



**CITY OF AUSTIN  
DOWNTOWN AUSTIN COMMUNITY COURT  
REQUEST FOR APPLICATION (RFA) OFFER SHEET**

<b>SOLICITATION NO:</b>	<b>RPS2024EMS</b>
<b>DATE ISSUED:</b>	April 11, 2024
<b>SOLICITATION NAME:</b>	Representative Payee and SOAR Application Assistance (RPS)
<b>Proposal Due Date</b>	<b>May 24, 2024 , at 2pm CST</b>
Anticipated Start of contract:	September 1, 2024
Questions regarding the RFA are due on or before:	May 17, 2024, at 11am CST
Technical Assistance regarding submission of the RFA are due on or before	May 24, 2024, at 1pm CST
Questions must be submitted via email to the Authorized Contact Person	Authorized Contact Person: Edna Staniszewski Business Process Specialist Downtown Austin Community Court <b>E-Mail: <a href="mailto:CommunityCourtContracting@austintexas.gov">CommunityCourtContracting@austintexas.gov</a></b>
Questions and Answers will be available:	<b>On Website</b> <a href="https://www.austintexas.gov/article/representative-payee-and-soar-application-assistance-rps">https://www.austintexas.gov/article/representative-payee-and-soar-application-assistance-rps</a>
NON-MANDATORY PRE-OFFER CONFERENCE DATE/TIME/LOCATION:	<b>April 18, 2024, 3:00PM</b> , Central Time One Texas Center, Downtown Austin Community Court Training Room 505 Barton Springs, Suite 125, Austin, TX 78704
<b>DACC is accepting proposal through the solicitation website:</b> <a href="https://www.austintexas.gov/article/representative-payee-and-soar-application-assistance-rps">https://www.austintexas.gov/article/representative-payee-and-soar-application-assistance-rps</a>	
<b>Interested Offerors must do the following:</b> <b><u>Offerors Initial Steps: Registration</u></b>	
<ol style="list-style-type: none"> <li>1. Confirm your organization is a registered vendor with the City of Austin. <ul style="list-style-type: none"> <li>• To find the City of Austin Vendor Number please visit <a href="#">Registered vendor search</a> and search for the organization's legal name.</li> <li>• To register to become a potential City of Austin vendor, <a href="#">Register as a vendor for the City</a>.</li> </ul> </li> </ol>	

**This Offer Sheet must be signed and submitted via Solicitation website to be considered for award**

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 RFA Website: RFA RPS2024EMS - Representative Payee (RP) Services and Supplemental Security Income (SSI) / Social Security Disability Income (SSDI) Outreach Access and Recovery (SOAR) Application Assistance (RPS)

<b>Form Number</b>	<b>Title</b>	<b>Guidance</b>
1	Offer Sheet	Forms 1-5 must be filled out, signed, and uploaded via website by: <b>May 24, 2024, 2PM CST</b>
2	Scope of Work and Application	
3	Program Budget and Funding Summary	
4	Program Staff Positions and Time	
5	COA Certifications and Disclosures	
<b>Exhibit Number</b>	<b>Title</b>	<b>Guidance</b>
A	Standard Solicitation Provision, Definitions & Instructions	Information Only
B	Standard DACC Agreement Boilerplate and Exhibits	

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**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: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Tax ID No: \_\_\_\_\_

Printed Name of Officer or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Officer or Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_