



Access to Health Services for Seniors Request for Applications Pre-Bid Meeting

May 7, 2019 at 1:00pm
7201 Levander Loop, Building H, Room H-17
Austin, TX 78702

Welcome & Introductions

AUSTIN PUBLIC HEALTH

- Vella Karman, Social Services Policy Unit Manager
- Michelle Friedman, Social Services Policy Unit Coordinator

ORGANIZATIONS PRESENT

TODAY'S MEETING

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

Funding & Timeline Overview

\$125,000 total funding available for initial 13-month period

- Two 12-month extension options are available for a total Agreement term of 37 months.
- Extensions contingent on Council approval of funding during future budget processes
- Anticipate awarding all funds to one organization
- May provide services as one agency or through a collaboration (one agency must be designated as the lead Applicant)
- Agreement start date of Sept. 1, 2019

Submission Requirements

APPLICATIONS DUE PRIOR TO 11:00 AM CST, May 31, 2019

- 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 envelopes with the application fastened with binder clips only
- **Envelope 1:** Application Threshold Checklist (Section F) & Required Documents
- **Envelope 2:** Application & Optional Documents (Sections A, E and H)

Deliver to: Austin Public Health, Attn: Michelle Friedman
7201 Levander Loop, Building H, Austin, TX 78702

Submission Documents

All required forms available for download on the solicitation page:

<http://www.austintexas.gov/article/access-health-services-seniors>

- Envelop 1: Required Documents
 - Section F: Application Threshold Checklist
 - Current Board of Directors bylaws
 - Copy of the most recently filed 990 or 990 EZ (no older than FY 2017), if applicable
 - Approved Board of Directors Minutes which reflect Board review of:
 - Program performance bi-annually
 - Approve budgets annually
 - Review financial performance bi-annually
 - Meet at least 4 times annually
- Envelop 2: Application and Optional attachments
 - Section A: Request for Applications Offer Sheet
 - Section E: Application, Scope of Work and Instructions
 - Section H: Program Budget and Narrative
 - Approved and signed Healthy Service Environment policy/policies
 - Staff resumes and/or job descriptions

Applicant Requirements

Section F: Application Threshold Checklist

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least four times per year)
- Yes No 2. Board members have specific terms with beginning and ending dates
- Yes No 3. Board must have composition, size, terms, and other functions that are in compliance with the Agency's bylaws
- Yes No 4. Board members must receive no material compensation for their service

II. AGENCY ADMINISTRATION

- Yes No 1. Agency has 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)
- Yes No 2. Agency is eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information
- Yes No 3. Agency is a non-profit organization or governmental entity able to conduct business in the state of Texas (https://www.sos.state.tx.us/corp/nonprofit_org.shtml)

III. 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 the target populations and/or providing proposed services to clients
- Yes No 4. Board minutes reflect the Board reviews program performance and financial performance at least twice annually
- Yes No 5. Board minutes reflect the Board annually approves the budget

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

Section E – Application, Scope of Work and Instructions

Response Instructions:

- Applicant may submit answers to all questions directly in the grey boxes in Section E, or in a separate Word document
- If separate Word document, write Question # before response
- It is preferable to be repetitive rather than to leave sections incomplete
- Write N/A when an answer will not be provided
- Use size 12 Times New Roman font, double-spacing, and 1” margins
- Print single sided

Section E – Application, Scope of Work and Instructions

Target Population

Residents of the City of Austin and Travis County, living at or below 200% of the Federal Poverty Level, who are ages 55 years and older who lack sustainable access to physical health care, mental health care, and dental care.

Program Services

At least one of the following program services or a combination of more than one must be used:

1. Include mental health and cognitive screening and assessment of dental care needs in current intake and/or preventative care screenings of older adults
2. Increasing funding for health care navigators [Community Health Workers] with the goal of increasing knowledge of and access to services to meet the identified needs of seniors, including mental health care and dental care
3. Include physical and mental health care and dental care needs of older adults in data collection
4. Compile and provide list of low-cost, accessible dental care options for low-income seniors
5. Conduct senior-focused outreach to inform seniors and their caregivers about access to insurance, available public benefits and services

Section E – Application, Scope of Work and Instructions

Implementation Strategies

At least one of the following implementation strategies, or a combination of more than one must be used:

1. Geographic-based
 - The program sources clients by focusing in areas of high concentration of low-income seniors.
2. Placed-based
 - The program sources clients by focusing in senior living facilities and communities.
3. Referral-based
 - The program sources clients through a referral organization(s) such as Austin Travis County Emergency Medical Services (ATCEMS).

Section A: Offer Sheet

Completion of Section A is required as part of the application

- Signature by authorized representative needed in order for the City of Austin to accept the application

Section H: Budget and Narrative

Completion of Section H is required as part of application

- Include full list of other funding sources in addition to City amount of funding requested in specified columns on pg. 4
- Provide narrative descriptions of expenses to be paid for by **City funds only**

Application Evaluation

CRITERIA	Maximum Point Value
All Required Documents Submitted Correctly (Sections A, E, F, H)	N/A
Preliminary Questions	N/A
PART I: Program Overview Target Population, Program Services, Implementation Strategies, Client Eligibility Requirements	100
PART II: Program Performance Output(s), Strategic Direction Outcome(s), Performance Reporting	
PART III: Data Management Data Collection and System, Quality Improvement, Data Sharing	
PART IV: Cost Effectiveness Staffing Plan, Budget, Cost per Client, Social Impact, Financial Effectiveness	
Part V: Alignment with APH Priorities CLAS Standards, CHA-CHIP, Strategic Direction 2023	
Part VI: Bonus Evaluation Healthy Service Environment	10

Important Dates

- Deadline to Submit Questions to APH: **May 24, 2019 at 12pm**
- Applications DUE to APH: **May 31, 2019 at 11am**
- Austin City Council Approval, Tentative: **August 8, 2019**
- Agreement Start Date: **September 1, 2019**

Communication with the City

Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation page: <http://www.austintexas.gov/article/access-health-services-seniors>
- Questions should be directed to Michelle Friedman, Michelle.Friedman@austintexas.gov
- Deadline: 12pm on May 24, 2019

Anti-lobbying ordinance

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



Questions?

Contact: Michelle.Friedman@austintexas.gov