RFA SCOPE OF WORK

1. **Introduction**

The overall objective for this competitive solicitation is to establish contracts with community-based organizations for services that prevent juvenile delinquency and increase youth protective factors associated with juvenile delinquency. Austin Public Health anticipates the availability of up to $160,000 for this funding opportunity to support awards. Funding is available for an initial 12 (twelve)-month term (September 1, 2021 to August 31, 2022) with four, 12-month renewal terms. All contracts awarded above $62,000 through this solicitation will require authorization of the Austin City Council.

1. **Background & Purpose of Funding**

The CYD program was established in 1995 with funds authorized by the 74th Legislature for the purpose of reducing juvenile crime in areas of Texas with a high incidence of juvenile crime. The program is administered by the Texas Department of Family and Protective Services (TDFPS) with the City of Austin – Austin Public Health Department serving as the fiscal agent for the local 78744 CYD program. The program is designed to be strongly community-based, with decision-making and fund allocation authority, managed at the local level in accordance with the guidelines of the program and this RFA.

The overall goal is to have a positive impact on the lives of children and youth, to enhance their critical development, and alleviate family conditions that may lead to juvenile delinquency. The geographic area identified for the receipt of CYD Funding in Austin is 78744, also known as greater Dove Springs.

1. **Funding and Timeline**

***Department:*** Austin Public Health

***Services Solicited:* Youth Development Services**

**Available Funding:** $ 160,000 total

* Applicants may apply for a total of up to $80,000 for ongoing 12 months of services

**Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to three (3) Agreements.

**Contract Term:** The Agreements will have an effective start date of September 1, 2021, for an initial 12-month period, and 4 additional 12-month extension options. All extension options are conditional upon City Council approval of the Budget.

Awarded programs may be structured as a reimbursable-based agreement only, as defined below:

* Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.

1. **Services Solicited**

1. **CYD Client Eligibility Requirements**

Services are only provided for 6 – 17-year-old students who live in and/or attend school in the 78744-zip code. In the case of 78744 students attending Akins and Travis high schools, services must either be provided there on the premises or a plan must be provided detailing the safe passage and transportation to and from the service location in the 78744-zip code where services will be provided.

1. **Program Services**

Applicants must propose to provide at least one or a combination of the following program services:

* 1. Youth Leadership Development (YLD)
  2. Youth-Based Curriculum Class or Activity
  3. Mentoring

1. **Principles of Service Delivery**

The services will have a goal of providing early intervention or prevention of at-risk behavior that leads to child abuse or neglect, delinquency, running away, and truancy. The City requests applications that address the five protective factors that are linked to reduction of juvenile delinquency:

* 1. Family Bonding/Communication
  2. School Involvement
  3. Individual Self-Esteem/Efficacy
  4. Positive Peer Association
  5. Community Involvement

1. **Application Evaluation**

A total of 100 points may be awarded to the application with an additional ten bonus points available for a potential of 110 total evaluation points. 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.

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| **RFA 9100 CG0001 Community Youth Development 2021**  **Evaluation Rubric** | | |
| **Form 1:** | Offer Sheet - Applicants must print, sign, scan and upload signed forms. | No points, but Applicant must submit signed form |
| **Form 2: RFA Application** | | |
| **Part I: Fiscal and Administrative Capacity** | | |
| Section 1 | Threshold Review Form in Partnergrants **(Form A)** | No points awarded, but Applicant must pass threshold defined in Applicant Minimum Qualifications below to advance to submittal of their Final Application |
| Section 2 | Agency Information | No points awarded. This is for informational purposes only. |
| **Part II. Scored Application** | | |
| Section 1  Organizational Capacity for Program Services | Agency Experience  Client Recruitment and Retention Strategies  Case Documentation  Organizational Structure Cultural Competency and Racial Equity Alignment with Class Standards | 15 points  10 points  2 points  3 points  5 points  5 points  **40 points total** |
| Section 2:  Project Work Plan | Program Model  Program Services  Principals of Service Delivery  Performance Metrics  Austin Public Health Priorities | 5 points  15 points  10 points  3 points  2 points  **35 points total** |
| Section 3:  Data Informed Program Management | Data-Informed Program Management | **10 points total** |
| Section 4:  Cost Effectiveness  **Form 3:** | Program Staffing and Time  Program Budget and Narrative  DFPS Program Budget – Form 2030 | 5 points  5 points  5 points **15 points total** |
|  |  | **Total: 100 Points** |
| **Part III:** **Bonus Questions** | | |
| Healthy Service Delivery | Tobacco-Free Campus  Mother-Friendly Workplace  Employee Wellness Initiative  Violence Prevention Policy | 3 points  2 points  2 points  2 points  **10 points total** |
| **Total possible points: 110 points** | | |
| **Form 4:** | COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms. | No points, but Applicant must submit signed form |

Applicant Minimum Qualifications

All agencies applying for funding must:

* Be a non-profit organization able to conduct business in the State of Texas
* Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)
* Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
* Be current in its payment of Federal and State payroll taxes
* Not owe past due taxes to the City
* Have the ability to meet Austin Public Health’s Social Services Insurance Requirements
* Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget

1. **Application Format and Submission Requirements**

The Application must be submitted in Partnergrants: [Partnergrants database](https://partnergrants.austintexas.gov).

Responses should be included for each question.

1. **Partnergrants Registration**

Since APH is only accepting applications in Partnergrants, all Applicants must do the following to get registered in Partnergrants:

1. Confirm that their organization is a registered vendor with the City of Austin.

* To find the City of Austin Vendor Number please visit [Austin Finance Online](https://www.austintexas.gov/financeonline/account_services/search/svname.cfm) and search for the organization’s legal name.
* To register to become a potential City of Austin vendor, go to [Austin Finance Online](https://www.austintexas.gov/financeonline/account_services/registration/registration_user.cfm) to register.

1. Be a registered user in the Partnergrants system. The applications will be submitted through this web-based system.
2. [To register, visit Partnergrants](https://partnergrants.austintexas.gov/index.do) and click on “Register Here.”

Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.

1. **Submissions Instructions**

ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

* 1. **Threshold Review Instructions**
* The first part of the application is to submit a threshold review by **6/14/2021 12pm (noon).**
* The threshold form is in Partnergrants and all documents required will be uploaded in Partnergrants by the due date.
* Please note, Partnergrants will not accept any documents with a name that includes characters other than letters and numbers.
  1. **Final Application Instructions**

1. **Total word limit in Form 2 RFA Application is 12,000 words which includes the questions. Applications that exceed 12,000 words will not be considered.**
2. Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 6300 words in Form 2-RFA Application, and this is included in the 12,000 word limit.
3. Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
4. All questions are boxed and highlighted in green in Part 2: Application Questions. 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.
5. 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.
6. 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.
7. If compiling responses in a separate document, 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.
8. The following documents will not count towards the total word count:
   1. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
   2. Attachments 1-Offer Sheet, 3-DFPS Program Budget – Form 2030, 4- COA Certifications and Disclosures
9. **Required documents**

**The following must be completed and submitted in Partnergrants.**

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| **FORM NUMBER** | **TITLE** | **Requires Applicant Response DUE DATE** |
| 1 | OFFER SHEET | 7/8/2021  Uploaded into Partnergrants |
| 2 | RFA APPLICATION  (includes uploads and Work Statement form in Partnergrants) |
| 3 | DFPS PROGRAM BUDGET – FORM 2030 |
| 4 | COA CERTIFICATIONS AND DISCLOSURES |
| A | THRESHOLD REVIEW FORM | FILL OUT DIRECTLY IN PARTNERGRANTS BY 6/14/2021 |

1. **Additional Information**
2. Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.
3. Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
4. Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.
5. Application Preparation Costs: All costs directly or indirectly related to the preparation of a response to the RFA or any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.
6. Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant’s ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.