

**AUSTIN PUBLIC HEALTH
MONTOPOLIS AND DEL VALLE COMMUNITY HEALTH ASSESSMENT RFA
SOLICITATION NUMBER: CHA2017LW
QUESTIONS & ANSWERS**

1. **Question:** Will the agreement for this solicitation have to go to the Austin City Council for approval following this competitive process?

Answer: Yes. The tentative date for Council consideration is June 22, 2017, which is subject to change. Authorization will be needed to negotiate and execute the agreement with the recommended organization.

2. **Question:** Will a list of all attendees of the pre-proposal meeting be made available to the public?

Answer: Yes, the sign in sheet and presentation from the optional pre-proposal meeting have been posted to the webpage for the solicitation, which can be accessed here:

<http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation>

3. **Question:** Can data analysis be combined for the two areas of the study or must they be done separately?

Answer: As noted on pages 1 of Section 0500 – Application, Scope of Work, and Instructions:

- The purpose of this competitive solicitation is to establish an agreement with a community-based organization to conduct separate Community Health Assessments for the Montopolis and Del Valle communities.
- This grant will be awarded to one agency to develop separate Community Health Assessments for the Montopolis and Del Valle communities.

Additionally, applicants are asked to provide a proposed outline of activities including a timeline for the Community Health Assessments including include separate timelines and activities for Montopolis and Del Valle in response to Question 1.7 in Section 0500 – Application, Scope of Work, and Instructions.

4. **Question:** Is a detailed budget required or expected as part of the solicitation process?

Answer: No.

5. **Question:** Are applicants required to register through Purchasing? Is a list of people expressing interest in applying for the RFA maintained by Austin Public Health?

Answer: Applicants are not required to register as a vendor with Purchasing as part of the application process. This solicitation is being managed by Austin Public Health in accordance with Purchasing rules. Applicants are not required to submit indication of interest in applying for the RFA. A list of interested parties is not created or maintained as part of this solicitation process. Please note: Registration as a vendor with the City will be required for the successful Applicant as part of the contracting process.

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6. **Question:** Does Austin Public Health provide opportunities for organizations to collaborate on a joint application?

Answer: The only public meeting organized by Austin Public Health related to this solicitation is the optional pre-bid meeting that was held on April 18, 2017. The sign-in sheet and subject matter covered for this meeting have been uploaded on the solicitation page and are available here: <http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation>. No formal time was included in the optional pre-bid meeting for agency collaboration.

7. **Question:** Will the timeline for application submittal be extended?

Answer: As noted in Section 0050 – RFA Offer Sheet and Section 0500 – Application, Scope of Work, and Instructions, the application closing time and date is May 11, 2017 at 11:00am local time. Austin Public Health will not extend the RFA deadline in response to external requests.

This solicitation is being conducted consistent with Purchasing best practices of allowing at least a four week turnaround from the time of the RFA release.

8. **Question:** Is this a fixed-price deliverables contract opportunity?

Answer: Yes, but the agreement structure is subject to change. As stated in Section 0500 – Application, Scope of Work, and Instructions, \$75,000 in total funding is available for a grant agreement term beginning July 1, 2017 through March 31, 2018. It is anticipated that this grant will be awarded to one agency to develop separate Community Health Assessments for the Montopolis and Del Valle communities.