



CITY OF AUSTIN, TEXAS
Health and Human Services Department
REQUEST FOR APPLICATION (RFA)

SOLICITATION NO: CYD2017CG

DATE ISSUED: 04/03/17

NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE
AND TIME: 04/10/17 - 10:00 am – 2:00 pm, local time

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

LOCATION: City of Austin Learning and Research Center,
2800 Spirit of Texas Dr., Austin TX 78719
(*please see bulletin board for room number*)

Cynthia Gamez
Public Health Program Supervisor
Phone: (512) 972-6216
E-Mail: Cynthia.Gamez@austintexas.gov
Questions regarding the RFA shall be sent to
Cynthia.Gamez@austintexas.gov

APPLICATION DUE PRIOR TO: 05/01/17, 12 PM, local time

APPLICATION CLOSING TIME AND DATE: 05/01/17, 12 PM, local
time

All documents shall be submitted to the address below:

Austin Public Health
7201 Levander Loop, Building C
Austin, Texas 78702
Attn: Cynthia Gamez/CYD
Reception Phone: (512) 972-5039

Please note, you should have two sealed envelopes with your Offer. All Offers that are not submitted in separate, sealed envelopes or containers will not be considered. Your Offer should consist of a sealed envelope or container with your Threshold Review Checklist and all accompanying documents and a separate sealed envelope or container with your Application and electronic copies.

**SUBMIT 1 ORIGINAL AND 3 ELECTRONIC COPIES OF YOUR RESPONSE ON A CD OR
FLASH DRIVE**

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK	12
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	11
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0610	APPLICATION THRESHOLD CHECKLIST	1
0645	PROGRAM STAFF POSITIONS AND TIME	1
0650	PROGRAM BUDGET AND NARRATIVE – Complete a 3-month and 12-month budget	3
0655	PROGRAM FUNDING SUMMARY	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation. I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies. I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, 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: _____

Federal Tax ID No.: _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

E-Mail Address: _____

Phone Number: _____

Date: _____

*** Application response must be submitted with this Offer sheet to be considered for award**

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. EXPLANATIONS OR CLARIFICATIONS: (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to Cynthia.Gamez@austintexas.gov by 2 PM on April 14, 2017. Questions not submitted to the email address above or after the deadline will not be addressed. Questions and Answers will be available at the following link: www.austintexas.gov/article/community-youth-development-request-applications

2. INSURANCE: Insurance is required for this solicitation.

Contractor shall have, and shall require all Subcontractors of every tier providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or Alternate Insurance Options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements (A-J) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request. Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Human Services Administration Unit. The Certificate(s) shall show the City of Austin Contract number and all endorsements by number.
- E. Insurance required under this Contract which names City of Austin as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as primary or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. City shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. City reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of the Contractor or Subcontractor(s).

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- K. The City will accept endorsements providing equivalent coverage if the insurance carrier does not use the specific endorsements indicated below.

II. Specific Requirements

The following requirements (II.A - II.G, inclusive) apply to the **Contractor** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor:

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are
 - \$100,000 bodily injury each accident
 - \$100,000 bodily injury by disease
 - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

1. Minimum limits:
 - \$500,000* combined single limit per occurrence for coverage A and B.
 - *Supplemental Insurance Requirement
 - If eldercare, childcare, or housing for clients is provided, the required limits shall be:
 - \$1,000,000 per occurrence
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket Contractual liability for this Contract
 - b. Products and Completed Operations
 - c. Independent Contractor Coverage
3. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. City of Austin named as additional insured (Form CG 2010)
4. If care of a child is provided outside the presence of a legal guardian or parent, the Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
 - The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

C. Business Automobile Liability Insurance

1. Minimum limits:

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\$500,000 combined single limit per occurrence

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
2. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CA 0444)
 - b. Thirty (30) day Notice of Cancellation (Form CA 0244)
 - c. City of Austin named as additional insured (Form CA 2048)

D. Professional Liability Insurance

Coverage shall be provided with a minimum limit of \$1,000,000 per claim to cover negligent acts, errors, or omissions arising out of Professional Services under this Contract.

E. Blanket Crime Policy Insurance

A Blanket Crime Policy **providing coverage for employee dishonesty** shall be required with limits equal to or greater than the sum of all Contract Funds allocated by the City. Acceptance of alternative limits shall be approved by the HHSD Director.

F. Directors and Officers Insurance

Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Agreement and for not less than twenty-four (24) months following the end of the Agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Agreement or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

G. Property Insurance

If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

- H. **Commercial Crime Insurance** for all losses emanating from the handling of checks or cash including but not limited to losses resulting from dishonest or criminal acts, fraud, embezzlement, forgery, misappropriation or loss of funds and errors in the processing or reporting of funds. This policy shall be written for a minimum limit of the sum total dollar amount of City contracts for social services.

III. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 15 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.

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- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 180 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. RECYCLED PRODUCTS:

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.

5. INTERLOCAL PURCHASING AGREEMENTS: (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

7. OWNERSHIP AND USE OF DELIVERABLES: The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

Additional Assignments: The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

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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. Funding amount of \$279,268 is available for an initial 15 (fifteen) month contract period with up to three, 12 (twelve) month renewal options. The contracted services will be at no cost to the participants and shall target 10-17 year old youth residents of Austin and/or Travis County who are at risk for juvenile delinquency in the 78744 zip code area, also known as Dove Springs.

To that end, the City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified providers (Applicants) with demonstrated experience in providing Community Youth Development (CYD) core program services for at risk children and their families.

CYD Approved Program Services:

- a. Parental Involvement
- b. Youth Leadership Development
- c. One-on-One or Group Mentoring
- d. Youth-Based Curriculum Class or Activity
- e. Recreational Services

Contracts entered into under this RFA are anticipated to be for an initial 15 (fifteen) month period, beginning June 1, 2017, and will terminate on August 31, 2018. Austin Public Health (APH) reserves the option to amend the term of the contract for up to three one-year terms, subject to the availability of funds. All contracts awarded above \$58,000 through this solicitation will require authorization of the Austin City Council.

If you are applying for more than one program service, you must fill out a separate RFA Application package, for each category.

2. BACKGROUND

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

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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.

CYD program service categories have been established in accordance with the 2017 CYD Community Strength and Needs Assessment for 78744, services required per the Department of Family and Protective Services, recommendations by the Community Collaborative Committee, and as selected by the City of Austin.

3. PRINCIPAL OBJECTIVE & GOALS

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, and (5) Community involvement.

This RFA requires the service strategy/strategies proposed be consistent with one or more of the fundable program services outlined below:

***Indicates CYD Core Program Service**

Parent Involvement*	Family engagement is associated with improved program outcomes. Parental involvement increases youth participation in after-school programs, influences constructive parent involvement in the home, increases protective factors and may address risk factors that may lead to juvenile delinquency. Further, father-figure involvement is linked to decreased drug use, and decreased delinquent behavior. Responses must demonstrate a commitment to the meaningful involvement of parents. There are several options available to engage parents. These strategies may include parent training/parenting classes, parent leadership programs, counseling,
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	service-based learning, and many other strategies.
Youth Leadership Development (YLD)*	<p>YLD must be offered to prepare youth to meet the challenges of adolescence through a series of structured, progressive activities and experiences that help them to develop leadership skills (such as conflict resolution, negotiation, communication skills, goal setting, team building, positive self-esteem, and empowerment. The approach must view youth as resources and build on their strengths and capabilities to develop within their own community, and may include activities such as service-learning components. Youth must be offered YLD services at least one time per month</p>
One-On-One or Group Mentoring*	<p>Mentoring must be conducted in individual or group settings and must primarily focus on ongoing positive relationship between the target youth and a caring adult role model who provides help to the younger person as he or she goes through life.</p> <p>Only face-to-face interactions will be considered direct services to youth.</p> <p>If one-on-one mentoring is provided, there must be program guidelines for the mentoring process, recruitment and training of mentors, and management of the mentoring relationship to ensure client safety and positive outcomes. Program guidelines must address at least the following elements:</p> <ul style="list-style-type: none"> ○ Recruitment of mentors and mentees to include application and screening; ○ Training of mentors to include number of hours, mode of training used, and topics or content; ○ A definition of mentoring; ○ The role of a mentor and a mentee; ○ Expectations for the length of service and relationship for both the mentor and mentee; ○ Description of the matching process; ○ Allowable contact between a mentor and mentee

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	<p>(e.g. only at school or in community);</p> <ul style="list-style-type: none"> ○ Parental notification and/or consent requirements; ○ Transportation of mentees; ○ Guidelines for any financial transactions to include gift; ○ Risk assessment and management including safety concerns for mentors and mentees; ○ Characteristics of mentees to include warning signs and problem solving for certain behaviors or crises such as self-harm, suicidal ideation, aggression, etc.; supervision and support provided to mentors; and termination and closure of a mentor or mentee relationship; and ○ List of available community resources for youth and referral agencies <p>Neither peer mentoring nor family mentoring programs satisfy this requirement.</p>
Youth Based Curriculum Class or Activity	<p>Youth Based Curriculum Class or Activity Programs should target 10-17 year old students who attend secondary schools. The COA-APH will fund services provided to youth that are based upon written curriculum that have a proven track record in preventing juvenile crime. Examples of such programs may include, but are not limited to camp programs, cultural and performance art programs, youth tutoring, juvenile crime prevention programs, other youth programs, etc.</p>

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Recreational Services	Rewarding, challenging, and age-appropriate organized sports provided in a safe, structured, and positive environment, with the intent of reducing delinquency by way of a socializing effect through which youth develop positive qualities. Examples may include soccer, basketball, and football, etc. Any form of combat, Martial Arts or Boxing is not allowed.
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4. SPECIAL REQUIREMENTS

Only programs listed as fundable within the program service areas on pages 2-4 of this Scope of Work will be considered responsive to this RFA. Other program applications will not be accepted.

Services are only provided for 10 – 17 year old students who live in and/or attend school in the 78744 zip code. The Service Provider is not required to be housed in the area, but must provide a complete plan for transportation and safe passage of participants. All services provided under this grant must be without cost to the participants.

Targeting 10 – 17 year old students; the total percentage of youth served between 6-9 years old is limited to 30% each month.

Registration with United Way 2-1-1 system is required within 30 days of receiving an award. Community Youth Development (CYD) Service Providers are required to serve on the 78744 Community Collaborative Committee (CCC) and attend meetings as scheduled.

Provide proof of Child Care licensure through the Texas Department of Family and Protective Services or exemption from licensure prior to contract start date.

5. OUTCOMES & OUTPUTS

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Performance measures typically include outputs and outcomes. Output measures demonstrate performance in terms of the quantity or volume of services provided, e.g., the number of clients served, number and types of services, etc. Outcome measures demonstrate performance in terms of the quality and impact of services and whether or not they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

Austin Public Health will contract with Service Providers to meet the following performance measures:

OUTPUTS

Output	Indicator	Target
Output #1: Average unduplicated number of Target Youths served monthly	<p>Average number of unduplicated Target Youths served in the Provider's CYD Program each month</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of programs in which they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.</p>	<p><i>Subject to Negotiation; please submit proposed output</i></p> <p><i>Note:</i> If adults will be served, a separate output measure will be included in the contract for those participants</p>
Output #2: Unduplicated Number of Target Youths served during the contract period in the Provider's CYD Program	<p>Total number of unduplicated Target Youths served in the Provider's CYD Program during the output performance period</p> <p>Unduplicated means participants will be counted only once during the contract period, regardless of the number of CYD programs in which</p>	<p><i>Subject to Negotiation; please submit proposed output</i></p> <p><i>Note:</i> If adults will be served, a separate output measure will be included in</p>

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Output	Indicator	Target
	they participate or the number of times they attend each program. A youth is counted the first time she/he receives a service during the contract period. Any participant who was registered and counted in previous years must be counted again when she/he receives her/his first service during the new contract period.	the contract for those participants
Output #3: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100% <i>Non-negotiable</i>
Output #4: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Pre-Service Protective Factors Survey Questionnaire is obtained by the Provider Only those youth who are initially registered by a Provider will be included in the calculation for this input.	100% <i>Non-negotiable</i>
Output #5: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's	Percentage of eligible 6-9 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider	70% <i>Non-negotiable</i>

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Output	Indicator	Target
CYD Program.	Only those youth who are initially registered by a Provider will be included in the calculation for this input.	
Output #6: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.	<p>Percentage of eligible 10-17 year old Target Youths served in the Provider's CYD Program from which a completed Post-Service Protective Factors Survey Questionnaire is obtained by the Provider</p> <p>Only those youth who are initially registered by a Provider will be included in the calculation for this input.</p>	<p>70%</p> <p><i>Non-negotiable</i></p>

OUTCOMES

Outcome	Indicator	Target
Outcome #1: 10-17 year old Target Youths served in the Grantee's CYD Program will not engage in delinquent behavior.		<p>95%</p> <p><i>Non-negotiable</i></p>
Outcome #2: 6-9 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service Protective Factors Survey Questionnaires.	<p>80%</p> <p><i>Non-negotiable</i></p>
Outcome #3: 10-17 year old Target Youths report an increase in the protective factors.	The change in the aggregate number of protective factors, as determined by comparison of the Pre-Service Protective Factors Survey Questionnaires to the Post-Service	<p>80%</p> <p><i>Non-negotiable</i></p>

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	Protective Factors Survey Questionnaires.	
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***Note:** Performance measures, indicators and targets are set at the discretion of COA APH and may be changed at any time, but will not be changed without approval from the Fiscal Agent.*

6. ELIGIBILITY REQUIREMENTS

Eligible participants are 10 – 17 year old students who live in and/or attend school in the designated zip code of 78744, also known as greater Dove Springs. The total percentage of eligible youth, to be served between 6-9 years old, is limited to 30% each month.

CYD services are completely voluntary, must be provided at no charge to the youth and family, and are provided without regard to youth or family income.

Family members of eligible participants are only eligible for services if the service involves the family, including the eligible youth participant, with the objective of preventing delinquency of the eligible youth; or if the service provided to the family member can be directly linked to reducing the youth participants' likelihood of engaging in delinquent behavior. For the purpose of the CYD program, family members are limited to those individuals related by blood or marriage and residing in the same household, except in case-by-case circumstances.

Service providers must exercise good judgment when registering youth for CYD programs. For time limited services (e.g., a 12-week job preparation workshop), if a youth will turn 18 years of age at or after the midpoint of the program, the youth may be registered and continue participation for the remaining duration of the program.

As a prevention program, CYD is intended to serve youth who have not been involved in the juvenile justice system, but who are at-risk of becoming involved.

Youth already involved in the juvenile justice system should not be actively recruited or referred to CYD, though providers are not required to verify lack of involvement in the juvenile justice system. The criterion for participant eligibility is determined at the state level. At the service level, programs may focus on a subset of the eligible population; however, the overall CYD program must abide by the requirements established by DFPS and the City of Austin APH.

Local providers are not limited to serving only youth who are eligible for CYD services. It is necessary to note however, that only services provided to eligible youth, as defined above, will be reimbursed through CYD.

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7. FUNDING INFORMATION

APH is making available \$279,268.00 for funding a juvenile delinquency prevention program.

Range of Projected Award Amount: The term of this award will cover an initial 15 (fifteen) month contract with two contract budget periods. Contract Period 1 will be for 3 months (June 1, 2017 through August 31, 2017) and will range from \$9,000 to \$20,000. Contract Period 2 will be for 12 months (September 1, 2017 through August 31, 2018) and will range from \$28,000 to \$80,000. However, this award and future awards are subject to availability of funding.

Renewal: Austin Public Health reserves the option to amend the term of the contract for up to three one-year terms, or as necessary to complete the mission of the procurement, subject to the availability of funds.

APH anticipates level funding per fiscal year for subsequent contract periods, if the contract is renewed. Funding may be increased or decreased at any time during the term of this contract(s) pursuant to a written modification and without additional competitive procurement and/or as determined by APH.

Receipt of continued funding is dependent on Legislative appropriation, availability of funding, contractor performance and proposed use of the funds. Funding is not guaranteed at the maximum level or any level.

Anticipated Number of Awards: 1-4

Ceiling on Amount of 3-month Individual Awards: \$20,000; Subject to available funding.

Ceiling on Amount of 12-month Individual Awards: \$80,000; Subject to available funding.

Floor of Individual Award Amount: None

Use of Subcontractors: Contractor shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal.

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8. ELIGIBLE APPLICANTS

- a. Any nonprofit or governmental agency that can legally contract with the City (as verified by the City Purchasing Office).
 - 1. City policy does not permit entering into a contract with an entity that owes taxes to the City.
 - 2. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- b. Applicants shall be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFA.
- c. Applicant's two most recent consecutive audit years:
 - 1. Shall reflect an unqualified and/or unmodified audit opinion
 - 2. Shall not reflect a "Going Concern Uncertainty"
 - 3. Shall not reflect financial management issues unless Applicant can provide evidence that necessary changes have been implemented.
- d. Applicant's Board of Directors shall:
 - 1. Have specific terms delineated by a beginning and ending date
 - 2. Meet in person a minimum of three times per fiscal year
 - 3. Have a process to review program performance, approve budgets, review financial performance and approve audit reports.
- e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients.

All Applicants must submit the following documents in a sealed envelope in the same package as their application:

- a. Completed Application Threshold Checklist (Section 0610)
- b. Current Board of Directors by-laws
- c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - a. reviews program performance
 - b. approves budgets
 - c. reviews financial performance
 - d. approves audit reports

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- d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2015)
- e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

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APPLICATION SUBMISSION REQUIREMENTS

The Applicant must submit its response in two **SEPARATE** sealed envelopes.

ENVELOPE #1 – THRESHOLD REVIEW

This sealed envelope must contain the following:

1. **Application Threshold Checklist – Section 0610**
2. Required Attachments
 - a) Current Board of Directors by-laws
 - b) Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - i. Reviews program performance
 - ii. Approves budgets
 - iii. Reviews financial performance
 - iv. Approves audit reports
 - c) Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY2015)
 - d) A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

The envelope should be labeled: THRESHOLD REVIEW CHECKLIST
[NAME OF AGENCY]
[NAME OF PROPOSED PROGRAM]

ENVELOPE #2 – APPLICATION DOCUMENTS

This sealed envelope must contain the following:

1 original and 3 CDs or flash drives each containing all the elements below:

1. Executive Summary
2. Application
3. Attachments

The envelope should be labeled: APPLICATION DOCUMENTS
[NAME OF AGENCY]

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BOTH SETS OF ENVELOPES SHOULD BE SHIPPED IN A BOX (OR BOXES) WITH THE SOLICITATION NUMBER CYD2017CG CLEARLY MARKED ON THE OUTSIDE AND IDENTIFY WHICH ENVELOPE IS IN WHICH PACKAGE.

Application Evaluation

An application must address each item in Parts I, II, & III, outlined below, in order to be considered responsive to the goals of this RFA. Part IV is optional and is not required in order for an application to be considered responsive to the goals of this RFA. A total of 100 points may be awarded to the application in Parts I, II, & III below with an additional 15 bonus points available in Part IV for a potential of 115 total evaluation points. The maximum score per section is noted at the beginning of each section. All responses will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each required response to the evaluation factors has been adequately addressed.

Application Format

The Applicant must use size 12 Times New Roman font. An original Application must be printed double-spaced on single-sided 8½ x 11 inch plain white paper with 1” margins and no Page Scaling. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

An application cannot exceed **20 (twenty) pages**, excluding executive summary, table of contents, signed certifications, budget forms, MOUs, organizational charts, resumes, job descriptions or other required attachments outlined in the sections below. An **additional 5 (five) pages** is allowed if an application responds to any or all of the items in Part IV of this RFA.

The actual application itself should be organized and labeled using the following informational sequence:

If you are applying for more than one program service, you must fill out a separate RFA Application package, for each program service category.

Executive Summary

Submit a one-page summary, which may be single spaced, describing the estimated amount of unduplicated youth served, program description, the target age of participants, and program total cost for services to the Community Youth Development (CYD) program in the 78744 ZIP code. This summary is not included in the 20-page page limit.

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Part I – Project Work Plan

Total points: 70

A. Organizational Capacity for Program Services

1. Describe the Applicant's history and relationship with the target zip code and population
2. Describe the Applicant's experience in developing and managing juvenile delinquency prevention programs.
3. Describe the services to be provided in detail and provide information on the following components: *(For a detailed description of the Program Service Area, see Section 0500 – Scope of Work: Section 3 – Principle Objective & Goals).*
 - a. Is the Program a stand-alone program or component of a larger program
 - b. Indicate the protective factors this program will identify for change:
 - i. Involvement with positive peer group activities and norms
 - ii. Social competencies such as decision making skills, assertiveness and interpersonal skills
 - iii. Parental/guardian supervision
 - iv. Caring adults other than parent
 - v. Strong bond between children and parents
 - vi. Emotional support and absence of severe criticism
 - vii. High parental expectations
 - viii. Clear rules and expectations
 - ix. Involvement with school/community
 - x. Friendship network
 - xi. Positive perception of self and others
 - xii. Places high values on helping others
 - xiii. Sense of purpose
 - c. Mentor to Youth ratio (Applicable to Mentoring services only)
 - d. Describe the process for ensuring opportunities are provided for youth to serve in leadership roles in their community (Applicable to Youth Leadership Development services only)
 - e. Identify the program model or curriculum to be implemented, to include the developer of the program (if applicable)
 - f. Identify the target population to be served (i.e. Gender, Ages, Race/Ethnicity, and School Grades Targeted)
 - g. Identify the average frequency of services (i.e. daily, weekly, monthly, etc.)
 - h. Identify the average intensity of services (i.e. Total number of sessions, visits, or interaction per participant)
 - i. Identify the average duration of services (i.e. average amount of time it will take a

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- participant to complete the program)
- j. Identify the location services will be delivered (i.e. program office, client's school, client's home, etc.)
 - k. Identify the days/times services will be provided (i.e. M-F 9-5, 24/7 services, weekend services, etc.)
4. Describe the Applicant's experience in managing grant programs.
 5. Describe your plan for ensuring that CYD information is registered and remains updated with 211-United Way Resources within 30 days of any changes in the scope of the CYD program.
 6. Explain how you will ensure DPS, DFPS and (FBI-only if lived outside of Texas within the last 5 years) criminal background checks are conducted and criminal history affidavits are obtained for staff and volunteers with direct client contact or with access to client information, prior to such contact or access and are renewed every two years.

**The City of Austin will not reimburse any staff time paid if billing is submitted on a staff that has not cleared all aforementioned background checks prior to the time stated on the timesheets requested in the reimbursement submission where applicable.*

B. Client Recruitment and Retention Strategies

1. Describe the process for recruiting, engaging and retaining program participants. Describe the procedures and/or processes for intake, including how the family's individual need(s) for service will be assessed.
2. Will your program offer incentives for participation? If yes, describe the types of incentives to be provided.
3. Discuss potential barriers (e.g. transportation, child care, Limited English Proficiency, etc.) to providing services to the target population and how you will overcome those barriers. If additional services such as transportation are NOT to be offered, identify the processes that are used to ensure that these factors are not obstacles to accessing services.

C. Case Documentation

1. Explain how you will ensure clients complete a pre- and post-service survey.
2. Indicate the staff members who will be responsible for collecting the pre- and post-service survey.
3. How will you determine that it is time to transition participants out of the program?

D. Organizational Structure and Staffing Plan

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1. **Attach two organizational charts: One representing your agency structure overall, marked Attachment A: Agency-Based Organizational Chart, and one showing the program you are discussing in this Application, marked Attachment B: Program-Based Organizational Chart.** Your programmatic organizational chart should include the number of staff/volunteers supervised by each position and clearly show lines of reporting and supervision. Attach job descriptions for all potential key staff (limited to one page each; job descriptions and organizational charts do not count toward the proposal 20-page limit).
2. Explain and describe your agency's education and/or experience qualifications for staff delivering and supervising services.
3. Using Section 0645 – Program Staff Positions and Time, list the project staff by title and the percentage of each position's time to be spent on the program.
4. In the table below, list all training your staff and volunteers will receive through your training plan. Identify the staff or volunteer position(s) for which you will require this training and the timeframe for conducting the training. If additional space is needed, please attach a separate table titled Attachment C: Training for Staff and Volunteers. (Additional page for Training Staff and Volunteers will not count toward 20 page limit)

Staff Position	Training Required	Delivery Parameters	Timeframe for Training

5. If staff vacancies occur, indicate the business continuity plan you will use to ensure services are continued, include all job duties.

Position title (indicate if a volunteer)	Services for which this position is responsible	Position supervised by:	Position has backup by this position:

6. Explain your agency's plan to ensure new and on-going staff and volunteers complete cultural competency training in person. Each CYD direct paid staff members and volunteers must obtain a minimum of three (3) hours of cultural competency training. All trainings must be obtained for all

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direct staff/volunteers providing services working on the CYD contract within 60 days of start of contract year.

7. Explain how cultural competency principles are incorporated and implemented by your agency on a daily basis; and your agency's plan for dealing with any issues related to cultural competence.

E. Outputs and Outcomes

Applicants must use the Outputs and Outcomes required by this RFA as indicated below.

Output Measures

1. Indicate the expected average number of Target Youth served monthly for initial 3 month period (FY17) and for subsequent 12 month period (FY18).
2. Indicate the expected average number of Target Youth served annually for initial 3 month period (FY17) and for the subsequent 12 month period (FY18).

OUTPUTS AND OUTCOMES		TARGET	
OUTPUT 1: The expected average number of Target Youths served monthly.		FY17	FY18
OUTPUT 2: The expected number of Target Youths served annually.		FY17	FY18
OUTPUT 3: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.		100%	
OUTPUT 4: Completed Pre-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.		100%	
OUTPUT 5: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 6-9 year old Target Youths served in the Provider's CYD Program.		70%	
OUTPUT 6: Completed Post-Service Protective Factors Survey Questionnaires are obtained from 10-17 year old Target Youths served in the Provider's CYD Program.		70%	

Outcome Measures

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OUTCOME 1: 10-17 year old Target Youths served in the Grantee's CYD Program will not engage in delinquent behavior.	95%
OUTCOME 2: 6-9 year old Target Youths report an increase in the protective factors.	80%
OUTCOME #3: 10-17 year old Target Youths report an increase in the protective factors.	80%

Part II – Cost Effectiveness

Total points: 20

Applicants are required to submit a separate budget for both a 3-month period and for a 12-month period and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses **all** of the following:

A. Budget

1. A summary description of the budget justification for the program service is required.
 - a. Applicants must use Section 0650 – Program Budget and Narrative to provide the required budget information. All expenses should be identifiable, reasonable, and necessary.
 - b. Applicant shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal. **Please do not use Program Subcontractors section of the Program Budget Form 0650.**
2. Describe the Applicant's fundraising and administrative percentage, calculated from its most recent Form 990. To do so, add the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue), and multiply the result by 100. No other methods may be used to calculate this percentage.

For organizations that filed the short form (IRS Form 990EZ), utilize the long form (IRS Form 990) at <http://www.irs.gov/pub/irs-pdf/f990.pdf> (and instructions <http://www.irs.gov/pub/irs-pdf/i990.pdf>) to determine your fundraising and administrative percentage calculation. Your organization is not required to complete and resubmit the entire long form to the IRS, but must determine the calculation from

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the long form (IRS Form 990) parts identified above.

B. Cost per Client

1. Describe the average cost per City client served for both the three (3) month period and the twelve (12) month period. In the description, detail the calculation used to derive the average cost.

C. Program Funding Summary

1. Using Section 0655 – Program Funding Summary, provide an overview of all funding sources the Applicant will use for the proposed project.

Part III – Local Business Presence

Total points: 10

Local Business Presence: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors.

1. Using Section 0605 – Local Business Presence Identification Form provide the information requested regarding the Applicant and Subcontractor(s), if applicable.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

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Part IV – Bonus Evaluation Points

Total points: 15

A. Leveraging

5 points

For purposes of this solicitation, “leveraging” is specifically defined as follows.

- Leveraged funding is a situation where City funding is a portion of the total program budget for the proposed program which is received by a third party funder. Applicant must either:
 - currently receive third party funding for the proposed program, or
 - Applicant has received a notice of funding award from a third-party funder for the proposed program.
- Leveraged funding must be direct funding for the program proposed by the Applicant and not funding for Applicant’s other programs or solely for Applicant’s general operations.

The following types of funding/donations ARE NOT considered “leveraging” under this solicitation and may not be included for consideration:

- Funding and funding opportunities that are anticipated but for which the Applicant has not received a notice of funding/award.
- Any type of in-kind, non-cash revenue such as time, expertise, or commodities.
- Anticipated “Return on Investment” benefits for the Applicant or for the community as a whole.

For each leverage opportunity, provide the following information:

1. Identify the third party funding that the Applicant receives for the proposed program.
2. Provide the name of the grant, award, or program under which the third-party funds are/will be awarded to the Applicant, the term of the third-party funding, and the amount of third-party funding contingent upon receiving City funding under this solicitation.
3. Describe the quantified impact on the proposed program if the Applicant does not receive City funding under this solicitation.
4. Provide contract or other documentation that confirms the requirement of City funding in order to receive the third-party funding as an attachment to the application.

B. Healthy Service Environment

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Maximum 10 points

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented or agreeing to implement prior to 10/01/15 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

- **Tobacco-free Campus (3 points)** - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:
 - Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers and visitors.
- **Mother-Friendly Workplace (3 points)** - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
 - employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
 - the provision of accessible locations allowing privacy;
 - access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
 - access to hygienic storage alternatives in the workplace for the mother's breast milk (may include the allowance of personal coolers onsite).
- **Employee Wellness Initiative (3 points)** - The Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
- **Violence Prevention Policy (1 point)** - The Applicant is committed to providing a safe environment for working and conducting business. The Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. The Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.

1. If applicable, describe how the Applicant has implemented one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application.

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2. If applicable, describe how the Applicant plans to implement one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position name only, responsible for ensuring implementation. Also, describe any technical assistance which will be provided to assist the Applicant to implement the selected policy/policies.

Technical assistance is available from the City of Austin Health and Human Services Department Chronic Disease Prevention and Control Program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative. They can be contacted at 512-972-6760.

Additional Information:

Proposal Acceptance Period: All applications shall be valid until award, negotiation, and execution of contracts as directed by Austin City Council.

Proprietary Information: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer 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.

Authorized Negotiator: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Section 0610
Application Threshold Checklist

AGENCY NAME: _____

I. BOARD OF DIRECTORS

- ☐ Yes ☐ No 1. The Board meets regularly (at least three times per year)
- ☐ Yes ☐ No 2. Board members have specific terms with beginning and ending dates

II. FINANCIAL STABILITY

- ☐ Yes ☐ No 1. Agency has submitted all due 990 tax returns to the IRS
- ☐ Yes ☐ No 2. Agency has received an unqualified and/or unmodified audit opinion for the two most recent consecutive audit years
- ☐ Yes ☐ No 3. Audit does not reflect “going concern uncertainty” for the two most recent consecutive audit years
- ☐ Yes ☐ No 4. No material financial management issues were cited in the most recent audit. If issues were noted, agency has implemented necessary changes.

III. AGENCY ADMINISTRATION

- ☐ Yes ☐ No 1. Agency is eligible to contract and not debarred from contracting, according to SAM.gov (www.sam.gov) and City Debarment information ([City of Austin Suspended & Debarred Vendors](#))

IV. AGENCY CERTIFICATION

- ☐ Yes ☐ No 1. Agency is current in its payment of Federal and State payroll taxes
- ☐ Yes ☐ No 2. Agency does not owe past due taxes to the City
- ☐ Yes ☐ No 3. Within the last 5 years, Agency has a minimum of 2 years experience working with target populations and providing proposed services to clients
- ☐ Yes ☐ No 4. Board minutes reflect that the Board regularly reviews program performance
- ☐ Yes ☐ No 5. The Board annually approves the budget and reviews financial performance

***Please attach a written explanation for any item above marked as “No”**

By signing below, the Agency understands the information published at www.austintexas.gov/article/community-youth-development-request-applications is fully incorporated into this solicitation.

Certified by: Agency Executive Director: _____
Signature Date

Agency Board Chair: _____
Signature Date

Verified by: City Staff: _____
Signature Date

Approved: ☐ Yes ☐ No

Section 0645

Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program. Identify key staff responsible for Recruitment and Outreach, Fiscal and Administrative Oversight, Performance Management and Reviews, Compliance Reviews, and Training/Professional Development. For positions that will utilize a volunteer, please include a (v) after the position title.

[illegible]

Section 0645
Program Staff Positions and Time

Section 0650 Program Budget and Narrative

Program Budget

Applicant must input all proposed budget line items per the applicable program service category.

- **ALL LINE ITEM AMOUNTS MUST BE WHOLE DOLLARS ONLY.**
- The dollar amount requested in your Application's Program Budget and Narrative must reflect a three (3) month amount of funding and a twelve (12) month amount of funding. Please provide a separate Program Budget and Narrative forms for each.
- The Personnel line item includes Salaries plus Benefits (combined).
- General Operating Expenses: Include for this line item all operating expenses which are NOT included in any other line item). Examples are any Travel/ Training/ Conferences WITHIN Travis County, Insurance/Bonding, Audit expenses, equipment costing \$5,000 or less, general office supplies, rent; utilities, telecommunications, postage, etc.
- Consultants/Contractuals: Applicant shall not subcontract any services. All services described in this RFA are the sole responsibility of the contractor. All awards granted will be only to one sole agency. No CYD funds will be granted to two agencies in one proposal. Please do not use this section of the Program Budget Form 0650.
- Direct Assistance to Clients includes rent, mortgage, utilities, or transportation costs, etc.
- "Amount Funded by ALL OTHER Sources" is the balance of funding from all sources other than the City of Austin.
- "Total Budget" is the sum of all funding sources, which is the entire cost of the program.
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, sub-totals, and totals are in WHOLE DOLLARS.

Section 0650
Program Budget and Narrative

Program's Line Item Budget	Requested CITY OF AUSTIN Amount	*** Amount Funded by ALL OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL			
1. Salaries and Benefits			
A. Subtotals: PERSONNEL			
OPERATING EXPENSES			
2. General Operating Expenses			
3. Program Subcontractors	NOT APPLICABLE		
4. Staff Travel - <u>Out of Travis County</u>			
5. Conferences/Seminars - <u>Out of Travis County</u>			
B. Subtotals: OPERATING EXPENSES			
DIRECT ASSISTANCE for PROGRAM CLIENTS			
6. Food/Beverage for Clients			
7. Financial Assistance for Clients			
8. Other (describe)			
9. Other - amount			
C. Subtotals: DIRECT ASSISTANCE			
CAPITAL OUTLAY (with per Unit Cost <u>greater than \$5,000 ONLY</u>)			
10. Capital Outlay			
D. Subtotals: CAPITAL OUTLAY			
TOTALS			
GRAND TOTALS (A + B + C + D)			
PERCENT SHARE of Total for Funding Sources:	%	%	100%

Section 0650 Program Budget and Narrative

Budget Narrative

Add details to describe the proposed City expenses from your Program Budget form.
Explanations for the "Other Sources" line items are not required.

PERSONNEL	NARRATIVE/ Descriptions
1. Salaries and Benefits	
OPERATING EXPENSES	
2. General Operating Expenses	
3. Program Subcontractors	NOT APPLICABLE
4. Staff Travel - <u>OUT of Travis County</u>	
5. Conferences/Seminars/ Training - <u>OUT of Travis County</u>	
DIRECT ASSISTANCE	
6. Food/Beverage for Clients	
7. Financial Assistance for Clients	
8. Other (<i>specify</i>)	
9. Other - amount	
CAPITAL OUTLAY	
10. <u>Capital Outlay</u>	

Section 0655 Program Funding Summary

In *last column*, insert the twelve (12) month funding amount for your proposed program into the corresponding cell. Next clearly list all of your other funding sources for this program, with their corresponding program periods and amounts. Also ensure that the Total Program Funding in the bottom right cell is calculated correctly.

Funding Sources	Grant/Contract Name	Funding Period Start (mm/dd/yyyy)	Funding Period End (mm/dd/yyyy)	Funding Amount
<i>Ex: City of Austin</i>	<i>Social Services Contract</i>	<i>9/01/2017</i>	<i>8/31/2018</i>	<i>\$</i>
FUNDING AMOUNT TOTAL:				\$