

Downtown Austin Community Court Requests for Applications (RFA)

PRE-OFFER CONFERENCE

Solicitations PSS2025EMS

Peer Support Services

April 17, 2025, 1:30 p.m.
One Texas Center
DACC Training Room
505 Barton Springs, Suite 125
Austin, TX 78704



Introductions

Downtown Austin Community Court

- Edna Staniszewski, Business Process Specialist (SPOC)
 - communitycourtcontracting@austintexas.gov
- Chris Anderson, Court Operations Manager

Organization Introductions

Sign-in sheet

Comment/Question cards

- Please hold all questions until the end of the presentation

Overview of Funding & Requirements

PSS2025EMS

- **\$266,714 total funding available for initial 12 months from October 1, 2025 through September 30, 2026**
 - Client access to services right away beginning October 1, 2025
 - Up to four 12-month extension options not to exceed \$266,714 each
 - Contingent on Council approval of funding during future budget processes
 - Anticipated funding will be awarded to multiple Applicants
 - Nonprofit or government providers are eligible to apply

Overview of Funding & Requirements

PSS2025EMS

Applicants:

- May propose expanding existing services or implementing new services
- May provide services as one agency or through a collaboration (one agency must be designated as lead Applicant)
- Shall have a minimum of 2 years successful experience providing proposed services and/or working with proposed target population
- Shall have a Board of Directors
 - With specific terms delineated by a beginning and ending date
 - Meet in person a minimum of four times per fiscal year

City Goals for the Programs

PSS2025EMS

- **PSS2025EMS:** The purpose of this competitive solicitation is for Peer Support Services which will provide persons with substance use disorders or co-occurring mental health disorders that are DACC clients

City Goals for the Programs PSS2025EMS

- Receive referrals solely and directly from DACC ICM staff
- Historically, DACC ICM clients:
 - Are high use of public services such as homeless shelters, EMS, hospital emergency rooms, Austin State Hospital, jails, and courts;
 - Have a history of substance abuse that is periodically disabling;
 - Have a persistent mental illness that is periodically disabling;
 - Have ongoing physical health issues that present barriers to employment; and
 - Have a criminal history ranging from Class C misdemeanors to felonies

Communication Process

PSS2025EMS

○ Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the solicitation pages
- Questions should be directed to communitycourtcontracting@austintexas.gov
- Deadline to submit questions is May 15, 2025, at 11 AM, Central Time

○ Anti-lobbying ordinance

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

Required Documents

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- All required forms available for download on the solicitation pages
- Required forms
 - FORM 1 Request for Application (RFA) Offer Sheet
 - FORM 2 Scope of Work
 - FORM 3 Program Budget and Narrative
 - FORM 4 Program Staff Positions and Time
 - FORM 5 COA Certifications & Disclosures

Scope of Work & Evaluation Criteria PSS2025EMS

Response Instructions:

- Fill in the responses for each item directly into FORM 2 – Scope of Work or compile responses in a separate document.
- It is preferable to be repetitive rather than to leave sections incomplete

Scope of Work & Evaluation Criteria

PSS2025EMS

○ **PART I: Program Overview & Strategy** – Max 80 points

- Program Strategy
- Program Goals and Objectives
- Services Solicited
- Program Requirements
- Program Design
- Agency/Subcontractor Experience
- Performance
- Service Delivery
- Project Timeline
- Cultural Competence & Racial Equity
- Best Practices

Scope of Work & Evaluation Criteria

PSS2025EMS

- **PART II: Cost Effectiveness** – Max. 20 points
 - Budget
 - Cost per Client
 - Leveraging

Scope of Work & Evaluation Criteria

PSS2025EMS

- **PART III: Presentation to Lived Experience Group –**
Max. 15 points
 - All Applicant(s) will be invited to present an overview of their Application to the AHAC on June 30, 2025.

FORM 3 & FORM 4

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- FORM 3 Program Budget and Narrative
 - Include context for all funding sources used in the proposed project in FORM 2 – Scope of Work, Item 2.2
 - Provide narrative descriptions of expenses to be paid for by **City funds only**
- FORM 4 Program Staff Positions and Time
 - Include list of position titles, not staff names

Important Dates

- Last day to submit questions to DACC in writing:
May 15, 2025 at 11 AM
- Applications DUE to DACC:
May 22, 2025 at 2 PM
- TENTATIVE: Austin City Council Approval on
July 2025
- TENTATIVE: Agreement Start Date:
October 1, 2025

Submittal Requirements

- ALL documents are submitted on the solicitation website
- Last day for technical assistance:
May 22, 2025 at 1 PM

QUESTIONS?
