



**CITY OF AUSTIN
DOWNTOWN AUSTIN COMMUNITY COURT
REQUEST FOR APPLICATION (RFA) OFFER SHEET**

SOLICITATION NO: HFSS2019LW	SOLICITATION NAME: Housing-focused Support Services
DATE ISSUED: November 15, 2019	NON-MANDATORY PRE-OFFER CONFERENCE DATE/TIME/LOCATION: November 21, 2019, 2 PM, Central Time Austin City Hall, Board and Commission Room – 1101 301 W 2nd St, Austin, TX 78701
FOR AGREEMENT AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON: Laura Williamson Business Process Specialist Phone: 512-974-1233 E-mail: Laura.Williamson2@austintexas.gov	RESPONSES DUE PRIOR TO: January 6, 2020, 2 PM, Central Time LOCATION: Downtown Austin Community Court, 719 E 6 th St., Austin, TX 78701

When submitting a sealed Application use the proper address for the type of service desired, as shown below:

City of Austin, Downtown Austin Community Court
Response Enclosed for Solicitation # HFSS2019LW
719 E 6th St.
Austin, Texas 78701
Reception Phone: 512-974-4879

NOTE: Offers must be received and time stamped in the Downtown Austin Community Court prior to the Due Date and Time. It is the responsibility of the Applicant to ensure that their Application arrives at the receptionist's desk prior to the time and date indicated.

See Section 0200 for additional solicitation instructions.

All Applications that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY YOUR RESPONSE ON A USB FLASH DRIVE

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This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	Required Response (X)	PAGES
0050	OFFER SHEET	X	3
0100	STANDARD PURCHASE DEFINITIONS		*
0200	STANDARD SOLICITATION INSTRUCTIONS		*
0300	STANDARD PURCHASE TERMS AND CONDITIONS		*
0400	SUPPLEMENTAL PURCHASE PROVISIONS		5
0500	SCOPE OF WORK AND APPLICATION	X	13
0600	RESPONSE PREPARATION INSTRUCTIONS & EVALUATION FACTORS		2
0630	EXCEPTIONS		1
0645	PROGRAM STAFF POSITIONS AND TIME	X	1
0650	PROGRAM BUDGET AND NARRATIVE	X	4
0710	STANDARD AGREEMENT BOILER		23
0800	NON-DISCRIMINATION & NON-RETALIATION CERTIFICATION	X	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION		*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION		*
0835	NONRESIDENT BIDDER PROVISIONS	X	1
0900	SUBCONTRACTING/SUB-CONSULTING UTILIZATION FORM	X	1
0905	SUBCONTRACTING/SUB-CONSULTING UTILIZATION PLAN – Complete and return if applicable		3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

https://www.austintexas.gov/financeonline/afo_content.cfm?s=67&p=73

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for an agreement award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final agreement execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, 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: _____

Signature of Officer or Authorized Representative: _____

Email Address: _____

Phone Number: _____

Date: _____

*** Application response must be submitted with this Offer sheet to be considered for award**