

RFA-#- 2020-NPS
SAMPLE RFA SCOPE OF WORK

Section E

RFA SCOPE OF WORK

I. Introduction

The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) with demonstrated experience.

II. Background & Purpose of Funding

[INSERT SOURCE OF FUNDING; COMMISSION ACTIONS; COUNCIL ACTIONS; ANY OTHER PERTINENT INFORMATION TO EXPLAIN THE PURPOSE OF THE FUNDING.]

III. Funding and Timeline

[INSERT \$AMOUNT] total available funding

Austin Public Health anticipates awarding up to [INSERT NUMBER] Agreements with a minimum request of [INSERT \$AMOUNT] and maximum request up to [INSERT \$AMOUNT].

The Agreement will have an effective start date of [INSERT APPROXIMATE DATE], with the requested amount to be spent over a [INSERT NUMBER]-month period. All funding is conditional upon City Council approval of the Budget.

Awarded programs may be structured as a reimbursable-based agreement or a deliverables-based agreement, as defined below:

- Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.
- Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

IV. Services Solicited

Program Services

[LIST SERVICES SOLICITED]

Implementation Strategies

[LIST STRATEGIES REQUESTED IF APPROPRIATE]

Priority Population: [LIST POPULATION]

City of Austin Client Eligibility Requirements

[LIST ELIGIBILITY AND NOTE IF DIFFERENT THAN REGULAR APH REQUIREMENTS]

Best Practices:

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V. Application Evaluation

A total of 100 points may be awarded to the application with an additional ten bonus points available for a potential of 110 total evaluation points. 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.

Part 1 Section F: Threshold Review	Form in Partnergrants with required upload	No points, but Applicant must pass threshold in order to submit RFA Application
Part 2 Section E: RFA Application		
Preliminary Questions		No points, answers required
Section I: Program Description		30 points
Section II: Client Eligibility		10 points
Section III: Data Management		5 points
Section IV: Program Performance		10 points
Section V: Alignment with City of Austin and APH Priorities		15 points
Section VI: Program Staffing and Time		10 points
Section VII: Program Budget and Funding Summary		10 points
Section VIII: Cost Effectiveness		10 points
Section IX: Bonus Questions: Healthy Service Delivery		10 Bonus Points
Total: 110 Points		
Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFA Application

VI. Application Format and Submission Requirements

ALL DOCUMENTS MUST BE UPLOADED INTO PARTNERGRANTS. NO PAPER COPIES WILL BE ACCEPTED.

Part 2 Application Instructions:

- 1) **Total word limit in Part 2 is [INSERT WORD NUMBER] words which includes the questions. Applications that exceed [INSERT WORD NUMBER] words will not be considered.**
- 2) Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about [INSERT WORD NUMBER] words in E-RFA Application, and this is included in the [INSERT WORD NUMBER] word limit.
- 3) Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- 4) All questions are boxed and highlighted in green in Part 2: Application Questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- 5) If using this document, Applicants must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- 6) If compiling responses in a separate document, Applicants must include all questions and

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- narrative before their answer so the Application appears the same as the provided template.
- 7) If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1" margins on 8 ½ x 11" white paper without page scaling.
 - 8) The following documents will not count towards the total word count:
 - a. Attachments submitted to answer a question like policies and procedures, staff positions, letters of support, etc.
 - b. Attachment H. Program Budget and Funding Summary section
 - c. Attachments A, J, K, L

Required documents: The following documents must be submitted in this RFA.

Note: For the Threshold Review, the following information must be submitted by **3pm on April 7, 2020:**

Section No.	Item/Document	Instructions	How to Submit
G	Application Threshold Checklist	Complete checklist and upload the required documents.	Fill out in PartnerGrants with items uploaded into form.

Note: For the RFA Application, the following information must be submitted by **3pm on May 1, 2020:**

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
E	RFA Application	Complete in Word template provided Save as a PDF	Upload Part 2 into PartnerGrants as well as any Application Attachments
I	Program Budget and Funding Summary	Complete in Word template provided Double click on the Excel charts within document to edit Save as PDF	Upload into PartnerGrants
K	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
L	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
M	Non-Collusion Non-Conflict Anti-Lobbying	Review, sign and scan signed document	Upload into PartnerGrants

VII. Additional Information

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-

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proprietary and available upon public request.

Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to the preparation of a response to the RFA or any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.

Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.

SAMPLE