



RFQS #006 COVID-19 RISE 2.0 - NPS Request for Qualifications (RFQS) Pre-Bid Conference Call

July 16, 2020 at 2-3:30pm
Conference call

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

AGENDA

02:00 pm – 03:30 pm

- Welcome and Introductions
- RFQS 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
- Comment and questions need to be submitted:
 - Via email to APHCompetitions@austintexas.gov. Please indicate in the subject line of your email if you are applying for A-Phone Bank or B-Online Portal.
 - Chat through Teams Application - If entering question in the Teams chat - indicate which area you have questions about. APH Staff will be watching comments and the email during the presentation if you have questions.
- Partnergrants technical assistance will follow the presentation.

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 RFQS

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFQS SCOPE OF WORK	*
F	RFQS APPLICATION	X
G	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
H	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
I	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING – No signature required, but upload of form is required	X
J	Applying for APH-Funded Opportunity – PartnerGrants Instructions	*

Submission Documents

- Required RFQS Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFQS Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants
H	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	PDF Documents to support responses for each question	PDF all of the documents together by question so there is one PDF upload for each question as required.	Upload into Partnergrants

Section A: Offer Sheet

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



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

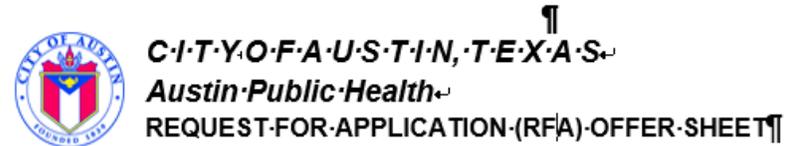
SOLICITATION NO: RFQS 006 – COVID-19 RISE 2.0– 2020 – NPS

SOLICITATION NAME: Request for Qualifications for COVID-19 RISE 2.0

DATE ISSUED:	July 10, 2020
Questions regarding the RFGA are due on or before <small>Note: Technical Assistance questions regarding entry into Partnergrants may be submitted until the due date.</small>	July 21, 2020 at noon CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Natasha Ponczek Shoemake Contract Management Specialist III E-Mail: Natasha.Ponczek@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website:
Optional Pre-Bid Meeting Date and Time:	Thursday, July 16, 2020 2:00 pm – 3:30 pm CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: https://www.eventbrite.com/e/aph-pre-bid-meeting-rfqs-006-covid-19-rise-20-registration-113152580414?aff=affiliate1
RFQS Application Date Due:	Wednesday, July 22, 2020, 12pm CST
Anticipated Start date of contract:	August 10, 2020

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 RFQS 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.



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.

Scope of Work: Background and Purpose

On June 4, 2020, Council passed Resolution [#20200604-049](#) and Resolution [#20200604-040](#) that authorizes the City Manager to negotiate and execute contracts to service providers to offer direct financial assistance to the community impacted by COVID-19. It further stated the following:

“The City Manager is directed to seek a simplified, centralized application(s) and intake process available, and consider expanding the options for awarding funds to individuals based on a lottery, or similar process, or client based direct assistance programs (which provide support to existing clients who have previously qualified for assistance). The Council 's policy objective is easing the burden of the application process for qualified residents. Options are at the discretion of staff but could include options such as the following:

- An open application period of at least 7 days over at least one weekend;
- An application accessible online and by phone, widespread outreach and plain language instructions and information;
- Options to accommodate speakers of languages other than English throughout the application and service period;
- Simplified ways to provide required documentation and reduce levels of documentation required;
- Consistent applicant eligibility guidelines across service providers;
- Sufficient notifications to ensure applicants are up-to-date on the process;
- Ensuring any client-based direct assistance programs partner with organizations that can show they have access and trust with large numbers of persons in priority populations; and
- Other considerations as appropriate.”

Scope of Work: Funding and Timeline

Applicants may apply for **either** project type:

A) Centralized Phone Bank and Application Assistance

OR

B) Online Portal, Lottery, and Financial Assistance Distribution

2.2 Austin Public Health anticipates awarding two Agreements, one for \$500,000 and the other for \$9,500,000 in the categories above.

2.3 The Agreements will have a 6-week contract term starting August 10, 2020.

2.4 Applicants must be ready to begin the program approximately one week from the start date.

2.5 Awarded programs will be structured as a deliverables-based agreement, where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

Scope of Work: Project Types

Project Type	Funding	Description	Eligible Costs
Centralized Phone Bank and Application Assistance	Up to \$500,000	Phone bank and assistance with uploading documentation for clients chosen to receive assistance from the lottery. Phone bank that will coordinate with the online portal.	<ul style="list-style-type: none"> • Salaries • Operations • Other NOTE: No financial assistance is included in this project type.
Online Portal, Lottery, and Financial Assistance Distribution	Up to \$665,000 With additional \$8,835,000 in direct financial assistance.	Funding is for the administration of the online portal and lottery to distribute a minimum of \$8,835,000 in direct financial assistance for a total contract of \$9,500,000.	<ul style="list-style-type: none"> • Salaries • Operation • Other Up to 7% of the amount. If an agency is able to propose a budget with less than the 7% in administration, more funds will be available for direct financial assistance up to the full amount available for the online portal

Scope of Work: Application Format and Submission Requirements

- 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.
- This RFQS requires a lot of documents to be attached. Please PDF your responses into one PDF per question. There are a limited number of upload fields in Partnergrants.
- 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.

Submission Documents

Required RFQS Application and attachments

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I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	Up to one PDF for each question (1-7)	PDF all of the documents together	Upload into Partnergrants

Scope of Work: Application Evaluation

8.2 Evaluation Factors: All responses will be evaluated based on the following criteria and rankings. Maximum 100 points. See application for additional details.

8.3 All Applications will be evaluated on a case by case basis. Considerations will be given to Applicants:

- 8.3.1 With experience administering direct financial assistances to clients
- 8.3.2 With the capacity to start the administration of the funds immediately and efficiently
- 8.3.3 That demonstrate alignment with advancing equitable outcomes. The proposed program implementation strategy must:
 - Work to advance racial equity in the community and within the agency culture.
 - Have access to data, including demographics and performance measures on racial/ethnic disparities and use it to guide the work of the program.
 - Host or participate in training events dedicated to improving equitable outcomes.

Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFA
Section F: RFQS Application		
Section I: Preliminary Questions	Questions 1-14	No points, but Applicant must pass threshold for application to be evaluated
Section II:		
References	Question 1	15
Experience	Question 2	20
Personnel	Question 3	10
Readiness	Question 4	10
Service Capacity	Question 5	30
Project Budget and Narrative	Question 6	5
Sample Documents	Question 7	10
		TOTAL: 100 POINTS

Scope of Work: Client Eligibility

The resolution states that the funds should “prioritize relief for people in underserved communities who are low- or very low-income and/or who remain unemployed or underemployed , with a special emphasis on those who do not qualify for other forms of assistance, such as unemployment insurance.”

Specific APH requirements:

- Low-Income, at or below 200% of the Federal Poverty Level
- Residents of Austin/ Travis County
- Need for assistance as a result of COVID19 (ineligible for unemployment, applied for unemployment but it will take too long to receive assistance)

RFQS Application: Required Program Metrics

- Unduplicated clients served
- Unduplicated households served
- Demographic information for individuals including:
 - Race
 - Ethnicity
 - Zip Code
 - Gender
- Specific reporting requirements and format will be determined during contract negotiation

Section-F:-RFQS-Application¶

Section-I.-Applicant-Minimum-Qualifications-¶

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. If this question was referenced in the Scope of Work, the letter and number reference is included at the end of the question in parenthesis. ¶

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

Program Name: Click or tap here to enter text. ¶

Services Applying for:  Choose an item from the drop-down menu. ¶

Total Amount Requested: Click or tap here to enter \$ amount. ¶

¶

Question 1: Is your Agency a non-profit organization able to conduct business in the State of Texas? (3.1) ¶

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-E2 and state and federal payroll tax filings)? (3.2) ¶

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? (3.3, 3.4) ¶

Click or tap here to enter text. ¶

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.
- There are a number of links within the document that should be reviewed in order to understand the context of the questions as well as the guidance from the funders about what program design, eligibility, and requirements are expected to be seen in your answers.

RFQS Application:

Question 1 References (15 points)

Provide a list of three (3) current or previous references from Funding Agencies who have information about your organization's experience managing relevant local, state, and/or federal contracts for a minimum of five (5) years (3.7, 3.8). All reference information shall be documented and verifiable. References must be aware that they are being listed and agreeable to City interview for follow-up. Each reference listed shall include the following:

- Three Attached References should include:
 - Agency
 - Agency contract manager name and title, phone number, and email address
 - Year contract was awarded and length of contract
- Attach all monitoring reports received during the most recent term of administering the referenced contracts

Please combine all three references into one PDF.

Check here to affirm that three References are attached in Partnergrants in a single PDF

Check here to affirm that all monitoring reports received during the most recent term of administering the referenced contracts attached in Partnergrants in a single PDF

RFQS Application:

Question 2 Experience (20 points)

Provide a narrative in the textbox below with your agency's specific expertise, experience, and compliance regarding Items **(3.7, 3.8, 8.3.1)** in the Scope of Work.

RFQS Application:

Question 3 Personnel (10 points)

For the portions of this questions that ask for a narrative explanation, you may either attach your response in Partnergrants or enter your response into the textbox below. Please note all of the required attachments.

- A. Provide a general explanation in the text box below or as an attachment which specifies staff and their program responsibilities; the amount of time or percentage of Full Time Equivalent they will be serving the program; and the structure and reporting responsibilities of personnel.
- B. Attach an organizational chart for your agency.
- C. If the use of subcontractors is proposed, identify personnel responsibilities and their placement in the structure and provide a description for each subcontractor's responsibilities.

RFQS Application:

Question 3 Personnel (10 points) cont.

D. For Personnel listed above, please attach:

- Attach Resumes and/or professional experience and education for executive leadership listed on the organizational chart, including any professional trainings, degrees and/or certifications held

E. Please provide (in the textbox below or attach) details of what experience, if any, staff assigned to this contract has with:

- Administering funding in contract with a governmental entity (municipal, county, state, federal) (3.7, 3.8, 8.3.1)
- Documenting client eligibility and managing internal controls to insure data quality and integrity (4.6)
- Working with low income individuals, persons from historically marginalized populations and others from the target population. (3.7, Section 5)
- Addressing racial equity (8.3.3)

RFQS Application:

Question 3 Personnel (10 points) cont.

ONLY FOR APPLICANTS FOR PROJECT TYPE B Please provide (in the textbox below or attach) details of what experience, if any, staff assigned to this contract has with:

- Distributing Emergency Financial Assistance (8.3.1)
- Administering a comparable secure online database with similar requirements (Section 4.B). In this response include information about measures taken for database security measures to protect client level information including Personal Protected Information (PPI) including financial information.

Check here to affirm that resumes and/or professional experience, organizational chart, etc. are attached in Partnergrants in a single PDF.

Click or tap here to enter text.

RFQS Application:

Question 4 Readiness (10 points)

- A. In the textbox below describe your organization's readiness to being implementation of the program within a week of award. This will require that the information system, staff and other necessary program elements are in place. In this response include information about measures taken for database security measures to protect client level information including Personal Protected Information (PPI) including financial information.
- B. Please explain what level of readiness your agency is for either project type:
- Centralized phone bank system to provide application assistance
- OR
- Online portal and any system you have in place.

RFQS Application:

Question 5 Service Capacity (30 points)

- A. In the textbox below define in detail your understanding of the requirements presented in the Scope of Work and your organization's capacity to provide the listed services and operations, specifically addressing Items in:
- Section 4. Program Design Requirements (respond to only components in 4.A. or 4.B. depending on which Project Type you are proposing.)
 - Section 5. Client Eligibility Requirements
 - Section 6. Required Program Metrics
 - Section 8. Application Evaluation
- B. Describe any formal or informal coordination, partnership, or collaboration with other organizations proposed in this application.
- C. Will the proposed program use subrecipients and/or contractors? (Yes, No, Unsure). If yes, please list each partner agency, describe their role as either a subrecipient or contractor, describe what services and the frequency of services that will be offered by the partner agency, and provide a brief description of the partner agency's experience providing homeless services.

RFQS Application:

Question 6 Project Budget and Narrative (5 pts) cont.

- A. What is the total budget requested?
- B. The intent of this funding is to get as much funding into the community as quickly as possible to eligible persons affected by COVID-19, with all funding expended within 4 weeks of award. Please explain your experience either:
- Quickly staffing and setting up a centralized phone bank and application assistance with experience handling a high volume of calls
- OR**
- Distributing direct financial assistance funds rapidly and efficiently, with a focus on equity.

RFQS Application: Question 6 Project Budget and Narrative (5 pts) cont.

Type of Project Requested: <input type="text"/> -----Choose a Project Type from Drop-Down Menu		
Budget Category	Category Description	Dollar Amount-\$
Project Types: A. → Centralized Phone Bank and Application Assistance: \$500,000 Total Maximum Request in the following categories. OR B. → Online Portal, Lottery, and Financial Assistance Distribution: \$665,000 Total Maximum Request in the following categories. -NOTE- All applicants to this Project Type must distribute \$8,835,000 in direct financial assistance.		
Salaries	Salaries and benefits for program administration.	\$ Click or tap here to enter Dollar Amounts
Operations	Costs associated with administering the program that are not expenses for direct client services including but not limited to: general operating expenses such as accounting costs, business operational costs and supplies, personal protective equipment (PPE), building expenses.	\$ Click or tap here to enter Dollar Amounts
Other		\$ Click or tap here to enter Dollar Amounts
TOTAL REQUESTED:		\$ Click or tap here to enter Dollar Amounts

RFQS Application:

Question 7 Sample Documents (10 points)

Attach sample documents corresponding to the following Items in Section 0500 Scope of Work:

- B: Sample screenshot of website portal in all languages available.
- A and B: Sample policies and procedures demonstrating client eligibility criteria (section 6)
- B: Sample lottery rubric and formula implementation for screening applicants.
- A and B: Sample of client pre-screening form (section 4.2.2)
- A and B: Sample of report with Required Program Metrics (section 6)

Click or tap here to enter text for any clarification or explanation of required attached documents.

Check here to affirm that all required sample documents are attached in Partnergrants in a single PDF.

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 RFQS 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 Qualifications process: Anti-lobbying ordinance does not apply.

Important Dates

- Deadline to Submit Questions to APH: **July 21, 2020 at 9AM CST**
 - For technical assistance regarding entering your information into Partnergrants, you may submit questions up until the due date.
 - **TIP: SUBMIT YOUR APPLICATION EARLY BY JULY 21ST.** Make the 21st your deadline so you do not wait until the last minute to hit submit.
- RFQS Applications DUE to APH: **Wednesday, July 22, 2020 at 12PM CST**
- Agreement Start Date: August 10,2020 for a six week term
- Evaluation of Applications done by the first week of August
- YouTube Youtube Videos can be viewed here:
[Applying for Partnergrants Solicitation: Part 1 Threshold Review](#) and
[Applying for Partnergrants Solicitation: Part 2 Final Application.](#)
- Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov .



Questions?

Contact: APHCompetitions@austintexas.gov