RFP 2025-003
Ending the HIV Epidemic Questions and Answers

All questions should be directed to the RFP Authorized Contact Person: Helen Howell at APHCompetitions@austintexas.gov or in the PartnerGrants database by no later than Thursday, October 2, 2025 3 PM CST.

Notice:
PartnerGrants notification emails come from this address: austin.grants@mail.webgrantscloud.com. This includes notifications regarding application submission, negotiation, and withdrawal. Please ensure emails from this address go to your Inbox and not Spam, Junk, etc.

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Question No.	**Questions**	**Answers**
1	Is the $250,000 maximum funding per agency or per service category?	There is a maximum request limit of $250,000 per agency.
2	Where can you see in PartnerGrants if your organization already has an active Annual Agency Threshold?	The PartnerGrants user who submitted the Threshold Application will be able to see it once they sign in. If this user did not enter additional contacts when they submitted the Threshold, then other users will not be able to see it. Email aphcompetitions@austintexas.gov to ask if your agency has a current Threshold on file.
3	If an agency proposes three service categories, do they do so all within one proposal?	Yes, agencies will submit one Proposal including all of their proposed service categories and types. Agencies may not submit more than one Proposal.
General RFP Frequently Asked Questions		
	Regarding providing emergency services in the event of a natural disaster, how would that look? Has that happened before, like during COVID? Do you have any examples of how orgs pivoted to provide those services?	This is standard language in most City contracts. An example is APH coordinating with an agency to provide a vaccine clinic or to hand out water during a boil order or hurricane. More often, this looks like pivoting the way standard services are provided to continue to these services to the community (i.e., In person services to virtual services during the COVID pandemic).
	Is there a definition of quasi-government agency?	A quasi-governmental agency is an agency that provides specific services that are at times overseen by the government - like a school district, university or, at times, Workforce Solutions.

	Will the second pre-bid meeting be the same content or additional content?	The second pre-bid meeting will be the same content and will only vary based on audience questions. Those questions will be posted with answers on the solicitation website and on PartnerGrants.
	If this program already has one contract with APH (e.g., a contract through the Early Childhood RFP), can the program also be awarded a contract through this RFP?	Yes, an agency can be awarded multiple contracts with APH via multiple RFPs.
	Are no PDFs allowed for any documents submitted as part of our proposal?	Word .doc or .docx is required for your Proposal. PDFs are allowed for supplemental documentation (i.e., annual reports, policies).
	Are there any guidelines/recommendations for cost per participant? How will that impact scoring?	There are no guidelines for cost per client. Cost per client is compared to industry standards. Cost per client is compared to industry standards. Evaluators consider whether strong reasoning is provided for the cost per client. Therefore, it's possible that a high cost per client may not lead to a lower score, and that a low cost per client may not lead to a higher score.
	Are we able to negotiate the income threshold for eligibility for services beyond 250% FPL?	No, at or below 250% FPL is the current required income limit for City funded Social Services.
	When we list the Type of program in the Intent to Apply, is that the same as the Category referenced when you say 'one Category' per application?	The type of program is the same as the service category.
	Will Pre-Bid slides be available for review?	Pre-Bid slides will be available for review on the competition website and on PartnerGrants (under this funding opportunity).
	Are there specifics indicating an allowable and unallowable cost for programming?	Please see Exhibit B3, section 10 – Allowable and Unallowable Costs (around page 21 in this packet). This exhibit, plus others, and the Boilerplate, are posted on the competition website. Also see the Program Budget and Funding Summary, first tab – Instructions, for non-exhaustive list of allowable expenses per line item.
	Do applicants submit application materials on Austin Finance Online or in PartnerGrants?	APH is only accepting proposals through the Partnergrants database, as noted on the competition website. This site contains all info and instructions to apply for this funding opportunity. RFP announcement emails from Purchasing,

		with links to Austin Finance Online direct applicants back to the Workforce Readiness RFP website.
	Our organization did not submit an Intent to Apply prior to the due date, can we still apply?	APH does not accept applications for funding after the Intent to Apply deadline.
	Are applicants to create an application for the Intent to Apply Form, and then another, separate application for the rest of the application? Or should they be combined into one application?	The Intent to Apply form (which is the Pre-Application stage in PartnerGrants) is separate from and comes before your application. Once your Intent to Apply is approved, you will receive a notification email from PartnerGrants and PartnerGrants will give you access to submit the rest of the application. Your Application in PG includes RFP documents 1-4 (Offer Sheet, Proposal, Budget, and COA Certifications and Disclosures).
	What are guidelines for supplemental attachments in the Intent to Apply?	The Intent to Apply supplemental attachments are optional and up to your discretion. You will have ample opportunity to describe your program and submit any required and optional attachments via your Proposal and Budget (RFP forms 2 and 3).