

Montopolis & Del Valle Community Health Assessment RFA

PRE-PROPOSAL MEETING



April 18, 2017 2:00 p.m.
Rebekah Baines Johnson Health Center
3rd Floor Conference Room
15 Waller Street
Austin, TX 78702

INTRODUCTIONS

AUSTIN PUBLIC HEALTH

- ☐ Vella Karman, Acting Social Services Policy Unit Manager
- ☐ Laura Williamson, Social Services Policy Unit Program Coordinator
 - ☐ (512) 972-5206
 - ☐ laura.williamson2@austintexas.gov

ORGANIZATION INTRODUCTIONS

- ☐ Sign-in sheet
- ☐ Comment cards
- ❖ Please hold all questions until the end of the presentation

OVERVIEW OF FUNDING & GOALS

\$75,000 total funding available

- Anticipated that 1 contract will be awarded
- Community-based organizations including social service providers and government agencies are eligible to apply

Contract Goals

- Conduct two Community Health Assessments (CHAs)
 - Separate CHAs for Montopolis and Del Valle
 - Focus on people who live and/or work in these communities
 - Develop reports that could inform Community Health Improvement Plans in the future

Communication Process

❑ Questions and Answers Process

- All questions submitted via email, through public meetings, and over the phone will be answered in writing and posted to the solicitation page:

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

- Ensures fairness and transparency for all applicants
- Questions should be directed to Laura Williamson, Laura.Williamson2@austintexas.gov 512-972-5206
- Deadline to submit questions is 5:00pm on May 4, 2017

❑ Anti-lobbying ordinance

- Request for Application (RFA) process: anti-lobbying ordinance does not apply

Required Documents

All required forms available for download on the solicitation page:

<http://austintexas.gov/article/Montopolis-Del-Valle-Community-Health-Assessment-Solicitation>

Required forms

- Section 0050 Request for Application (RFA) Offer Sheet
- Section 0500 Application, Scope of Work, and Instructions
- Section 0610 Application Threshold Checklist
- Section 0835 Nonresident Bidder Provisions

• Required attachments

- Current Board of Directors bylaws
- Copy of the most recently filed 990 or 990 EZ (no older than FY 2014)
- Most recent financial audit (no later than 2015)

• Optional attachments

- Approved and signed Healthy Service Environment policy/policies (*reference Part II of Section 0500-Application, Scope of Work, and Instructions*)

Evaluation Criteria

CRITERIA	MAXIMUM POINT VALUE
TURNED IN ALL REQUIRED DOCUMENTS	N/A
PART I: <ul style="list-style-type: none">• APPROACH AND METHODOLOGY• POPULATION(S) SERVED• STAFFING• DATA COLLECTION AND ANALYSIS• CONNECTION TO IMAGINE AUSTIN	100
PART II: <ul style="list-style-type: none">• BONUS EVALUATION POINTS	10

Section 0500 – Application, Scope of Work, and Instructions

Application Format:

- ☐ New application format compared to most previous competitive solicitations
 - ☐ Allows applicants to provide answers within the application rather than putting together a separate document

Response Instructions:

- ☐ Fill out responses in boxes provided directly below each question
 - ☐ It is preferable to be repetitive rather than to leave sections incomplete
 - ☐ Write N/A in any boxes where an answer will not be provided
 - ☐ Comply with word limits set for each section
- ☐ Applicants may compile responses in a separate Word document
 - ☐ Clearly label each question for Parts I and II
 - ☐ Use size 12 Times New Roman font, double-spacing, and 1" margins

Section 0500 – Application, Scope of Work, and Instructions

PART I: 100 possible points

- ☐ Approach and Methodology
- ☐ Population(s) Served
- ☐ Data Collection and Analysis
- ☐ Staffing
- ☐ Connection to Imagine Austin

Section 0500 – Application, Scope of Work, and Instructions

PART II BONUS EVALUATION POINTS – 10 possible points

- ☐ Optional section
- ☐ Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
 - Tobacco-free campus (3 points)
 - Mother-friendly work place (3 points)
 - Employee wellness initiative (3 points)
 - Violence prevention policy (1 point)
- ☐ The Chronic Disease & Injury Prevention unit of Austin Public Health will assist Applicants in planning and implementing these policies
 - For assistance, please call 512-972-5222

Section 0050 & Section 0835

Completion of Sections 0050 & 0835 is required as part of application

☐ Section 0050 Request for Application (RFA) Offer Sheet

- Pages 1-3 of document CHA1 available for download on the solicitation page: <http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation>
- Signature by authorized representative needed in order for the City of Austin to accept the application

☐ Section 0835 Nonresident Bidder Provisions

- Document CHA5 available for download on the solicitation page: <http://austintexas.gov/article/montopolis-del-valle-community-health-assessment-solicitation> Form establishes area of residency for the agency applying for this solicitation

Important Dates

- ❑ Last day to submit questions to APH in writing:
May 4, 2017, 5:00 p.m.
- ❑ Proposals due PRIOR TO 11:00 a.m. May 11, 2017
- ❑ TENTATIVE - Austin City Council Approval: June 22, 2017

Submittal Requirements

one (1) original signed copy and six (6) electronic copies, each on a separate flash drive or CD

ALL PROPOSALS SHALL BE SUBMITTED PRIOR TO

11:00 AM (CST), May 11, 2017

- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs
- Submissions should be delivered in sealed envelope with the proposal fastened with binder clips only

Deliver to:

Austin Public Health

Attn: Laura Williamson

7201 Levander Loop, Building H

Austin, TX 78702

QUESTIONS?

