

CITY OF AUSTIN
DOWNTOWN AUSTIN COMMUNITY COURT
RESPONSE PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: BH2021LW

PREPARATION INSTRUCTIONS:

Electronic responses to this solicitation shall be submitted online in PDF version at the following website:
https://cityofaustin.formstack.com/forms/bridge_housing.

The order of required file upload fields is outlined below and each individual file upload field is limited in file size to 25MB:

- Section 0050 – RFA Offer Sheet
- Completed Section 0500 – Scope of Work and Instructions
 - *Responses must be included for each item in Parts I & II in Section 0500 – Scope of Work and Application, and follow the word limit assigned for each item. Responses are optional for each item in Part III in Section 0500 – Scope of Work and Application but must follow the word limit assigned for each item.*
- Section 0645 – Program Staff Positions and Time
- Section 0650 – Program Budget and Narrative
- Section 0800 – Non-Discrimination & Non-Retaliation Certification
- Section 0835 – Nonresident Bidder Provisions

RESPONSE TO THIS RFA SHOULD BE SUBMITTED ONLINE IN PDF VERSION AT [HTTPS://CITYOFAUSTIN.FORMSTACK.COM/FORMS/BRIDGE HOUSING](https://cityofaustin.formstack.com/forms/bridge_housing), NO LATER THAN 2:00 PM ON JUNE 3, 2021.

EVALUATION FACTORS:

Applicants must address each question in Parts I & II in Section 0500 – Scope of Work to be considered responsive to the goals of this RFA. Part III is optional and is not required in order for an application to be considered responsive. A total of 100 points may be awarded to the application in Parts I & II with an additional 15 bonus points available in Part III for a potential of 115 total evaluation points. The maximum score per Part is noted at the beginning of each Part. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

Presentations, Demonstrations Optional. The City will score submissions on the basis of the criteria listed above. The City may select a “short list” of Applicants based on those scores. “Shortlisted” Applicants may be invited for presentations, or demonstrations with the City. The City reserves the right to re-score “short-listed” submissions as a result, and to make award recommendations on that basis.