, how should we proceed with the threshold?	Please email <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a> if you have unique circumstances that you would like us to consider. If you feel that you do not meet the Minimum Qualifications outlined in Exhibit C – Scope of Work, a fiscal sponsor can act as the primary fiscal agent and should submit an Annual Agency Threshold Application and Intent to Apply form by the deadline provided on Form 1 – Offer Sheet, the competition website, and the PartnerGrants opportunity page.
4	Are you prioritizing applications from offerors who have a physical space?	Already having a physical shelter space is a plus, but at minimum the offeror needs to be able to include a specific space in the plans and describe it in the Form 2 – RFP Proposal responses as appropriate.
5	We might not be able to identify all partners by the pre-application deadline. Do they all need to be identified by the pre-application deadline?	All partners do not need to be identified by the pre-application deadline, but it is preferable that they are specifically identified by the final proposal deadline in Form 2 – RFP Proposal as appropriate.
6	Is the City going to award multiple contracts?	Per section III. Funding and Timeline of Exhibit C – Scope of Work, APH anticipates awarding 1 agreement. However, this does not guarantee that APH will only award one contract.
7	Is the list of other offerors public record? If this is a single grant, we like to look at partnering with other smaller groups.	The list of offerors is not public record. However, the list of Pre-Bid meeting attendees is published on the competition website and includes a column that identifies individuals who are interested in collaboration.
8	What is the current cold weather shelter capacity and what is the	Prior to now, there has been no established capacity. Estimates included in Exhibit C – Scope of Work were

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	identified gap? To truly get everyone out of the cold, would we need to house 500 or even 1000 people? Is this budget sufficient to really address the problem?	developed using estimates from previous activation year averages. The Scope of Work identifies a minimum of 200 beds and no maximum. Since this is the first time funding this project, we anticipate using data from this contract to inform future needs.
9	What is the expected billing model? Can we propose something that has a capital/capacity component, a readiness component, and an activation component? Or are you expecting a flat fee?	Per section III. Funding and Timeline of Exhibit C – Scope of Work, this contract may operate on a reimbursable or deliverable contract model, subject to negotiation with awardees. Please see that document, as well as Exhibit D – Social Services Contract Boilerplate with Standard Exhibits, which includes the Compensation Terms exhibit for further details about definitions for these terms and payments.
10	Can grant funding be used to purchase or rent land?	Real estate purchases are not allowable under this funding. Rent associated with space used for program activities included in this Scope of Work is an allowable expense.
11	Is it a priority to provide services to all parts of Austin or can we concentrate on the East Side where we have deeper relationships?	It is a priority to provide services to all parts of Austin. More than 1 facility location may be included in the proposal, and collaboration is encouraged to expand relationships.
12	Has there been discussion about the tradeoffs between serving a large group of people with less services verses servicing a smaller group with more services?	Since this is the first time funding this project, we anticipate using data from this contract to inform future needs.
13	What does this grant run on a 12 month calendar when it gets and stays hot starting in April?	This current funding prioritizes services specifically associated with extreme cold weather conditions, but some service providers may be capable of providing services to accommodate a range of emergency or extreme weather conditions. Funding may be spent at different levels during different parts of the year depending on activation need.
14	Does the City have a rough idea of what the expected split of costs is between running the program / providing shelter / providing services?	There are no set expectations for the split of costs between activities associated with operating a program. Offerors should do their best to provide an informed program budget and clear budget explanations and justifications in Form 2 – RFP Proposal.
15	My assumption is that "activation" means any time that operations to set up and administer a cold weather shelter	The estimated 26 activations refer to an anticipated 26 average days per year of operation.

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	<p>occur no matter the number of days.</p> <p>So opening the cold weather shelter for one night and closing it the next morning (not opening it for the next night) would be 1 activation. Also, opening the cold weather shelter for 3 nights consecutively then closing it on the 4th morning would also be 1 activation.</p> <p>Is that correct? Meaning that the estimated 26 activations estimated for the season/year does not mean 26 days, but 26 openings of the shelter for an unspecified number of days.</p>	
16	<p>What is the expected ratio of people to toilets? Are portable/temporary toilets acceptable?</p>	<p>The ratio should ensure safety and accessibility. As a general guideline, 1 toilet per 50 people is recommended. Portable/temporary toilets are acceptable. Awardees may use a recommended ratio from a portable facility provider based on the anticipated number of individuals and event duration.</p>
17	<p>In a typical cold-weather shelter, what is the standard allocation of space per person?</p>	<p>It is recommended that shelters adhere to CDC recommendations for minimum bed spacing:</p> <ul style="list-style-type: none"> <li>a. evacuation shelters = 20ft<sup>2</sup> per person</li> <li>b. general shelters = 40ft<sup>2</sup> per person</li> </ul>
18	<p>Are we allowed to use hotels and off-site housing to augment capacity?</p>	<p>Per Section IV. Services Solicited, Facilities and Capacity in Exhibit C – Scope of Work, for specific circumstances such as families with minor dependents who cannot be accommodated at a congregate site, a limited amount of financial assistance for shelter at hotels during activations may be provided. Offerors should clearly explain program services and how they will be provided in Form 2 – RFP Proposal for evaluation with full context of the proposed services. Allowable costs are subject to negotiation after award.</p>
19	<p>How do we request specific technical assistance on our proposal?</p>	<p>All technical assistance requests should be submitted via email to <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>.</p>
20	<p>Is there a forum for privately discussing novel approaches to solving this problem that are</p>	<p>There is an established Cold Weather Shelter Work Group that continues to discuss this and other options.</p>

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	inconsistent with the RFP but might be considered for future work?	It is an open committee through the Leadership Council.
21	Can we submit an alternate proposal just for staffing or just for transportation for this RFP?	No, services proposed must address the full Exhibit C - Scope of Work and services described therein.
22	Congregate sheltering is the most cost effective approach, can the City of Austin provide recreation centers for this service?	The RFP is intended to allow awardee(s) to coordinate facilities according to their own service model. Specifics may be subject to negotiation.
23	In previous operations, we have implemented a security plan using on site staff with protocols for when to contact and engage local authorities to address a security issue utilizing de-escalation and trauma informed care. Is that acceptable?	Please submit an explanation of procedures as appropriate in Form 2 – RFP Proposal to allow evaluators to fully consider your methods.
24	Historically, how many days did previous activations average?	Previous activations typically range from one to two days.
25	Can you provide a list of the previous non-profits and local faith based organizations who assisted with these efforts prior to 2020?	Since this is the first year of formally funding this project, Austin Public Health does not have a record of previous partners providing Cold Weather Shelter services.