



RFP 2022 – 006 Homeless Supportive Services

Request for Proposals (RFP)

Pre-Bid TEAMS Call

June 2, 2022 at 10am
June 7, 2022 at 2pm

RFP Authorized Contact Person:
Angela Baucom
APHCompetitions@austintexas.gov

Welcome & Introductions

- ❑ Introductions and Attendance Information
- ❑ Everyone is muted with cameras off for the call until the Q&A.
- ❑ Materials for the meeting are located on the website, in PartnerGrants, and on the [Competition Website](#).
- ❑ Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@AustinTexas.gov. Questions emailed may not be answered during the presentation.
- ❑ After the presentation: Comments and questions need to be submitted via email to APHCompetitions@AustinTexas.gov



AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal

Important Dates and Information

Question and Answer Process

RFP Overview

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 one more of the following three categories:

1. Providing job training, employment services, and connections to employment opportunities
2. Helping households establish and maintain connections to mainstream benefits programs, providing benefits navigation, and enrollment assistance
3. Providing services to individuals and households with behavioral and/or mental health disorders such as access to recovery services, mental healthcare and increasing access to quality behavioral health services

RFP Overview

Solicitation Objectives:

1. Workforce Development- Increase workforce development programs designed to provide employment, employment search assistance, job training, and increase access and coordination with existing employment services.
2. Benefits Enrollment- Increase access to benefit programs which provide quality healthcare, food, and resources.
3. Behavioral Health- Increase behavioral health programs that provide counseling; therapy; assessment; screening; prevention; alternative methods of engagement such as mobile or telehealth services; behavioral health management; and substance misuse/harm reduction to individuals and families.

Important Dates

Date Issued:	Tuesday, May 31, 2022
Intent to Apply Due Date:	Tuesday, June 14, 2022 by 5 PM CST
Proposal Due Date:	Thursday, July 7, 2022, by 3 PM CST
Anticipated Start date of contract:	October 1, 2022
Questions regarding the RFP are due on or before:	Thursday, June 30, 2022 by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, July 7, 2022 by 2 PM CST
Questions must be submitted in writing to the <u>Authorized Contact Person</u> or through Partnergrants	<p>Authorized Contact Person: Angela Baucom Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov</p>
Questions and Answers will be available:	In Partnergrants and on the solicitation website: Solicitation website: https://www.austintexas.gov/article/rfp-2002-006-homeless-supportive-services
Optional Pre-Bid Meeting Date(s) and Time(s):	<p>Thursday, June 2, 2022, 10 AM CST Tuesday, June 7, 2022, 2 PM CST</p>
Pre-Bid Meeting Location:	<p>Registration Required with this link: Pre-Bid Meeting 1: June 2, 2022, 10 AM CST Pre-Bid Meeting 2: June 7, 2022, 2 PM CST</p>
Office Hours Meeting Location:	<p>Registration Required with this link: Office Hours 1: June 14, 2022 at 3 PM CST Office Hours 2: June 30, 2022 at 3 PM CST</p>

Funding and Timeline

- ❑ **Services Solicited:** Homeless Support Services
- ❑ **Available Funding:**
 - **City of Austin General Funds: \$1,426,487**
 - **\$826,487 for Workforce Development**
 - **\$600,000 for Workforce Development agreements developed in partnership with the City of Austin that meet the requirements of the Clean Community Fee**
 - **American Rescue Plan Act (ARPA) Funds: \$2,580,000**
 - **\$1,000,000 for Workforce Development**
 - **\$333,333 for Benefits Enrollment**
 - **\$816,667 for Behavioral Health Services**
- ❑ **Request Limits:** There is a minimum request of \$250,000 for a 12-month period for both General and ARPA funding
- ❑ **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to 6 General Fund and 15 ARPA agreements for an initial term of 12-months for General Fund and 18-months for ARPA. General Fund agreements will have up to four 12-month extensions and ARPA agreements will have up to one 12-month extension option.
- ❑ **Contract Term:** The Agreements will have an effective start date of October 1, 2022

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
- 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
- Be current in its payment of Federal and State payroll taxes
- Not owe past due taxes to the City
- Can 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, reviews program and financial performance, approves the agency budget annually, and has a strong commitment to fundraising to ensure well-funded, sustainable programs and operations

Services Solicited – Workforce Development

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively.

Services that promote these goals may include, but are not limited to:

1. Workforce Development

- Employment Acquisition
- Employment Skill Development
- Supported Employment Programs
- Work Opportunities
 - a) Work programs to provide employment and/or job readiness
 - b) Work programs developed in partnership with City of Austin's Parks and Recreation and Watershed Protection Departments to meet the requirements of the Clean Community Fee
- Employment Services Case Management
- Job Technical Training Programs
- Outreach
- Direct Client Employment Assistance
- Transportation

Services Solicited – Benefits Enrollment

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively.

Services that promote these goals may include, but are not limited to:

2. Benefits Enrollment

- Benefits Navigation & Enrollment – Assisting eligible households to identify sources of benefits, obtain necessary documentation, apply for, and maintain connections to mainstream benefits.
- Direct Client Financial Assistance – Assisting eligible households with additional costs required for enrolling in benefits programs, as well as additional costs needed for medical assistance while a household is in the enrollment process.

Services Solicited – Behavioral Health

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively.

Services that promote these goals may include, but are not limited to:

3. Behavioral Health

- Individual, group, and family counseling and/or therapy
- Psychological assessment
- Community-based programs
- Mobile or telehealth behavioral health services
- Mental health management
- Psychological crisis response
- Substance misuse services/Harm reduction services

Data Collection and Reporting – Workforce Development

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 of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

1. Output Measures
 - Number of unduplicated individuals served in the 12-month period
2. Output Measures for awarded proposals working with the City of Austin to remove debris only:
 - Tons of debris removed per week
 - Number of individuals in camps visited
 - Number of client work hours per week

Data Collection and Reporting – Workforce Development

Workforce Development Outcome Measures:

1. Percent of individuals obtaining employment
 - Numerator is the number of individuals obtaining employment
 - Denominator is the number of individuals exiting the program
 - Outcome success rate is the percent of individuals obtaining employment
2. Percent of individuals increasing employment income
 - Numerator is the number of individuals increasing employment income
 - Denominator is the number of individuals exiting the program
 - Outcome success rate is the percent of individuals increasing their employment income

Data Collection and Reporting – Benefits Enrollment

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 of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

1. Output Measure
 - Number of unduplicated individuals served in the 12-month period
 - Optional: Number of new full-time SOAR Specialists dedicated to the program
2. Outcome Measure – Percent of individuals obtaining or maintaining benefits
 - Numerator is the number of individuals obtaining or maintaining benefits
 - Denominator is the number of individuals in the program
 - Outcome success rate is the percent of individuals obtaining or maintaining benefits

Data Collection and Reporting – Behavioral Health

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 of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

1. Output Measure

- Number of unduplicated individuals served in the 12-month period

Data Collection and Reporting – Behavioral Health

Outcome Measures –Programs will be required to report on at least one of the following:

1. Percent of individuals whose mental health status as measured on a standardized assessment improves
 - Numerator is the number of individuals with improved mental health status
 - Denominator is the number of individuals “initially” evaluated
 - Outcome success rate is the percent of individuals with improved mental health status
2. Percent of individuals making progress on their treatment plan goal(s)
 - Number of individuals making progress on their treatment plan goal(s)
 - Number of individuals evaluated for progress on their treatment plan goal(s)
 - Outcome success rate is the percent of individuals making progress on treatment plan goal(s)
3. Percent of individuals who demonstrate improve life skill(s)
 - Number of individuals demonstrating improved life skill(s)
 - Number of individuals participating in the activity
 - Outcome success rate is the percent of individuals making progress on developing life skill(s)

Principles of Service Delivery

All supportive services programs for all 3 service categories must adhere to the principles of service delivery outlined below:

- ❑ Trauma-Informed Practices: Successful offerors will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.
- ❑ Language Access Plan: Offerors 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 quality language assistance services to individuals with limited English proficiency. Language access plans include a four-factor assessment that identifies the ways services and resources can be provided to ensure program participants are able to participate in and benefit from all program services equally. Examples of some language assistance services include oral interpretation, bilingual staff, written translation, or notices to staff and program participants of the availability of language assistance services.

Principles of Service Delivery (Continued)

- ❑ Collaboration with Community: Successful applicants will participate in local planning groups including but not limited to the Homeless Response System Leadership Council's committees and workgroups which are directed related to the purpose of this funding.
- ❑ Referrals & Coordinated Assessment: Referrals may come from inside or outside the Homelessness Response System permanent housing and crisis response programs. Clients must agree to have a Coordinated Assessment completed within the first thirty days of program enrollment if they are not already part of the homelessness response system.
- ❑ 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.

Best Practices

All supportive services programs are encouraged to follow 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. There are several evidence-based or promising practices that can be used to develop proposed service category programs.
- ❑ Incorporating Lived Experience: Programs should be designed with input from individuals with lived expertise.
- ❑ Program Accessibility: Programs should actively seek to eliminate barriers to services such as providing services at locations and times most convenient to participants.
- ❑ 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 or enrolled in the program.

Best Practices – Workforce Development

- ❑ Workforce Employment Plan: Creation of an individualized workplan for program participants which considers utilization of all existing resources and programs that may support an individual in obtaining and maintaining employment. The Texas Workforce Commission and the Workforce Solutions Capital Area have many resources and programs that can be useful to individuals and households that have experienced homelessness.
- ❑ Linkage to Employment: Workforce development programs that provide tangible work opportunities are encouraged.

Best Practices – Benefits Enrollment

- ❑ Full-Time Dedicated SOAR Specialists: Accessing Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) can be a challenging process, especially when an individual is experiencing homelessness. The SSI/SSDI Access, Outreach, and Recovery (SOAR) Model is an effective program that assists people experiencing or at risk of homelessness gain access to SSI/SSDI and Medicaid/ Medicare health insurance, which provides critical income and health care benefits needed to achieve housing stabilization that SSI/SSDI provides can be a critical first step on the road to recovery. Embedding and integrating the SOAR model with providers in the health care system can amplify the benefits to individuals experiencing homelessness.

Best Practices – Behavioral Health

- ❑ Counselor Competencies for Working with People who are Homeless: The Substance Abuse and Mental Health Services Administration has put forth needed competencies in the areas of knowledge, skills and attitudes which are necessary to hold in order to provide effective services for individuals at risk of or experiencing homelessness. A full description of competencies, theoretical frameworks and corresponding practices can be found on the Substance Abuse and Mental Health Services Administration (SAMHSA)
- ❑ Harm Reduction: Offerors are encouraged to apply a Harm Reduction philosophy to activities and services provided to participants engaged in substance use.

Priority Populations and Client Eligibility

- ❑ Grantees must prioritize individuals and households experiencing homelessness as well as households enrolled in a permanent housing program.
 - Households experiencing Homelessness is defined by the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec.103 as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

- ❑ City of Austin Client Eligibility Requirements
 - Clients must be eligible to receive services as described in Exhibit A.3: City of Austin Client Eligibility Requirements (Exhibit D of the solicitation package).

Application Evaluation

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

RFP # 2022-006 Homeless Supportive Services Evaluation 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 below.
Part II: Scored Proposal Section 1: Experience and Cultural Competence	Agency Experience & Performance	5 points
	Agency Operations	5 points
	Principles of Service Delivery	5 points
	Cultural Competence & Racial Equity	10 points
		points total 25
Form 2a/b/c: Work Statements by Category		
Part III: Scored Proposal Section 2: Program Design	Program Work Statement	
	Program Goals and Objectives	5 points
	Program Clients Served & Outreach	10 points
	Program Services Delivery & Evidence-based Practices	15 points
	Service Coordination & Planning with Other Agencies	10 points
		points total 40
Section 3: Data Informed Program Management	Performance Measures	13 points
	APH Priorities	2 points
		points total 15
Section 4: Cost Effectiveness Form 3	Program Staffing and Time	5 points
	Program Budget and Funding Summary	5 points
		points total 10
	Number of individuals served/ total budget = Cost Analysis	points total 10
		Total: 100 points

5 Minute Collaboration Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Write “Interested in Collaboration:” in your comment and we will include this in the Attendance Document published after the meeting.

Application Submission Instructions

Offeror Initial Steps: Registration

Vendor and PartnerGrants Registration

All Applicants must:

- ❑ 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.

- ❑ 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.

SAM.gov Registration

- ❑ In order to enter a contract with the City of Austin, you must be a registered vendor with the Federal Government by completing a registration in SAM.gov. The Federal Government estimates registration takes at least 14 hours. You must go through full registration, not just obtain an ID. Assistance can be provided by the SAM.gov team.
- ❑ On April 1, 2022, the entire SAM.gov system transitioned so get started now because it could be very difficult to obtain assistance during this transition time from the SAM.gov helpdesk.
- ❑ APH estimates from start to finish the registration process takes at least 4 weeks. Note that APH is NOT able to work with SAM.gov on your behalf or ask about the status of your registration. Your registration must be viewable to the public and not made private or restricted.
- ❑ To verify registration, you will need to provide a document printed from the SAM.gov website that shows your registration is active and not expired, and that there are no active or inactive exclusions associated with your Agency.

CITY OF AUSTIN

DUNS Unique Entity ID 152601209	<i>Registration Status</i> Active	<i>Expiration Date</i> Jul 9, 2022
SAM Unique Entity ID JUN1B8URNBR3	<i>Purpose of Registration</i> Federal Assistance Awards Only	
<i>CAGE/NCAGE</i> 54XV8		
<i>Physical Address</i> 1524 S I H 35 Austin, Texas 78704-8931, United States	<i>Mailing Address</i> P.O. Box 1088 Austin, Texas 78767-1088, United States	

*The DUNS number is currently the official Unique Entity ID

Registration is Active and Not Expired

■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

There are not Active or Inactive Exclusions to doing business with the Entity

■ INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

Offeror Initial Steps: Pre-Application

NEW 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 last did this BEFORE April 1, 2022, you will need to submit a Threshold Application
- ❑ If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov

Completing the Annual Agency Threshold Application

- Once logged into PartnerGrants, click on “Funding Opportunities” and then 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
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- Click Start New Application
- Title your application “[Your Organization’s Name] – Agency Threshold Checklist – [Primary Contact’s Initials]”
- 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

NEW Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ An Offeror can only apply for one service category per proposal, as indicated by submitting the appropriate Work Statement (Form 2a/b/c) in addition to the RFP Proposal. Offerors may submit only one Work Statement per proposal.
- ❑ Offerors may submit multiple proposals for different service categories. Indicate how many Proposals you wish to submit by submitting one Intent to Apply form for each by the due date indicated on the Offer Sheet: **Tuesday, June 14, 2022 by 5 PM CST**

NEW 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 2022-006 Homeless Supportive Services”
 - 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
- ❑ 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 based on one of the Service Categories associated with this RFP (Workforce Development, Benefits Enrollment, or Behavioral Health)

Sections of the RFP

Forms and Exhibits

Forms must be completed by the Offeror according to the instructions for this RFP.

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

Form Number	Title		Guidance
0	Intent to Apply		Completed Annual Agency Threshold Application, and completed Intent to Apply for each Proposal in PartnerGrants due by June 14, 2022, by 5 PM CST
1	Offer Sheet		Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by July 7, 2022, by 3 PM CST Only one work statement (2a/b/c) may be submitted per Proposal
2	RFP Proposal		
Select One	2a	Work Statement for Workforce Development Proposals	
	2b	Work Statement for Benefits Enrollment Proposals	
	2c	Work Statement for Behavioral Health Proposals	
3	Program Budget and Funding Summary		
4	COA Certifications and Disclosures		
Exhibit Number	Title		Guidance
A	Annual Agency Threshold Criteria		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		
G	Grant Certifications and Disclosures, if applicable		

Exhibit A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but 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 form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by  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
-  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

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, or us to accept, documents submitted 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

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 July 7, 2022
2	RFP Proposal		
Select One	2a	Work Statement for Workforce Development Proposals	
	2b	Work Statement for Benefits Enrollment Proposals	
	2c	Work Statement for Behavioral Health Proposals	
3	Program Budget and Funding Summary		
4	COA Certifications and Disclosures		

Form 1: Offer Sheet

The Offer Sheet is required for your proposal to be valid and must be submitted in the second part of the process.

Date Issued:	Tuesday, May 31, 2022
Intent to Apply Due Date:	Tuesday, June 14, 2022 by 5 PM CST
Proposal Due Date:	Thursday, July 7, 2022, by 3 PM CST
Anticipated Start date of contract:	October 1, 2022
Questions regarding the RFP are due on or before:	Thursday, June 30, 2022 by 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, July 7, 2022 by 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Angela Baucom Social Service Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: Solicitation website: https://www.austintexas.gov/article/rfp-2002-006-homeless-supportive-services
Optional Pre-Bid Meeting Date(s) and Time(s):	Thursday, June 2, 2022, 10 AM CST Tuesday, June 7, 2022, 2 PM CST
Pre-Bid Meeting Location:	Registration Required with this link: Pre-Bid Meeting 1: June 2, 2022, 10 AM CST Pre-Bid Meeting 2: June 7, 2022, 2 PM CST
Office Hours Meeting Location:	Registration Required with this link: Office Hours 1: June 14, 2022 at 3 PM CST Office Hours 2: June 30, 2022 at 3 PM CST

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.



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 Applicant, 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: _____

* This Offer Sheet must be signed and submitted in ~~Partnerships~~ **Partnerships** 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
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.



The screenshot displays the PartnerGrants website interface. At the top left is the Austin Public Health logo. The main content area is divided into several sections:

- Login:** A form titled "Enter your user id and password" with input fields for "User ID" and "Password", a green "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". Below this is a yellow "Click here to Register" button.
- Single Sign On Users:** A blue button labeled "Click Here to Access Single Sign On Tool".
- Interested in the current posted Opportunities?:** A blue button labeled "View Current Funding Opportunities".
- Announcements:** A section titled "Announcements" containing a list of updates and a detailed notice about system upgrades and registration requirements.

The "Announcements" section includes the following text:

PartnerGrants recently underwent a system-wide upgrade. Various improvements include:

- A modern, fresh new look to this platform
- The Main Menu page displayed immediately after login becomes a dynamic, left side menu
- The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here.
- Enhanced sorting, selecting, and navigation options added
- To view, [click here](#)

Below the list, a horizontal line separates the text:

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), Office of Telecommunications and Regulatory Affairs (TARA), and Downtown Austin Community Court (DACC), that promote health, digital, and/or judicial equity.

For non-profit organizations applying for available funding, and HAVE NEVER registered as a potential vendor with the City of Austin, [Click HERE](#) to REGISTER with Austin Finance Online FIRST.

Don't know if your non-profit organization is a City of Austin registered vendor? Need to locate your organization's City of Austin vendor code? [Click HERE](#) to SEARCH by Organization's Legal Name.

If your non-profit organization is already registered as a potential City of Austin vendor, please continue above all announcements by logging in or registering to this site.

Below another horizontal line, the text reads:

Reduce Potential Delays When Applying for Available Funding

If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page.

REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM.

Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.

Form 2 – RFP Proposal

RFP Proposal

- ❑ Application 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 the 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 service category per proposal, as indicated by submitting the appropriate Work Statement (Form 2a/b/c) in addition to this RFP Proposal. Offerors may submit only one Work Statement per proposal. Offerors may submit multiple proposals for 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 6,000 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”.

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 July 7, 2022
2	RFP Proposal	
Select One	2a Work Statement for Workforce Development Proposals	
	2b Work Statement for Benefits Enrollment Proposals	
	2c Work Statement for Behavioral Health Proposals	
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. If you have completed this application on or after April 1, 2022, and received approval, you can advance to the next step.

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

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 Form 2-RFP Proposal document is 6,000 words which includes the questions. Proposals that exceed 6,000 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 2,000 words in Form 2-RFP Proposal, and this is included in the 6,000 words limit.
- ❑ The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 2a/b/c – Work Statement, 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.
 - Check the box in Form 2 – RFP Proposal and Form 2a/b/c – Work Statement to indicate that the form is attached in PartnerGrants
 - Try to consolidate to one file for each question

📎 - 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.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and 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.

Form 2a, 2b, and 2c – Work Statements

Work Statements

- ❑ You will complete ONE Work Statement form per Proposal, selecting the form that is appropriate to the Service Category you are proposing.
- ❑ You may not upload more than one Work Statement to the same Proposal
- ❑ You may upload multiple proposals if applying for multiple Service Categories
- ❑ When submitting, double check that you have submitted the correct corresponding documents
- ❑ TIP: Clearly title your Proposals when creating a New Application



City of Austin
Austin Public Health
RFP 2022-006 Homeless Supportive Services



Form 2a - RFP Work Statement – Workforce Development

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one service category per proposal. Offerors may submit multiple proposals for different service categories. Offerors may submit only one Work Statement per proposal. A separate RFP Proposal is required with each Work Statement submitted. All questions are highlighted in green. Click on the sections below 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 10,000 for the 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”.

Part III. SCORED SECTIONS - Total Points Available: 75

Offerors must answer every question and every part of each question. Any required attachments are indicated by a  symbol, and drop-down menus are indicated by a  symbol.

Section 2: Program Design

PROGRAM WORK STATEMENT

In this section, keep answers concise and only describe concrete services and actions. Answer each item fully, making sure to address each part of each question.

1. Program Goals and Objectives: Briefly describe the program you propose and the purpose of the program, including goals, objectives, and how program success is defined.

Click or tap here to enter text.

2. Program Clients Served: Describe who are the program clients for this proposal. If your program will prioritize a subpopulation of those experiencing homelessness, please identify those criteria for prioritization here.

Click or tap here to enter text.

Work Statement Format and Submission Requirements

- ❑ This form should be submitted in .doc or .docx format with only letters and numbers in the file title
- ❑ **Total word count in the Form 2-RFP Proposal document is 10,000 words which includes the questions. Proposals that exceed 10,000 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 2,000 words in Form 2-RFP Proposal, and this is included in the 10,000 words limit.
- ❑ The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 2 – RFP Proposal, 3 - Budget Narrative and Funding Summary, 4-COA Certifications

Other Format and Submission Requirements of 2-RFP Proposal also apply to 2a/b/c-Work Statement.

RFP Application: Performance Metrics

- ❑ Depending on which Work Statement for which Service Category you are completing, required and suggested performance metrics may vary.
- ❑ Complete each required Output and Outcome in the tables provided and include explanations as needed below.
- ❑ You may include additional optional Outputs and Outcomes

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

8A. Output Measures: Provide a proposed 12-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	12-month Goal # Oct 1, 2022 – Sept 30, 2023
Required Output	Total Number of Unduplicated Clients Served per 12-month period	Click or tap here to enter goal #.

8Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

8Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

RFP Application: Program Staffing and Cost Effectiveness

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

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

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

Instructions	Budget and Narrative	SubGrantee Budget	Funding Summary	Cost Per Client
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- ❑ 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 B5 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.

1	Reviewed by evaluator. Funds requested should correspond to the activities in narrative. If awarded, funds may be transferred between line items.	
2	Form 3 - Program Budget and Narrative	
3	Agency Name:	
4	Program Name:	
5	Total Proposed Clients Served:	
6		
		Amount
	Requested COA Funding	OTHER

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 12-month period for City Funding requested only
 - Period: 10/01/2022-09/30/2023
- 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 Initial 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				
Rental Assistance			\$0.00	
General Housing Assistance			\$0.00	

Funding Summary Tab

❑ Funding Summary :

- Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period.

Form 3 - Program Funding Summary				
Agency Name: Click or tap here to enter text.				
Program Name: Click or tap here to enter text.				
Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	7/1/2022	6/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0

SubGrantee Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of the work, a brief description of services, number of clients accounted for by each Sub-Grantee, 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 3 - Program Budget and Narrative									
Agency Name:									0
Program Name:									0
Total Proposed Clients Served:									0
SubGrantee Name:	Start Date:	End Date:	Services Agreed to Perform	Unduplicated Clients Served	Line-Items	COA Amount	Other Funded Amount:	Total Amount:	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	

Form 4 – COA Certifications and Disclosures

Form 4: COA Certifications and Disclosures

- ❑ Be sure to complete all three signature blocks (pages 2, 3, and 6)

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

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: Angela Baucom 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

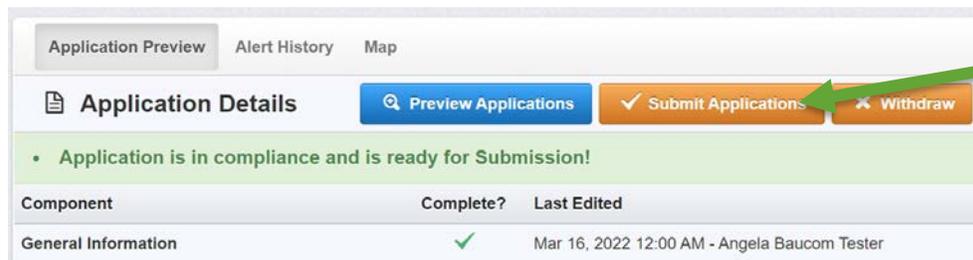
- ❑ RFP Intent to Apply DUE to APH: **Tuesday, June 14, 2022 by no later than 5PM CST**
- ❑ RFP Proposals DUE to APH: **Thursday, July 7, 2022, by no later than 3PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, June 30, 2022, by 3PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Thursday, July 7, 2022 by 2PM CST**

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

- ❑ Anticipated Contract Start Date: **October 1, 2022**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
 - The appearance of some items may have changed, but the process is very similar
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov

Important Tips

- ❑ To submit your application, you must first MARK AS COMPLETE AND THEN HIT **SUBMIT**



- ❑ 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



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

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
