

**RFP 2023-004 Immigration Legal Services
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Renue Jones at APHCompetitions@austintexas.gov or in the PartnerGrants database by no later than Thursday, April 27, 2023 by 3PM CST.

Last Updated April 11, 2023

Question No.	Questions	Answers
1	The RFP says that applicants may propose expanding existing services or implementing new services. Would serving more participants be considered expansion or is the idea here that an applicant must increase the size of their program (i.e., add staff) or add a new element to their program?	Expanding services can include the same program just serving more clients. APH would want to know how that could happen without increasing staff or capacity at the organization, which could be addressed in the Staffing section of the Proposal.
2	Can you talk a bit about possible collaborations?	One application would be submitted. One agency would need to serve as the fiscal agent and primary organization that is under contract with APH. Please see the instructions tab in the Budget and Funding Summary spreadsheet.
3	Do the anti-lobbying rules apply to this solicitation?	The anti-lobbying ordinance does not apply to this RFP.
4	Where do we find the Intent to Apply Form? When I log in, I only see the Threshold Application.	You must submit the Threshold Application first. Once you've submitted the Threshold Application, in the solicitation in PartnerGrants, click "Start Application." Then you'll see a General Information Form, where you assign any colleagues who will assist with the application. Once all contacts have been assigned, click save, then PartnerGrants will allow you to see the Intent to Apply Form. Step by step instructions for submitting all required documents are included in this PowerPoint: https://www.austintexas.gov/sites/default/files/files/Pre-bid%20Slides%202023-004%20Immigration%20Legal%20Services.pdf Once the Intent to Apply form is submitted, the APH solicitation team reviews it.
5	Why did APH decide to release this solicitation for Immigration Legal Services?	In 2022, the City of Austin Joint Inclusion Committee, in partnership with the Commission on Immigrant Affairs, the Hispanic Latino Quality of Life Resource Advisory Commission, and the Asian American Quality of Life Advisory Commission, advocated for increased

**RFP 2023-004 Immigration Legal Services
Official Questions and Answers**

		funding for immigration legal services through Recommendation 20220323-005a .
6	Is there anything specific within the optional attachments in the Intent to Apply form and the Application that you would like to see for the vetting and review process?	Any attachments that aren't specifically required are additional and at applicants' discretion.