RFP 2023 – 006 Early Childhood Issue Area
Request for Proposals (RFP)
Pre-Bid TEAMS Meeting

October 26, 2023, at 1:00 PM CST

RFP Authorized Contact Person:
Helen Howell
APHCompetitions@austintexas.gov

Welcome & Introductions

❑ Please share your name, organization, and contact info in the chat

❑ Everyone is muted with cameras off until Q&A segment

❑ Materials for the meeting are located in PartnerGrants and on the Competition Website.

❑ Questions can be typed in the chat or sent to APHCompetitions@AustinTexas.gov. Questions emailed may not be answered during the presentation.

❑ After the presentation, submit comments and questions need to be submitted via email to APHCompetitions@AustinTexas.gov or via PartnerGrants.

AGENDA

- Overview and Funding Information
- Scope of Work
- Proposal Submission Instructions
- Proposal
- Important Dates and Information
- Question and Answer

RFP Introduction and Objectives

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience in early childhood services to provide direct childcare, education, quality improvement in early childhood services, and parental education to individuals and households residing and/or working in Austin/Travis County.

Solicitation Objectives:

1. Provide affordable, high-quality Early Childhood Education (ECE).

2. Provide parental education that is culturally relevant and age appropriate.

3. Provide wraparound and support services, to foster successful caregiving to ensure children are happy, healthy, and prepared for school success.

RFP Objectives - Continued

5. Provide quality training to early childhood education staff that support responsive teacher-child interactions and other best practices to promote healthy child development.

6. Provide family-friendly transportation to and from pre-natal, well-child, and other medically necessary appointments.

Services Solicited

The City allows and encourages Offerors to propose solutions to meet community needs effectively. The below list is a non-exhaustive summary of possible programs.

- **Direct Care** to ensure continuity of high-quality early childhood education services for families with low-income in instances in which childcare would otherwise terminate as a result of Federal Childcare Development Fund (CCDF) rules. These reasons can include waitlists, exhausted funding, waiting periods for reapplication, age, family income, caregiver reduced work hours, or any other instance where care would terminate as a result of CCDF rules.

- **Direct Care** also includes high-quality care during extended hours, such as after school programs, nontraditional work schedules, weekend hours and/or summer programs.

- **Staffing and wages** to ensure appropriate ratios for optimal early childhood education and intervention with wages to attract high quality professional candidates. This may include low-cost tuition or subsidies for childcare of employees' children at the center where employees are working.

Services Solicited - Continued

- **Quality improvement activities** to include, but not limited to, teacher, administrator, and support staff training; early childhood certification training expenses, tuition, and related wraparound support services; early childhood education curriculum; and activities to support achieving Texas Rising Star quality rating or National Accreditation.

- **Wraparound services** such as parenting education, case management, early childhood intervention for children with physical, developmental, visual, or auditory impairments, referral services, and direct financial assistance.

- **Transportation** to and from childcare facilities for after school, after hours, or summer programming. Transportation for parents and/or guardians, families, and minor children to necessary pre-natal, well-child, or other medical appointments.

Important Dates:

Date Issued:	**Tuesday, October 17, 2023**
Proposal Due Date:	Tuesday, December 12, 2023 by 3 PM CST
Intent to Apply Due Date:	Tuesday, November 14, 2023 by 3 PM CST
Anticipated Start date of contract:	April 1, 2024
Questions regarding the RFP are due on or before:	Tuesday, December 5, 2023 by 3 PM CST
Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:	Monday, December 11, 2023 by 5PM CST
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	Authorized Contact Person: Name: Helen Howell Title: Social Services Funding Specialist Senior E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: https://www.austintexas.gov/article/2023-006-early-childhood-rfp
Optional Pre-Bid Meeting Dates and Times	Registration Required with these links: Pre-Bid Meeting 1: October 24, 2023 10 AM CST Pre-Bid Meeting 2: October 26, 2023, 1 PM CST
Optional Office Hours Dates and Times	Registration Required with these links: Office Hours 1: November 1, 2023 1 PM CST Office Hours 2: November 2, 2023 10 AM CST

APH Austin Public Health

Funding and Timeline

Total Funding:
Approximately $2,400,00, of which:
- at least $62,400 is dedicated to Quality Improvement initiatives
- $737,000 is dedicated to Direct Care
- $1,600,600 for all programming within this scope of work

Contract Term: The agreements will have an anticipated effective start date of April 1, 2024 for a 60-month period.

Request Limits: : The Minimum request amount is $60,000

Anticipated Number of Awarded Agreements: APH anticipates awarding 4-7 agreements

Note: Current funding is available for one 12-month period; additional years' funding is subject to budget approval and the terms of the agreement.

RFP Scope of Work

Applicant Minimum Qualifications to be considered

- Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services OR must already have one or more directors with a minimum of two years' experience in related early childhood, legal, education, public communications, or advocacy role(s).

- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.

- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).

- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State and City Debarment information.

Applicant Minimum Qualifications - Continued

- Be current in its payment of Federal and State payroll taxes.

- Not owe past due taxes to the City.

- Have the ability to meet Austin Public Health's standard agreement terms and conditions, which includes Social Services Insurance Requirements.

- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

Data Collection and Reporting:

For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics without violating client confidentiality. The City does not collect personal health information (PHI) or personal identifying information (PII). No PHI or PII should be submitted to the City and if collected by the agency, must be securely maintained Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

For those not directly working with individuals or providing client services, alternative performance measures will be made.

Data Collection and Reporting: Outputs and Outcomes

Performance Measures The awardee(s) will be required to report on the following:

Required Output:
Number of unduplicated individuals served in a 12-month period

Required Outcome(s) – at least one of the following:

1. Percent of individuals making progress toward their treatment plan goal(s)
Numerator: Number of individuals making progress on their treatment plan goal(s)
Denominator: Number of individuals evaluated for progress on their treatment plan goal(s)

2. Percent of individuals who complete an educational program and show improved knowledge
Numerator: Number of individuals who complete an educational program that improves their knowledge
Denominator: Number of individuals participating in the educational program

Data Collection and Reporting: Outcomes - Continued

3. Percent of individuals who demonstrate improved life skill(s)

Numerator: Number of individuals demonstrating improved life skill(s)

Denominator: Number of individuals participating in the activity

4. Percent of youth who progress to the next academic level

Numerator: Number of youth served who progress to the next academic level

Denominator: Number of youth who received services

Principles of Service Delivery

The following foundational strategies are required to be applied at an operational level:

1. Trauma-Informed Practices: Successful applicants will apply the principles of trauma-informed practice to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment

2. Language Access Plan: Applicants will be in development of or already have developed a Language Access Plan. A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.

3. Provider Agreement: Applicants providing direct care will have or are willing to have a provider agreement with Work Force Solutions Capital Area to serve children receiving child care scholarships. A provider agreement opens a network of referrals for direct care, as well as gives direct care providers access to quality improvement programs and staff training.

Principles of Service Delivery - Continued

The following foundational strategies are required to be applied at an operational level:

4. Referrals: Applicants should offer access to referrals and information on how to access other services and providers.

5. Program Accessibility: Programs should actively seek to eliminate barriers to services such as lack of transportation, limited communication and outreach, immigration documentation status, institutional barriers, and other restrictions.

6. Equitable Service Delivery: Offerors must ensure that programs are providing services that meet the needs of diverse   populations, considering systemic, institutional, and environmental barriers and inequities that exist and seeking to mitigate the effects on participant outcomes.

Principles of Service Delivery - Continued

The following foundational strategies are required to be applied at an operational level:

4. Texas Mother-Friendly Worksite: Austin Public Health is requiring employers who receive this award to be a designated mother-friendly worksite. Lactation-friendly worksites are businesses that proactively support employees with lactation accommodations. The most basic lactation-friendly policies provide a private space, flexible scheduling for break time, and other basic support so that parents may express and store milk for their babies.

Best Practices

All supportive services programs are encouraged to incorporate the following best practices:

- Evidence-based Practices: Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices in their proposed program designs which should include developmentally appropriate practices and research based instructional practices for school readiness.

- Incorporating Perspectives from People with Lived Experience: Programs should be designed with input from individuals with lived expertise.

- Livable Wage: The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.

Best Practices - Continued

- Collaboration with Community: Successful applicants will participate in the local CHA-CHIP working groups and engage with community stakeholders.

- Success by 6 Coalition: Programs should be designed to help advance the goals and objectives of the Austin-Travis County Success by 6 Coalition 2019-2023 Strategic Plan and Year 3 Plan Update. City of Austin encourages participation in regular meetings or workgroups should capacity allow.

Priority Populations

City of Austin Client Eligibility Requirements

Adult clients must be residents of or work in the City of Austin and/or Travis County. Child clients must be residents of, enrolled in school in, or have a parent or guardian who works in Austin and/or Travis County. Clients must meet all other requirements to be eligible as described in Exhibit A.3: City of Austin Client Eligibility Requirements (Exhibit D of this Solicitation Package).

Some eligibility criteria may be waived for specific program models. Changes to eligibility are subject to negotiation and approval by APH staff.

Primary Populations:
- Children ages 0-5 from families with low income
- Teen and adult parents and/or guardians with low income
- Early childhood educators making $25 per hour or less

Priority Populations - Continued

Programs serving a variety of populations will be considered.

Priority will be given to programs that include a focus on:

- **Teens and young adults:** Research from the American Academy of Pediatrics indicates that even brief parenting and/or life skills intervention revealed higher maternal self-esteem, including care taking ability, and decreased risk of repeat pregnancy.

- **People identifying as Black, Indigenous, or Person of Color (BIPOC):** Decades of occupational and residential segregation have left BIPOC persons in childcare deserts, areas with inadequate amounts of licensed childcare options. Data from the National Survey of Children's Health reveals that Black and multiracial families are more likely than white families to experience job disruptions due to lack of childcare, and as a result, parents and guardians of color are often left more vulnerable to future economic downturns, which exacerbates the racial wealth gap.

Priority Populations - Continued

- **People living at or below 200% of the federal poverty line:** Children at Risk estimates there are 197,000 more low-income children than subsidized childcare seats in Texas. Fewer than 1 in 5 subsidized seats are certified in the Texas Rising Star quality rating system. In Travis County, only 25 of every 100 seats are subsidized for families with low income.

- **Residents of Austin/Travis County living in childcare deserts:** Children at Risk finds that 34 Austin/Travis County Zip Codes are childcare deserts, with both a lack of quality and subsidized care. These zip codes span from North to South Austin and are most prevalent in the eastern crescent.

Austin Public Health Emergency Response

All agencies that are awarded funding through Austin Public Health Requests for Proposals are expected to provide emergency services in the event of a public health emergency (see Sections 8.6 and 8.6.1 of Exhibit E: Standard Boilerplate). Should agencies be called upon to engage in response activities, contract resources may be shifted or new uses of resources approved within an awarded program budget at the discretion of the City.

Proposal Evaluation

- A total of 100 points may be awarded to the proposal.

- **Proposal sections:**
  - 1. Experience and Cultural Competence
  - 2. Program Design
  - 3. Data Informed Program Management
  - 4. Cost Effectiveness

- Evaluation criteria:
  - How does the proposal align with RFP goals
  - Is each question adequately addressed.

RFP 2023-006 Early Childhood Issue Area Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.
Form 2: RFP Proposal		
Part I: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications in C - Scope of Work.
Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency Experience & Performance Principles of Service Delivery Cultural Competence & Racial Equity	**15 points**
Section 2: Program Design	Program Work Statement Goals and Objectives Clients Served Outreach Program Services and Delivery Program Accessibility Referrals Evidence Based Practices Collaboration with Community	**45 points**
Section 3: Data Informed Program Management	Data Management Performance Measures	**20 points**
Section 4: Cost Effectiveness **Form 3**	Program Staffing & Time Program Budget & Funding Summary	**10 points**
	Cost Effectiveness & Number of individuals served/ total budget = Cost Analysis	**10 points**
		Total: 100 points
Form 4: COA Certifications and Disclosures	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form.

5 Minute Break

Contact Info:
Drop your name, organization, contact info in the cat

Collaboration:

Agencies may apply with a subgrantee that is especially skilled in an activity that the applicant could leverage.

Interested parties are welcome to drop a comment with **"Interested in Collaboration,"** share how they might add value, along with contact info.

Application Submission Instructions

Offeror Initial Steps: Registration

Vendor and PartnerGrants Registration

All Applicants must:

1) Confirm your organization is a registered vendor with the City of Austin.
    • To find the City of Austin Vendor Number, please visit Austin Finance Online and search for the organization's legal name.
    • To register to become a potential City of Austin vendor, go to Austin Finance Online .

2) Be a registered user in the Partnergrants system. Proposals will be submitted through Partnergrants.

   • To register, visit Partnergrants and click on "Register Here."

   • Note that the organization's City of Austin Vendor number is required to complete registration in Partnergrants.

Offeror Initial Steps: Pre-Application

Annual Threshold Process

- Offerors must have completed an Annual Agency Threshold Application in the PartnerGrants database.

- This form must be submitted once per 12 months per agency 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, usually within five to seven business days.

- Retain approval emails and note the submission date for future use

- If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov

Annual Threshold Form

This form is for reference only, information therein must be submitted via PartnerGrants.

Confirm and document the following:

I. **Board of Directors**
- Meet 4 times per year
- Supports by-laws

II. **Agency Administration**
- Submitted 990/990-EZ, tax filings
- Not debarred from City of Austin or federal government
- 501C3

I. BOARD OF DIRECTORS

- ☐ Yes ☐ No 1. The Board meets regularly (at least four times per year)
- ☐ Yes ☐ No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:
- ☐ 📄 Upload Current Board of Directors Bylaws
- ☐ 📄 Upload list of Board Members with their positions and terms

II. AGENCY ADMINISTRATION

- ☐ Yes ☐ No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- ☐ Yes ☐ No 2. Agency is eligible to contract with the City of Austin and not debarred from doing business with the City of Austin, State of Texas or Federal government
- ☐ Yes ☐ No 3. Agency is a non-profit organization able to conduct business in the state of Texas

Documentation Required for this section:
- ☐ 📄 Upload copy of the most recently filed IRS Form 990 or 990 EZ (no older than 2018), if applicable
- ☐ 📄 Upload proof of agency non-profit status (ex. By-laws, Articles of Incorporation, IRS Tax Exempt Designation, Texas Department of State letter)

III. AGENCY CERTIFICATION

- ☐ Yes ☐ No 1. Agency is current in its payment of Federal and State payroll taxes
- ☐ Yes ☐ No 2. Agency does not owe past due taxes to the City
- ☐ Yes ☐ No 3. Within the last two years, Agency has required experience outlined in the Scope of Work.
- ☐ Yes ☐ No 4. If agencies have been funded by other entities (including but not limited to City of Austin, Travis County, St. David's Foundation or other foundations, State of Texas or federal government), the agency has received monitoring reports without findings.

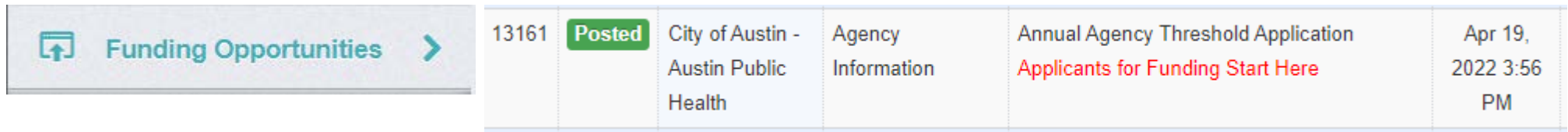Documentation Required (can duplicate the items required in previous sections):
- ☐ 📄 Upload any final monitoring reports from funders within the last two years. If report had no findings, please include only the summary letter. Please combine reports into one PDF.

Confirmation in Partnergrants: By selecting Confirm, applicant certifies that board chair and executive director approves all responses and attachments provided.

Annual Threshold Form - Continued

Confirm and document the following:

III. Agency Certification
- Current in payroll tax payments
- No past taxes owed to City
- 2 years' of experience required in Scope of Work
- No monitoring findings from other funders

I. BOARD OF DIRECTORS

☐ Yes ☐ No 1. The Board meets regularly (at least four times per year)
☐ Yes ☐ No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:
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☐ 📄 Upload proof of agency non-profit status (ex. By-laws, Articles of Incorporation, IRS Tax Exempt Designation, Texas Department of State letter)

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Completing the Annual Agency Threshold Application

Once logged into PartnerGrants:

- Click on "Funding Opportunities"

- Then click opportunity title "Annual Agency Threshold Application-Applicants for Funding Start Here" to complete a new threshold application

13161	Posted	City of Austin - Austin Public Health	Agency Information	Annual Agency Threshold Application Applicants for Funding Start Here	Apr 19, 2022 3:56 PM

❑ Click Start New Application

❑ Title your application "[Your Organization's Name] – Agency Threshold Checklist – [Primary Contact's Initials]." For example – Austin Public Health – Agency Threshold Checklist - HH

Completing the Annual Agency Threshold Application - Continued

- Complete General Information - click **Save Form Information** between each entry to complete all required fields

- Provide explanations as needed, and include all required attachments to minimize delays

- Make sure you click **SUBMIT** and receive a confirmation email

Intent to Apply Form

- Offerors may submit multiple proposals for distinct programs.

- Offerors must complete an Intent to Apply form for each Proposal you wish to submit. This indicates that you will submit multiple Proposals.

- Submit your Intent to Apply form(s) by the due date indicated on the Offer Sheet: **Tuesday, November 14, 2023 by 3 PM CST**

- **Mark all items complete** AND **click Submit** to ensure your Intent to Apply is submitted
  - Once complete, you will receive an automated confirmation from the PartnerGrants system verifying the form has changed status from Editing to Submitted.

Intent to Apply Form (Continued)

- To complete an Intent to Apply form:
  - Once logged into PartnerGrants, click on "Funding Opportunities" and then opportunity title "RFP 2023-006 Early Childhood"
  - Click Start New Application (you may have multiple active Applications)

- **Part 1: General Information**
  - Complete each field, clicking Save Form Information after completing each step to open the next section of the form
  - Save and click the title of the next section, "Intent to Apply"

- **Part 2: Ongoing Threshold Certification**
  - Certify that you have completed the Annual Agency Threshold Application
  - Enter the date (month and year are sufficient) of Annual Agency Threshold Application SUBMISSION

Intent to Apply Form (Continued)

- **Part 3: Proposal Description**
  - Enter a brief, but descriptive title that is not the title of the RFP and program description
  - Enter a Program Type if applicable
  - Enter a Program Description to provide an overview of proposed services

- **Mark Complete** and click **Submit**

Sections of the RFP

Forms and Exhibits

The Offer Sheet lists forms that must be completed by the Offeror.

Exhibits are for reference and should be reviewed in full by all Offerors prior to completing a Proposal.

Form Number	Title	Guidance
0	Annual Agency Threshold Application and Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants **due by November 14, 2023 by 3 PM CST**
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by **December 12, 2023 by 3 PM CST**
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Exhibit Number	Title	Guidance
A	Annual Agency Threshold Checklist	Information Only
B	Standard Solicitation Provisions and Instructions	
C	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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Exhibit A – Annual Agency Threshold

The Annual Agency Threshold Application MUST be completed in the PartnerGrants System.

If you have not already completed this step, you can use this form for reference while assembling your materials.

A– RFP Application Threshold Checklist

Instructions: This form is provided as reference only.

This information must be uploaded **in** **Partnergrants** as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a 📄 symbol.

I.   BOARD OF DIRECTORS

☐ Yes ☐ No   1. The Board meets regularly (at least four times per year)
☐ Yes ☐ No   1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:
☐ 📄 Upload Current Board of Directors Bylaws
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II.   AGENCY ADMINISTRATION

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Exhibit B – Solicitation Provisions and Instructions

❑ See Exhibit B - Standard Solicitation Provisions and Instructions for information about Proposal Format and Submission Requirements.

❑ The Application must be submitted in the PartnerGrants database. No late submissions will be accepted. Note that where the application materials say "at," "prior to," or "by or before," this means that the PartnerGrants system will not allow you to submit documents at or after that time.

❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.

   ❑ Only name your uploaded documents with **letters and numbers**. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Submission Documents

Offerors can
- Only apply for one service category per proposal.

- Submit only one Work Statement per proposal.

- Submit multiple proposals (including Work Statements) for different service categories.

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4	COA Certifications and Disclosures	

Form 1: Offer Sheet

The Offer Sheet is required for your proposal to be valid and must be submitted after your Intent to Apply, along with your Proposal and other documents.

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Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	**Authorized Contact Person:** Name: Helen Howell Title: Social Services Funding Specialist Senior E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: https://www.austintexas.gov/article/2023-006-early-childhood-rfp
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Optional Office Hours Dates and Times	**Registration Required with these links:** Office Hours 1: November 1, 2023 1 PM CST Office Hours 2: November 2, 2023 10 AM CST

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PREVENT PROMOTE PROTECT

Form 1: Offer Sheet

❑ On the Offer sheet, the organization's representative states that they are authorized to submit this proposal for funding.

❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.

❑ Signature by an authorized representative is required in order for the City of Austin to accept the proposal.

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

City of Austin
Austin Public Health
RFP 2022-006 Early Childhood Issue Area

C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: PartnerGrants Instructions	

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:_____

Date:_____

PartnerGrants Database

- Website:
  https://PartnerGrants.austintexas.gov

- PartnerGrants is an online/web-based database APH uses for contract management

- **Proposals must be submitted through the PartnerGrants system**

- Paper proposals will not be accepted

Form 2 – RFP Proposal

RFP Proposal

Proposal Section Tips:

- Make sure to answer every question and every part of each question.

- Some questions include drop down boxes with preselected answers indicated by

- Make sure to review any links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants.

- We expect that you take the time to review the links to include the guidance provided in your answers.

Form 2 - RFP PROPOSAL

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one distinct program per proposal. Offerors may submit multiple proposals for different programs, which may include programs in different service categories. All questions are in green text boxes. Click on the text boxes beneath the questions to type in your answers. Any required attachments are indicated by a 🖹 symbol, and drop-down menus are indicated by a ▼ symbol.

Please note: Only name uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

The total word count limit is 15,000 for this entire word document (including proposal questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count". The total number of words already included in this proposal is ~4,200. Please ensure your proposal is less than 10,800 words, or 15,000 total with the questions and instructions included.

Table 1: Required APH Documents. The following must be completed and/or submitted in Partnergrants:

| Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due December 12, 2023 by 3 PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

PART I. Fiscal and Administrative Capacity - Unscored

Pre-Application

Annual Agency Threshold Application: The **Annual Agency Threshold Application** must be completed in PartnerGrants by or before the Intent to Apply deadline stated in the Offer Sheet. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit an **Intent to Apply** through this RFP Opportunity. Intent to Apply forms will only be approved and access to Final Proposals granted once the Annual Agency Threshold Application approval has been

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Proposal Format and Submission Requirements

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

Step 1: Final Proposal Instructions

- This form should be submitted in .doc or .docx format with only letters and numbers in the file title.

- **Total word count in the <u>Form 2-RFP Proposal</u> document is <mark>15,000</mark> words which includes the questions. Proposals that exceed 15,000 words will not be considered.**

- MS 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 4,200 words in Form 2-RFP Proposal, and this is included in the 15,000 words limit.

- The following documents will <u>not</u> count towards the total word count:

  - Attachments submitted to answer a question like policies and procedures, staff positions, etc.

  - Attachments 1-Offer Sheet, 3 - Budget Narrative and Funding Summary, 4-COA Certifications.

Proposal Format and Submission Requirements

- Offerors must use this template for the proposal and cannot submit a proposal that does not include the questions and narrative.

- Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. 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.

- If using this document, Offerors must type answers into the section that says "Click or tap here to enter text" after each question or in the required tables.

- If compiling responses in a separate document:
  - Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**

Attachment Submission Requirements

- All Proposal files must be uploaded in PartnerGrants

- Some questions include required or optional attachments indicated by a 📄 symbol.
  - Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
  - Remember to clearly title each file using only letters and numbers.
  - Try to consolidate to <u>one file for each question.</u>

| 📎 - Named Attachments	
Named Attachment	**Required**
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

RFP Application: Racial Equity

- The City's definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin's values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.

Racial Equity Self-Assessment Item	Choose from the drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency's board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu	Click or tap here to enter text.

APH Austin Public Health

RFP Application: Racial Equity

- Equity is a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency's board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu	Click or tap here to enter text.

RFP Application: Performance Metrics

- Depending on the type of programming you are proposing, performance metrics may vary.

- Complete each required Output and Outcome in the tables provided and include explanations as needed below.

PERFORMANCE MEASURES

24. Please provide: A) Output Measure(s) and B) Outcome Measures below.

24A. Output Measures: Provide a proposed a 14-month goal for the number of unduplicated clients served by the total program as well as any additional context. The goal should be based on past performance experience, budgeted program costs, and best estimates. The contract goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Proposals must include the following output:

Type of Output	Output Wording	14-month Goal # Aug 1, 2023 – Sept 30, 2024
Required Output	Total Number of Unduplicated Clients Served per 14-month period	Click or tap here to enter goal #.

24Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

24Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

24Aiii. Describe how demographic and eligibility data will be collected from clients and the method for reporting this data.

Click or tap here to enter text.

APH Austin Public Health

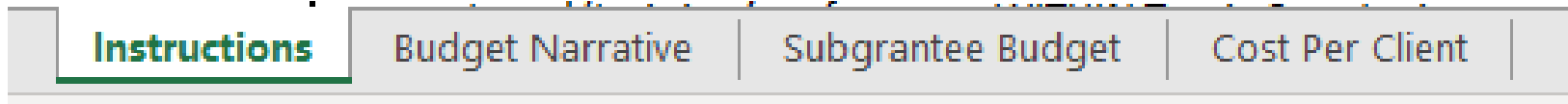# RFP Application: Program Staffing and Cost Effectiveness

- Upload job/position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include job/position descriptions as supplemental documentation.

  - Pages beyond the allowable 5 total will not be considered when evaluating applications.

- Describe the overall staffing plan to accomplish activities in the proposed program and complete the Program Staffing Form.

Example:

Funding Source	Title	FTE
APH Social Services	Program Director	0.20
APH Social Services	Executive Director	0.05
Travis County HHSD	Case Managers	2.00
NA	Certified Volunteer Peer Educators	8.00
	Total FTEs	10.25

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

Instructions	Budget Narrative	Subgrantee Budget	Cost Per Client

- Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.

- There are four tabs in the spreadsheet: Instructions, Budget and Narrative, Subgrantee Budget, and Cost Per Client. The Instructions include examples of allowable costs.

Budget and Narrative Tab

Budget and Narrative Form:

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period in Cell B4 under the Budget and Narrative worksheet.

  ◦ The Cost Per Client worksheet will use this to automatically determine the Cost Per Client based on the overall program budget and the overall number of clients to be served.

	A	B
1	Form 3 - Program Budget and Narrative	
2	Agency Name:	
3	Program Name:	
4	Total Proposed Clients Served:	

Budget and Narrative Tab (Continued)

Budget and Narrative Form:

- Complete a budget for 12-month period for requested City Funding only

  - Period: 4/01/2024-03/31/2025

- For every budget line containing a requested amount of City of Austin Funding, enter a short description or list of items included in that budget line in Column E

- Examples are provided in the Instructions tab

Budget Line-Item	Requested COA Funding 12 months	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Total Budget (All Funding Sources) 12 Months	Complete an explanation for each City-funded line item.
Salaries				
Personnel (benefits and payroll taxes)			$0.00	
Operations				
General Operations			$0.00	
Outsourced Professional Services			$0.00	
Supplemental Programmatic Services			$0.00	
Training/Travel Outside of Austin/Travis County			$0.00	
Financial Assistance to Clients			$0.00	
Rental Assistance			$0.00	
General Housing Assistance			$0.00	
Direct Client Assistance			$0.00	
Client Food and Beverage			$0.00	
Sub-Grantees - Use SubGrantee Budget worksheet to enter amounts (If applicable)				
Sub-Grantee Personnel	$0.00	$0.00	$0.00	
Sub-Grantee Operations	$0.00	$0.00	$0.00	
Sub-Grantee Direct Assistance	$0.00	$0.00	$0.00	
Sub-Grantee Other	$0.00	$0.00	$0.00	
Program Income				
Program Income			$0.00	
Other				
Other			$0.00	
Total:	$0.00	$0.00	$0.00	

Subgrantee Tab

Subgrantees:

- If working with Subgrantees, include the Subgrantee name, start and end dates of their work, a brief description of services, number of clients served by each Subgrantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table

- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab

Form 4 – COA Certifications and Disclosures

Form 4: COA Certifications and Disclosures

❑ Be sure to complete the signature block on page 5

The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the requirements and disclosures.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Important Information

Communication with the City

Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person:

  o Helen Howell at APHCompetitions@austintexas.gov.

- Only the information provided by the Authorized Contact Person is valid

- Official Questions and Answers will be published on the Competition Website weekly

Anti-lobbying ordinance

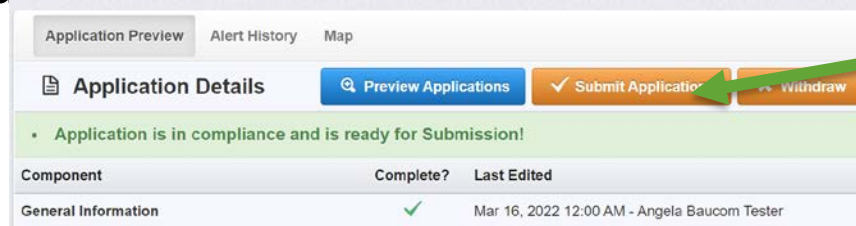- Request for Proposal process: Anti-lobbying ordinance does not apply

Important Dates:	
Date Issued:	Tuesday, October 17, 2023
Proposal Due Date:	Tuesday, December 12, 2023 by 3 PM CST
Intent to Apply Due Date:	Tuesday, November 14, 2023 by 3 PM CST
Anticipated Start date of contract:	April 1, 2024
Questions regarding the RFP are due on or before:	Tuesday, December 5, 2023 by 3 PM CST
Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:	Monday, December 11, 2023 by 5PM CST
Optional Pre-Bid Meeting Dates and Times	Registration Required with these links: Pre-Bid Meeting 1: October 24, 2023 10 AM CST Pre-Bid Meeting 2: October 26, 2023, 1 PM CST
Optional Office Hours Dates and Times	Registration Required with these links: Office Hours 1: November 1, 2023 1 PM CST Office Hours 2: November 2, 2023 10 AM CST

Please make sure to get your application ready *early* so you don't miss the deadlines

- See this video for technical assistance with submitting an application in PG: APH PartnerGrants - YouTube
  - o The appearance of some items may have changed, but the process is very similar
- You may also contact Allan McCracken – Allan.McCracken@Austintexas.gov

Important Tips

❑ To submit Intent to Apply and Final Proposals in PartnerGrants, you must first MARK AS COMPLETE AND **THEN HIT <u>SUBMIT.</u>**

❑ Check that you receive a confirmation email from the PartnerGrants system indicating the status of your application is "Submitted." Mark as Complete is NOT the same thing as Submit.

❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to submit.

❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.

❑ Watch for emails from APHCompetitions@austintexas.gov in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share PartnerGrants accounts.

Austin Public Health
PREVENT. PROMOTE. PROTECT.

That was a lot of information. We can help clear it up.

Questions?

Contact: APHCompetitions@austintexas.gov

Thank You
for Your Participation