



# CITY OF AUSTIN, TEXAS

## Austin Public Health

### REQUEST FOR APPLICATION (RFA) OFFER SHEET

**SOLICITATION NO:** RFA-#- 2020-NPS  
**SOLICITATION NAME:** Request for Applications

<b>DATE ISSUED:</b>	[INSERT DATE]
<b>Questions regarding the RFA are due on or before:</b>	[INSERT DATE] at Xpm CST
<b>Technical Questions regarding entering data into Partnergrants database are due on or before:</b>	[INSERT DATE] at Xpm CST
<b>Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants</b>	<b>Authorized Contact Person:</b> Natasha Ponczek Shoemake Contract Management Specialist III E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
<b>Optional Pre-Bid Conference Call Date and Time:</b>	[INSERT DATE] X pm – X pm CST
<b>Pre-Bid Conference Call Registration:</b>	<b>Registration Required</b> with this link to get the Conference Call details: [INSERT LINK]
<b>Threshold Review Forms Due:</b> Only applicants that pass the Threshold Review requirements will be able to submit a complete application.	[INSERT DATE], Xpm CST
<b>RFA Application Date Due:</b>	[INSERT DATE], Xpm CST



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**APH is only accepting applications through the Partnergrants database. No paper copies will be accepted.**

The two requirements needed to successfully submit an application are:

1. **Threshold Review** due by Xpm on [INSERT DATE].  
Applicants that meet the Threshold requirements will be able to submit a complete RFGA application.
2. **RFGA Application** due by Xpm on [INSERT DATE].

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.

\* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.



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This solicitation is comprised of the following required sections. Please 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	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFGA SCOPE OF WORK	*
F	RFGA APPLICATION	X
G	APPLICATION THRESHOLD CHECKLIST	X
H	CLIENT ELIGIBILITY REQUIREMENTS	*
I	PROGRAM BUDGET AND FUNDING SUMMARY	X
J	STANDARD AGREEMENT AND DELIVERABLES BOILERPLATE	*
K	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
L	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
M	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
N	APPLYING FOR APH-FUNDED OPPORTUNITY - PARTNERGRANTS INSTRUCTIONS	*

\* Completed forms marked with an asterisk are not required for Application submission, but rather provided as reference for entities who may be awarded grant agreements.

**INTERESTED PARTIES DISCLOSURE**

In addition, Section 2252.908 of the Texas Government Code requires the successful Applicant to complete a Form 1295 "Certificate of Interested Parties" that is signed and includes an "unsworn declaration" for a grant agreement award requiring City 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 grant agreement execution.



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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: \_

**Signature of Officer or Authorized Representative: \_**

**Date:**

**\* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.**