

Form 1 – Offer Sheet

SOLICITATION NAME: [RFP 2022-003 APH Community Health Workers](#)

Date Issued:	Thursday, February 17, 2022
Proposal Due Date:	Thursday, March 24, 2022, by 3PM CST
Threshold Application Due Date:	Thursday, March 3, 2022, by 3PM CST
Anticipated Start date of contract:	July 1, 2022
Questions regarding the RFP are due on or before:	Thursday March 17, 2022, by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Wednesday March 23, 2022, by 3PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Angela Baucom Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: APH Competition Website
Optional Pre-Bid Meeting Date(s) and Time(s):	Tuesday, February 22, 2022, 10:30 AM – 12:00 PM CST
Pre-Bid Meeting Location:	Registration Required with this link: February 22: Registration Link

APH is only accepting proposals through the [Partnergrants database](#). No paper copies will be accepted.

All Offerors must:

1. Confirm that their organization is a registered vendor with the City of Austin.
 - To confirm: enter the organization’s City of Austin Vendor Number when registering as a user in the Partnergrants system (see #2 below).
 - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). And search for the organization’s legal name.
 - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
2. Be a registered user in the [Partnergrants database](#). The proposals will be submitted through this web-based system. To register, visit the Partnergrants website and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.site and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in Partnergrants.

This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.

RFP 2022-003 APH Community Health Workers

This solicitation is comprised of the following required sections. Please 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.

All of the following items can be found on the RFP Website: [RFP 2022-003 APH Community Health Workers](#)

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 24, 2022, by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Threshold Review	Threshold Application in Partnergrants due by March 3, 2022 by 3PM CST
B	Standard Solicitation Provisions and Instructions	Information Only
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: Partnergrants Instructions	



City of Austin
Austin Public Health



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The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that they have 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:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative: _____

Date: _____

* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award. Electronic Signature is acceptable.