

CITY OF AUSTIN
DOWNTOWN AUSTIN COMMUNITY COURT
RESPONSE PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: PSH2019LW

PREPARATION INSTRUCTIONS:

Submit one original paper copy and a single file of an electronic copy of the original response in PDF version on a flash drive. The original response shall contain ink signatures and shall be typed on standard 8 ½" x 11" white paper, double-sided, and have consecutively numbered pages.

Responses must be included for each item in Parts I & II in Section 0500 – Scope of Work and Application, and follow the word limit assigned for each item. Responses are optional for each item in Part III in Section 0500 – Scope of Work and Application but must follow the word limit assigned for each item. Applicants may fill in the responses for each item directly into Section 0500 – Scope of Work or compile responses in a separate document. If compiling responses in a separate document, clearly label each item, including the item number, use size 12 Times New Roman font, double-space the document, use 1" margins, and print double sided on 8 ½" x 11" white paper.

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.

The Applicant must submit its response in the following format and informational sequence. Use tabs to divide each part of the response in the original paper copy and include a Table of Content.

TAB #1: Threshold Documents

- **Required Threshold Attachments**
 - Current Board of Directors Bylaws
 - Current Board of Directors roster with term dates
 - Copy of the most recently filed IRS Form 990 or 990 EZ
 - Copy of the Applicant's current fiscal year budget and previous fiscal year budget with actuals. Current fiscal year actuals should be of most recently closed month.
 - Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - Reviews program performance
 - Approves budgets
 - Reviews financial performance
 - Approves audit reports

TAB #2: Section 0050 – RFA Offer Sheet

TAB #2: Completed Section 0500 – Scope of Work and Instructions

TAB #3: Required & Optional Application Sections

- **Required Application Sections:**
 - Section 0645 – Program Staff Positions and Time
 - Section 0650 – Program Budget and Narrative
 - Section 0800 – Non-Discrimination & Non-Retaliation Certification
 - Section 0835 – Nonresident Bidder Provisions
 - Section 0900 – Subcontracting/Sub-Consulting Utilization Form
 - Section 0905 – Subcontracting/Sub-Consulting Utilization Plan (if applicable)
- **Optional Attachments (if applicable)**
 - Staff resumes and/or job descriptions (reference question 1.18)

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- Approved & signed Healthy Service Environment policy/policies (reference questions 3.1)

TAB #4: References

- Provide a list of three (3) current or previous references from Funding Agencies who have information about your organization's experience managing relevant local, state, and/or federal contracts for a minimum of five (5) years. All reference information shall be documented and verifiable. References must be aware that they are being listed and agreeable to City interview for follow-up, if deemed necessary by the City. Each reference listed shall include the following:
 - Agency
 - Agency contract manager name and title, phone number, and email address
 - Year contract was awarded and length of contract
 - Attach all monitoring reports received during the most recent term of administering the referenced contracts

RESPONSE TO THIS RFA SHOULD BE HAND DELIVERED, IN A SECURE PACKAGE WITH THE SOLICITATION NUMBER PSH2019LW CLEARLY MARKED ON THE OUTSIDE, TO DOWNTOWN AUSTIN COMMUNITY COURT LOCATED AT 719 E 6TH ST., AUSTIN, TX 78701 NO LATER THAN 2:00 PM ON JANUARY 6, 2020.

EVALUATION FACTORS:

Applicants must address each question in Parts I & II in Section 0500 – Scope of Work to be considered responsive to the goals of this RFA. Part III is optional and is not required in order for an application to be considered responsive. A total of 100 points may be awarded to the application in Parts I & II with an additional 10 bonus points available in Part III for a potential of 110 total evaluation points. The maximum score per Part is noted at the beginning of each Part. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

Presentations, Demonstrations Optional. The City will score submissions on the basis of the criteria listed above. The City may select a “short list” of Applicants based on those scores. “Shortlisted” Applicants may be invited for presentations, or demonstrations with the City. The City reserves the right to re-score “short-listed” submissions as a result, and to make award recommendations on that basis.