

City of Austin Austin Public Health RFP 2023-004 Immigration Legal Services



Form 1 – Offer Sheet

SOLICITATION NAME: 2023-004 Immigration Legal Services

Date Issued:	March 30, 2023	
Proposal Due Date:	May 4, 2023 by 3PM CST	
Intent to Apply Due Date:	April 13, 2023 by 3PM CST	
Anticipated Start Date of contract:	August 1, 2023	
Questions regarding the RFP are due on or before:	April 27, 2023 by 3PM CST	
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	May 4, 2023 by 2PM CST	
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Name: Renue Jones E-Mail: APHCompetitions@austintexas.gov	
Questions and Answers will be available:	In Partnergrants and on the solicitation website: RFP 2023-004 Immigration Legal Services AustinTexas.gov	
Optional Pre-Bid Meeting Date and Time:	April 4, 2023 at 2 PM CST Eventbrite Registration Link	
Optional Office Hours Date and Time:	April 11, 2023 at 3PM CST <u>Eventbrite Registration Link</u>	

<u>APH is only accepting proposals through the Partnergrants database.</u> 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 <u>Austin Finance Online</u> and search for the organization's legal name.
 - To register to become a potential City of Austin vendor, go to <u>Austin Finance Online</u> to register.
- 2. Be a registered user in the <u>Partnergrants database</u>. 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.
- 3. Have completed an Annual Agency Threshold Application in the <u>PartnerGrants database</u>.
 - This form must be submitted once per 12 months and remains valid for all competitions
 closing within that time period. The threshold application will be reviewed by APH staff and
 the agency will be notified once approved.
 - Once logged into PartnerGrants, click on "Opportunity" and then opportunity title "Annual Agency Threshold Application-Applicants for Funding Start Here" to complete a new threshold application.

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



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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 2023-004 Immigration Legal Services | AustinTexas.gov

Form Number	Title	Guidance	
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due before April 13, 2023 by 3PM CST	
1	Offer Sheet	Forms 1-4 must be filled out, signed,	
2	RFP Proposal	scanned, and uploaded into	
3	Program Budget and Funding Summary	PartnerGrants by May 4, 2023 by 3PM CST	
4	COA Certifications and Disclosures		
Exhibit Number	Title – Informational Purposes Only		
Α	Threshold Application Requirements		
В	Standard Solicitation Provisions and Instructions		
С	Scope of Work		
D	APH Client Eligibility Requirements		
E	Standard APH Agreement Boilerplate and Exhibits		
F	Applying for APH-Funded Opportunity: Partnergrants Instructions		

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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:				
Doto				
Date:				

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