

Degemer
Ongletorri
Akwaba
Dobrodošli
Üdvözlet
Welkomma
Yokoso
Accogliere
Nau Mai
Bem-vindo
Willkommen
Haere Mai
Salve
Benvido
Toivottaa
Vitejte
Swaagat
Bonavinuta
Huan Ying
Tervetuloa
Accoje
Velkomin
Nayak
Bi xér hatí
Chào mừng
Vítajte
Hosgeldiniz
Benvignuo
Fáilte
Swagata
Benvenuto
Welkom
Bienveni
Eun vinn
Witaj
Namaste
Aloha
Bienvenue



RFA #002 COVID-19 Vaccine Outreach 2021 - NPS Request for Applications (RFA) Pre-Bid Conference Call

December 21, 2020 at 2-3:30pm
Conference call

RFA Authorized Contact Person:
Natasha Ponczek Shoemake
APHCompetitions@austintexas.gov

AGENDA

02:00 pm – 03:30 pm

- Welcome and Introductions
- RFA Submission Instructions
- Scope of Work
- Application
- Important Dates
- Question and Answer Process

Welcome & Introductions

- ❑ Introductions
- ❑ Housekeeping
- ❑ Everyone is muted for the call until the Q&A.
- ❑ Materials for meeting located on the website and in Partnergrants and on the [Competition Website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@austintexas.gov. Questions may not be answered during the presentation.
- ❑ After the presentation: Comment and questions need to be submitted via email to APHCompetitions@austintexas.gov
- ❑ Partnergrants technical assistance will follow the presentation.



Austin Public Health Staff



Angela Baucom



Allan McCracken



Akeshia Johnson Smothers
SSPU Manager



Natasha Ponczek Shoemake



Laura LaFuenta
CMU Manager



Jade Roy

Initial Steps

All Applicants 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 [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](#) to register.
2. Be a registered user in the Partnergrants system. The applications will be submitted through this web-based system. [To register, visit the Partnergrants](#) site and click on "Register Here."
 - Note that the organization's City of Austin Vendor number is required to complete registration in Partnergrants.

Sections of the RFA

SECTION-NO.	TITLE	Requires-Applicant-Response-(X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	RFA STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFA SCOPE OF WORK AND APPLICATION	Attachments-Required
F	AGREEMENT WORK STATEMENT FOR DELIVERABLES - SAMPLE	*
G	STANDARD APH AGREEMENT BOILER	*
H	COA CERTIFICATIONS AND DISCLOSURES	*
I	APPLYING FOR APH FUNDED OPPORTUNITY -- PARTNER GRANTS INSTRUCTIONS	*



Section A: Offer Sheet

The Offer Sheet is required for your application to be valid, and must be submitted to have a valid Application.

SOLICITATION NO: RFA 002 – COVID 19 Vaccine Outreach– 2021 – NPS

SOLICITATION NAME: Request for Applications for COVID 19 Vaccine Outreach

DATE ISSUED:	December 21, 2020
RFA Application Date Due:	Wednesday, January 6, 2021, 3 PM CST
Anticipated Start date of contract:	January 15, 2021
Questions regarding the RFGA are due on or before Note: Technical Assistance questions regarding entry into Partnergrants may be submitted until the due date.	January 6, 2021 at 12 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Natasha Ponczek Shoemake Contract Management Specialist III E-Mail: Natasha.Ponczek@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: COVID19 Vaccine Outreach RFA Website
Optional Pre-Bid Meetings- Dates and Times:	Monday, December 21, 2020 2:00 pm – 3:30 pm CST
Pre-Bid Meeting Location:	Registration Required with this link to get the Conference Call details: Eventbrite Link

Section A: Offer Sheet

- On the Offer sheet the organization’s representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFA document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.



The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has 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: _____

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

Partnergrants Database

- Website:
<https://partnergrants.austintexas.gov>
- Partnergrants is an online/web-based database APH uses for contract management
- APPLICATIONS MUST BE SUBMITTED THROUGH THE PARTNERGRANTS SYSTEM.
- PAPER APPLICATIONS WILL NOT BE ACCEPTED.

partnergrants.austintexas.gov/home.do

Apps Yahoo ShareptCMU (1) ShareptSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

• Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

Log In

Click [HERE](#) to use your City of Austin Login
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID:*

Password:*

Log In

[Forgot User Id?](#)
[Forgot Password?](#)

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

New to PartnerGrants?
[Register Here](#)

Announcements

COVID 19 UPDATE

See austintexas.gov/COVID19 for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through [Austin Public Health \(APH\)](#) and the [Office of Telecommunications and Regulatory Affairs \(TARA\)](#), that promote health and/or digital equity.

Submission Documents

- ❑ For the RFA Application, the following information must be submitted by **3 pm on January 6, 2021:**

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFA Application – required attachment only	Fill Application out in Partnergrants. Upload one required attachment. <u>Do not</u> have to type out the Application in a Word document.	Upload required attachment into PartnerGrants

Scope of Work

- ❑ The City of Austin (City) seeks to fund qualified non-profit providers (Applicants) with demonstrated experience with evidence-based interventions to shape and support outreach efforts to promote the COVID-19 vaccine to populations at a high risk of severe COVID-19 disease.
- ❑ Vaccine Outreach funds will be used to conduct outreach to promote the COVID-19 vaccine with populations at highest risk of contracting COVID-19, as well as those at highest risk of severe illness and mortality as a result of COVID-19.
- ❑ Agencies will conduct a linguistically and culturally appropriate community assessment to determine attitudes and concerns regarding the COVID-19 vaccine, and to identify barriers priority populations may face in accessing the vaccine.

Scope of Work

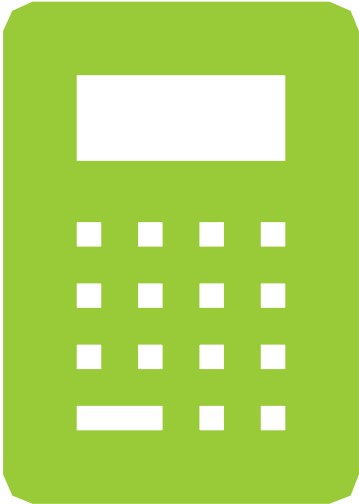
- ❑ Funds will be used to conduct evidence-based, culturally and linguistically appropriate outreach activities that increase trust regarding the COVID-19 vaccine, increase awareness of the vaccine requirements, and provide navigation support to Department of State Health Services designated access points.
- ❑ Agencies will share needs assessment and promotion plans with larger COVID-19 vaccine response partners, including regular updates to the COVID-19 Vaccine Distribution Coalition.
- ❑ Other possible activities include participating at planned APH PPE distribution events and/or participating in meetings with the APH Public Information Officer to inform messaging.

RFA Application: Estimated Outreach Goal

Part III: Estimated Outreach Goals

Individual touch points achieved by the program – provide number*

Unique outreach events (virtual or in-person) - provide number*



Scope of Work: Funding and Timeline

- ❑ Austin Public Health has \$100,000 available in one-time funds. In the event additional funds become available, these funds may be used to support additional awards through this solicitation.
- ❑ Austin Public Health anticipates awarding four Agreements for contract term ending on June 30, 2021.
- ❑ If awarded, Austin Public Health staff will create a contract structured as a deliverable-based 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.

Project Type	Amount Available	Minimum/Maximum Amount Requested
COVID-19 Vaccine Outreach	\$25,000 for outreach activities and program staff costs	Applicants must apply for the full \$25,000 maximum award amount.. APH anticipates awarding <u>four</u> agreements.

RFA Application: Successful Applicants Factors

- ❑ Preference will be given to organizations not currently contracting with APH and with an annual operating budget at or below \$750,000.
- ❑ Can demonstrate a trusted relationship with priority populations adversely affected by COVID-19
- ❑ Have demonstrated experience with evidence based and/or grass roots approaches.
- ❑ Shall have capacity to complete a needs assessment within the first 30 days of the contract.
- ❑ Shall have demonstrated capacity to develop promotional strategies that are cultural and linguistically appropriate for the priority populations.
- ❑ Shall have the ability to track and report type of events and data on demographics and number of individuals reached.

RFA Application: Evaluation Factors

Consideration will be given to Applicants that have:

- Demonstrated experience with evidence-based interventions to shape a support outreach effort
- Trusting relationships with populations at high risk of severe COVID-19 disease
- Capacity to increase outreach efforts immediately and efficiently
- **TIP:** Review the Scope of Work for Deliverables Sample in the RFA Packet to see the timeline and expected deliverables for the contract.

Scope of Work: Application Evaluation

- Applications will be evaluated based on the content of their application and then, an evaluation panel of subject matter experts from the City of Austin will determine Applications to receive funding.

Section A: Offer Sheet Required	Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit Offer Sheet in order to submit RFA
Section E: RFA Application		
Part I: Organization Questions	Questions A-G	No points, but Applicant must pass threshold defined in Applicant Minimum Qualifications to be evaluated
Part II: Experience conducting outreach	Questions 1 - 2	30 points
Part II Priority Population	Questions 3-6	35 points
Part II: Data Management, Reporting and Performance Standards	Questions 7	15 points
Part II: Program Operations -Health and Safety	Question 8	10 points
Part III: Outreach Goals		10 points
		Total: 100 Points

RFA Application

Application Tips:

- All documents must be uploaded into Partnergrants. No paper copies will be accepted.
- Make sure to answer every question and every part of each question.
- And note that there are attachments that must be included.
- Some questions allow for multiple selections, which can be done by holding Ctrl and selecting each item that applies.
- Free response fields are limited to **7500** characters. Additional characters will not be included in your submitted application.
- It is preferable to be repetitive rather than to leave sections incomplete.

The screenshot shows the Austin Public Health RFA Application interface. At the top left is the APH logo with the tagline 'PREVENT. PROMOTE. PROTECT.'. To the right of the logo are navigation links: 'Menu', 'Help', and 'Log Out'. Further right are action buttons: 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the navigation is a section titled 'Application' with a red heart icon. This section contains the following information: 'Application: 09113 - Test', 'Program Area: Social Services', 'Opportunity: 09012 - RFA 002 COVID19 Vaccine Outreach 2021-NPS', and 'Application Deadline: 01/06/2021'. Below this is the 'Organization' section, which contains several questions with radio button options for 'Yes' and 'No':

- Is your Organization a non-profit organization able to conduct business in the State of Texas?*
- Has your Organization 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)?*
- Submit the most recent Form 990.* (Includes a 'Choose File' button and the text 'No file chosen. Attach your organization's most recent IRS Form 990 here.')*
- Is your Organization eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information?*
- Is your Organization current in its payment of Federal and State payroll taxes?*
- Does your Organization owe past due taxes to the City?*
- Is your organization able to comply with the City of Austin Insurance requirements?*

A link is provided: [Click Here To Review City of Austin Insurance Requirements](#)

RFA Application

All applications must be completed in Partnergrants database.

There are two required uploads for this application.

1) 1st Required Upload: Your agency's 990

You will upload in the Partnergrants Application Form.

Click on Choose File and upload a PDF of your most recent 990.

If you do not have a 990, use the comment field to explain.

Application

Application: 09102 - Test

Program Area: Social Services

Opportunity: 09012 - RFA 002 COVID19 Vaccine Outreach 2021-NPS

Application Deadline: 01/06/2021

Organization

Is your Organization a non-profit organization able to conduct business in the State of Texas? * Yes No

Has your Organization 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

Submit the most recent Form 990. * No file chosen

Attach your organization's most recent IRS Form 990 here.

To your Organization eligible to

A red arrow points to the "Submit the most recent Form 990.*" label, and another red arrow points to the "Attach your organization's most recent IRS Form 990 here." text.

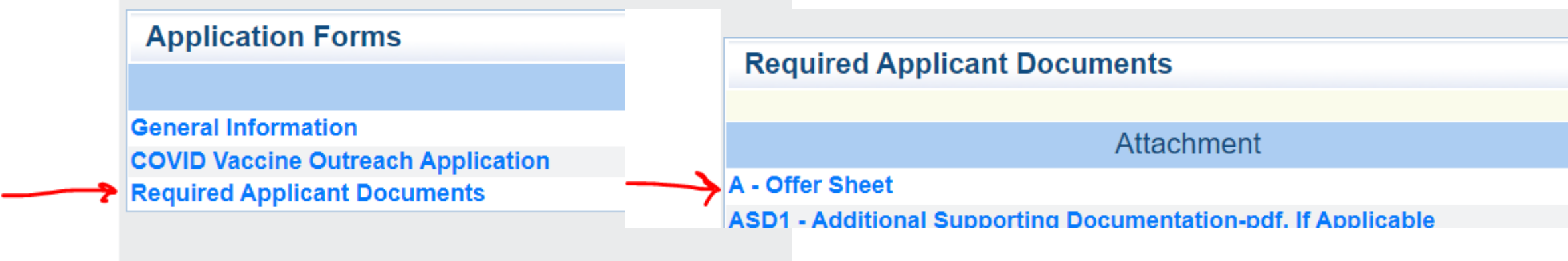
RFA Application

2) 2nd Required Upload

OFFER SHEET – see other slide for a pictures of it. You must download the PDF, sign it, scan it and upload it into partnergrants here:

A – Click on Required Applicant Documents

B – Upload a signed PDF Offer Sheet



Communication with the City

Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the Funding Opportunity page in Partnergrants and the solicitation website at least once per week.
- Questions regarding the RFA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.



Anti-lobbying ordinance

- Request for Grant Application process: Anti-lobbying ordinance does not apply.

Important Dates

- Deadline to Submit Questions to APH: **January 6, 2021 at 12 PM CST**
 - This includes TA questions about submitting in PG, so please make sure to get your application ready **early** so you don't miss the question deadline.
- RFA Applications DUE to APH: **January 6, 2021 at 3 PM CST**
- Anticipated Start Date of Contract: **January 15, 2021**
- Technical assistance in how to submit an application in PG is available on YouTube
- Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov or John Sanchez John.Sanchez2@austintexas.gov



Questions?

Contact: Natasha.Ponczek@austintexas.gov



**Thank You
for Your Participation**
