



City of Austin
Austin Public Health
RFP 2024-001 Housing Crisis Referral and Information Services
Exhibit G – RFP Evaluation Scoring Rubric Summary

RFP # HSO 2024-001 Digital Housing Crisis Referral and Information Services Rubric		
Section Description	Question Criteria	Points
Part I: Fiscal and Administrative Capacity		
Agency verifies that they meet Offeror Minimum Qualifications in C – Scope of Work and provides background information.	Agency Information and Minimum Requirements (Questions 1-6): Agency provides information about agency background and capacity.	No points awarded, but Offeror must complete all questions. Offers which do not complete the Minimum Requirements question will not move forward with evaluation.
Part II: Scored Proposal		
<p>Successful applicants will answer all parts of all questions. If a question or part of a question does not apply, applicants should answer N/A rather than leave a field blank. When criteria indicate that "preference is given" that indicates items that are preferred, but not required, and earn additional points.</p> <p>Attachments may be appropriate to respond to questions where indicated. All attachments should be directly responsive to the prompt. Attachments that are not requested within Form 2 - RFP Proposal will not be considered during application review. The purpose of attachments is to support the narrative response included in Form 2 - RFP Proposal.</p>		
Section 1: Program Design and Section 2: Data-Informed Program Management		
Proposal Question	Minimum Proposed Expectations	
Q1. Program Goals and Objectives: Describe the program you propose and the purpose of the program, including goals, objectives, and how program success is defined.	Agency's response covers program description, goals, objectives, definition of program success. Response is in alignment with Scope of Work.	
Q2. Program Clients Served: Describe the types of persons who may receive services from this project as described in Exhibit C- Scope of Work, Section V. Eligible Population.	The description does align with the intended clients served from the Scope of Work.	
Q3. Program Services Solicited: Describe how your project will utilize the eligible services identified C - Scope of Work to support participants. Responses should clearly identify which services would be necessary to support the project's strategies and outcomes. C- Scope of Work Section VI: 1. Informational Services 2. Operations 3. Diversion Assistance	The response clearly describes how the requirements will be met utilizing activities and services that are eligible as outlined in parts 1 – 3 to provide services and information to persons experiencing a housing crisis. The response demonstrates a clear understanding of why services are crucial to project success.	
Q4. Service Delivery: Describe how your project will incorporate the principles and practices identified in Exhibit C - Scope of Work – Section IX - to support quality service delivery to participants. The response should speak to each of the identified Service Delivery standards.	The response displays an understanding of and incorporation of the identified service delivery principles within the design of the program.	
Q5. Best Practices: Describe how your project may incorporate the best practices identified in Exhibit C - Scope of Work - Section X. Applicants are encouraged to incorporate Best Practices into the proposed program design.	The response clearly and in a detailed fashion illustrates how their projects will incorporate the four identified Best Practices, including clear examples of how the proposed program integrates different aspects of the Best Practices into its policies, processes, and operations.	
Q6. Service Coordination and Planning with other Agencies: •As this project will primarily focus on distributing information and referring persons to services to address their housing crisis,	Applicants describe how the proposed program will coordinate with other agencies to connect individuals and households to stabilization resources and services.	



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<p>describe the coordination with other service providers and how coordination will maximize access and enrollment in services?</p> <ul style="list-style-type: none"> •Describe coordination for referrals and linkages to services requested by clients, including names of specific coordinating agencies and specific services provided where applicable. •Describe your strategy to actively engage institutions with highly vulnerable populations such as hospitals, jails, rehabilitation facilities, and prisons to reduce exits into homelessness. 	<p>The response identifies specific partners, what services they provide, and identifies if the collaboration has been formalized.</p>
<p>Section 1 Points Available 35 points</p>	
<p>Section 2: Data Informed Program Management</p>	
<p>Q7. Past Performance: Review the Performance Outcomes in Section VIII of the Scope of Work. Please explain how the proposed project would be able to meet or will not be able to meet the identified metrics.</p> <p>a. Describe alternative or additional outcome metrics to measure the effectiveness of the proposed project at meeting the objectives of the Scope of Work.</p> <p>b. Identify which data sources will be used to report performance data.</p>	<p>Agency answers every part of every required question and includes enough information that it is clear what they will be measuring and how. Proposed measures are appropriate to the proposed services and apparent agency capacity.</p> <p>There might be some minor questions or room for negotiation, but there are no concerns about whether or not the agency can measure program progress and track performance effectively.</p>
<p>Q8. Performance Table: Please complete the table below with estimated program performance metrics.</p>	<p>Table is completed and measures are reasonable for the project proposed</p>
<p>Q9. Data Security and Systems Management: Describe the systems that the agency has in place to collect and report program data, including data required to report on performance measures including:</p> <p>a) data management process and flow, referencing the required data collection in the C - Scope of Work Section VII. Data Collection and Reporting.</p> <p>b) how physical and digital data will be collected and stored</p> <p>c) how HMIS data will be entered into the system in a timely and accurate manner</p> <p>d) the organization’s process of internal controls and systems implemented to ensure data accuracy and data security, including who has access to the data, what kind of training is provided to staff on-site and off-site as appropriate to ensure data is collected accurately and completely.</p>	<p>Processes to ensure data accuracy and security are described which may include: a logical and comprehensive data management process, internal controls, and regular staff training practices. Applicant clearly addresses each topic, and demonstrates an understanding of HMIS utilization as well as processes for continual process improvements to increase performance.</p>
<p>Q10. Quality Improvement and Feedback: Describe how data are used in your organization for identifying problems in (1) program design, (2) service delivery, and (3) expenditures and (4) equity, and how that information is used to improve practices and program effectiveness. Please respond to each item.</p>	<p>Description of quality improvement are adequate and illustrate that data is reviewed by program staff and organization leadership to identify areas for improvement and take action on those areas.</p> <p>All parts of each question are answered but there still may be some questions.</p> <p>OR may not provide fully detailed answer that includes concrete information, timelines, and examples, but it is enough to know they will be able to evaluate.</p>
<p>Section 2: Data Informed Program Management 20 points</p>	
<p>Section 3: Experience and Cultural Competence:</p>	
<p>Q11. Agency Experience and Performance: Describe the experience your agency, leadership staff, and/or board of directors have in providing the same or similar services as what is being proposed in the Scope of Work and working with people experiencing literal homelessness. Describe how your previous experience, expertise, and research will inform your ability to implement the new services successfully.</p>	<p>No concerns regarding their ability to provide the services based on their answers. Met the minimum of 2 years of experience, described performance, both outcomes and outputs.</p>



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Table with 2 columns: Question/Requirement and Answer/Response. Rows include Q12 (Performance), Q13 (Service Delivery Experience), Q14 (Cultural Competence & Racial Equity), Q15 (Anti-racism), Q16 (Language Access Plan), and Q17 (Program Staffing And Time). Includes summary rows for Section 3 (15 points) and Section 4 (Cost Effectiveness).



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<p>staff recruitment and retention. If submitting on behalf of a collaborative (a subgrantee agreement between another agency or agencies with the Applicant serving as the APH Grantee and primary fiscal agent), include staffing to support accountability and coordination.</p>	
<p>Q18. In the box below briefly describe position descriptions, education, licenses, credentials, qualifications, background check requirements and/or certifications required for staff members and/or volunteers that work directly with clients in the proposed program.</p>	<p>Staff and qualifications seem appropriate for the services, and agency has provided sufficient detail to suggest effective support for the kind of work proposed. Required attachments are included and generally support the narrative response.</p>
<p>Q19: Complete the Program Staffing form below.</p>	<p>Both staffing forms are complete and clear. Some minor errors may exist, but no major oversights or concerns.</p>
<p>Q20. Livable Wage: How will you use compensation strategies that promote tenure and reduce the likelihood for staff attrition, and aim to promote all staff earning a livable wage in Austin/Travis County? When considering staff compensation how have you considered the hourly wage that an individual must earn to support a family in Austin as determined by a reputable data source, such as MIT’s living wage calculator?</p>	<p>Agency will pay a Living Wage to all staff working for the program.</p>
<p>Q21. Complete Form 3 – Program Budget and Funding Summary (Excel spreadsheet) and upload completed document into PartnerGrants to complete this question. There are five tabs in the spreadsheet: Budget and Narrative, SubGrantee Budget, Funding Summary, Cost Per Bed, and Instructions.</p>	<p>Budget seems appropriate and realistic for the services described. There are specific narratives and cost methodology included for every line item Level of service and staffing included in the budget is consistent between the budget form and the other application questions. Admin percentage is not exceeded.</p>
<p>Q22. Cost Effectiveness: Explain how you have considered efficient allocation of financial and staff resources when determining the budget and staffing plan for the proposed program. Describe how the amount requested will provide maximum impact with the most efficient allotment of resources.</p>	<p>Explanation reflects that efficient allocation of financial and staff resources was considered when determining the budget and staffing plan and is consistent with other information provided in the application.</p>
<p>Q23: Enter below the average cost per person served from the Form 3 - Program Budget and Funding Summary spreadsheet (cell B7 on the Cost per Client tab). Describe in the text box below why the cost per person served is appropriate for the level of services being provided.</p>	<p>Budget seems appropriate and realistic for the services described. There are specific narratives and cost methodology included for every line item Level of service and staffing included in the budget is consistent between the budget form and the other application questions. Admin percentage is not exceeded.</p>
<p>Section 4 Cost Effectiveness Points Available 20 points</p>	
<p>Cost per client analysis</p>	<p>Staff will review independent cost estimate to the cost per client and score based on if the cost is low-high-medium.</p>
<p>Cost per client points Available 10 points</p>	
<p>TOTAL POINTS AVAILABLE 100</p>	