



# RFP 2022 – 002 ARPA Food Access Request for Proposals (RFP) Pre-Bid Conference Call

---

February 17, 2022 at 10:00-11:30AM CST

**RFP Authorized Contact Person:**  
Angela Baucom

[APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)

# Welcome & Introductions

---

- ❑ Introductions and Attendance Information
- ❑ 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](mailto: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](mailto:APHCompetitions@austintexas.gov)



# AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal Content

Important Dates

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 providing food access services to Austin/Travis County. The City will fund programs that respond to the economic and public health impacts of COVID-19 related to household food insecurity and food system disruption.
- ❑ The objectives of this funding are to:
  - Respond to the economic and public health impacts of COVID-19 related to household food insecurity and food system disruption
  - Equitably address disparities in food access exacerbated by the COVID-19 public health emergency by providing priority support to populations facing disproportionate impact as a result of the COVID-19 public health emergency
  - Address at least one of the most common barriers to food access in the Austin area including low proximity to healthy food retail, low household income, few mobility options, and a lack of healthy food availability nearby

# RFP Overview

---

- ❑ Offerors may propose to provide General Food Access services and/or to administer a Nutritious Food Incentive Program (NFIP).
  - ❑ General Food Access refers broadly to programs that address explicit barriers to food access within the community
  - ❑ Nutritious Food Incentive Program (NFIP) refers to a program that increases the purchasing power of SNAP recipients through partnership with grocery retailers and includes specific existing systems already in place in order to be awarded
  
- ❑ Offerors may apply for either or both within the same proposal, and must follow directions carefully to complete the correct steps for their selection(s)

# Important Due Dates

---

- ❑ Threshold Review Form due on or before: **Thursday, February 24, 2022, prior to 3:00 PM CST**
- ❑ RFP Proposals due on for before: **Wednesday, March 23, 2022, prior to 3:00 PM CST**
- ❑ Questions regarding the RFP due on or before: **Wednesday, March 16, 2022, by 3:00 PM CST**
- ❑ Technical Assistance questions regarding submission of the RFP in PartnerGrants due on or before: **Tuesday, March 22, 2022, by 3PM CST**
- ❑ Anticipated contract start date: **May 1, 2022**

# Funding and Timeline

---

## ❑ ARPA General Food Access

- **Available Funding:** \$375,000 total annually. Offerors may apply for an annual minimum total of \$75,000 annual amount. APH anticipates awarding up to three (3) agreements.
- **Contract Term:** The Agreements will have an effective start date of May 1, 2022, for an initial 12-month period, and up to two 12-month extension options.

## ❑ Nutritious Food Incentive Program (NFIP)

- **Available Funding:** \$100,000 total annually. Offerors may apply for an annual total of \$100,000 for services. APH anticipates awarding one agreement for NFIP.
- **Contract Term:** The Agreement will have an effective start date of May 1, 2022, for an initial 12-month period, and up to one 12-month extension option.

# Funding Background

---

## □ American Rescue Plan Act (ARPA)

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law, establishing the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. SLFRF funds are intended to support ongoing recovery efforts in Austin and Travis County and respond to the COVID-19 public health emergency by meeting urgent community needs. SLFRF award funds will be used for activities that respond to the COVID-19 public health emergency or its negative economic impacts, including those impacts related to food access and the local food system. On March 25, 2021, Austin City Council approved [Resolution No. 20210325-111](#) initiating the development of a spending framework for COVID-19 relief, which included food insecurity as a funding priority.



---

# RFP Scope of Work

# RFP Scope of Work: Offeror Minimum Qualifications

---

## All Offerors must meet the threshold requirements:

- Offeror shall be a governmental agency or non-profit able to conduct business in the State of Texas, and legally contract with Austin Public Health and the U.S. Department of Treasury.
- Offeror must 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); submitted all required payroll taxes; and does not owe past due taxes to the City.
- Offeror and any subgrantees shall be registered with SAM.gov in order to be able to receive funding from the Federal government.
- The Offeror and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- Offeror shall have the ability to meet Austin Public Health's Social Services Insurance Requirements (reference Exhibit E).
- Offeror shall have proven experience complying with local, state, and federal funding requirements, including programmatic and demographic reporting, segregation of funds, client de-duplication, etc.

# RFP Scope of Work: Offeror Minimum Qualifications (continued)

---

**Agencies, board of directors or leadership staff applying must have:**

- A minimum of two years established, successful experience providing similar services to the proposed.
- An active Board of Directors that meets regularly (at least four times per year) and reviews program performance, financial performance, and annually approves the agency budget.

# RFP Scope of Work: Services Solicited

---

- ❑ The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Offerors to propose solutions to meet community needs effectively and successfully. Programs may propose to provide assistance to households, businesses, and individuals within the eligible use categories per the [Final Rule](#), including communities in the U.S Department of Housing and Urban Development (HUD) [Qualified Census Tracts](#). APH will fund services that address community barriers to accessing adequate nutritious and culturally appropriate food resources that have arisen from or been exacerbated by the COVID-19 pandemic.
- ❑ Offerors must propose to provide services that meet Eligible Use Criteria set forth in the Interim Final Rule for use of SLFRF awards including:
  - Responding to the COVID-19 Public Health Emergency
  - Addressing an identified need or negative impact of COVID-19
  - Demonstrating how the program, service, and/or intervention addresses the COVID-19 Public Health Emergency
  - Responding to the disease itself or harmful consequences of the economic disruptions resulting from or exacerbated by COVID-19

# RFP Scope of Work: Program Services – General Food Access Services

---

- ❑ Offerors proposing General Food Access Services must propose services including or similar to those listed below. Other programs that will be considered may address explicit barriers to food access within the community.

Proposed services may include, but are not limited to:

- Provision of free emergency food
- SNAP application assistance
- Referrals to other relevant public benefits and service providers (WIC, APH Neighborhood Services Unit, etc.)
- Low- or no-cost groceries for underserved areas or priority population
- Urban agriculture support, resources, and/or education
- Home food delivery for priority populations
- Establishment of local food hubs
- Mobile grocery or emergency food access
- Food system employer support to promote stability of food service and agricultural jobs

# RFP Scope of Work: Program Services – NFIP Services

---

- ❑ Offerors may propose alone or in addition to General Food Access services to administer a Nutritious Food Incentive Program (NFIP). The program objective is to increase the purchasing power of SNAP recipients in the markets of their choice through partnership with grocery retailers. The contracted agency will be responsible for administering the program and issuing incentive reimbursement to participating grocery retailers for redemption of SNAP benefits. The contracted agency must already have in place:
  - System for tracking incentives and processing reimbursements;
  - Maintaining records to document operation of retail incentives;
  - Branding strategy that includes justification and is informed by best practice;
  - Solidified matching commitments from funders outside of the City of Austin;
  - Implemented incentive program in at least 1 location with capacity to execute formal agreement or MOU within 30 days of contract execution and ability to implement program services within 45 days of contract execution; and
  - Coordinated outreach and marketing strategies with other efforts, such as Double Up Food Bucks, community partners working with SNAP eligible households, and SNAP marketing efforts

# RFP Scope of Work: Best Practices – General Food Access

---

## ❑ Trauma-Informed Practices:

Successful applicants 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 expanded food choice that honors an individual's dietary preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.

## ❑ Equitable Food Access during COVID:

Successful programs integrate racial and social equity into program services, especially in relation to response to needs arising from or exacerbated by COVID-19. Food Policy Networks highlights [in a report published in 2021](#) the need for coordination of efforts and various methods used by Food Policy Councils to advance equity across internal, policy, and programming areas. The Food Research & Action Center (FRAC) further emphasizes the [intersectionality of disparities faced by essential workers](#), who may have faced additional difficulties in addressing needs safely or may have faced even greater household hardship.

# RFP Scope of Work: Best Practices – NFIP Services

---

- ❑ For more resources and best practices, please review the [Fair Food Network website](#). Successful NFIP Programs provide an increase to the purchasing power of Supplemental Nutrition Assistance Program (SNAP) recipients by giving a coupon during the point of sale when using SNAP funds for use specifically for fresh fruits and vegetables at the next visit to that retailer.



# RFP Scope of Work: Client Eligibility Requirements

---

- ❑ Residents of the City of Austin or Travis County who are either living at or below 200% of the Federal Poverty Level. Client eligibility must be documented, and any proposed alternative requirements explained. See Section D – APH Client Eligibility Requirements.
- ❑ Clients should be experiencing the economic and/or public health impact of COVID-19 related to household food insecurity and food system disruption. As much as possible, food distribution and services should be located in economically disadvantaged communities, and/or serve persons who are at or below the [Federal Poverty Limit](#).

# RFP Scope of Work: proposal Evaluation

A total of 100 points may be awarded to the proposal. All proposals 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 – 002 ARPA Food Access Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan and upload signed forms.	No points, but Offeror must submit signed form
<b>Form 2: RFP Proposal</b>		
Part 1: Fiscal and Administrative Capacity	Agency Information Registration with SAM.gov	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
<b>Part 2: Scored Proposal</b>		
Section 1: Experience and Cultural Competence	Agency Experience and Performance	10 points
	Cultural Competence and Racial Equity	15 points <b>25 points total</b>
Section 2: Program Design <b>Form 2a if applicable</b>	Program Work Statement	25 points
	Supplemental Work Statement for NFIP Proposals	
	Principles of Service Delivery	10 points
	Performance Measures	5 points
	APH Priorities	5 points <b>45 points total</b>
Section 3: Data Informed Program Management	Data Informed Program Management	<b>10 points total</b>
Section 4: Cost Effectiveness <b>Form 3</b>	Program Staffing and Time	5 points
	Program Budget and Funding Summary	5 points <b>10 points total</b>
	Number of households proposed/ total budget = Cost Analysis	<b>10 points total</b>
		<b>Total: 100 points</b>
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 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.

**Please use the phrase "Interested in Collaborating" in your message.**

---

# Proposal Submission Instructions

# Initial Steps

---

## All Offerors 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 proposals 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.

# Proposal Format and Submission Requirements

---

- ❑ See Section B. Standard Solicitation Provisions and Instructions for more information.
- ❑ The Proposal must be submitted in the [PartnerGrants database](#). No late submissions will be accepted. Note that where the application materials say “at,” “prior to,” “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.

# Sections of the RFP

- RFP Proposal forms and attachments

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by March 23, 2022, by 3PM CST
2	RFP Proposal (Uploaded in Word)	
2a	Supplemental Work Statement for NFIP Proposals (Uploaded in Word)	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Threshold Review	Threshold Application in <u>Partnergrants</u> due by February 24 by 3PM CST
B	Standard Solicitation Provisions and Instructions	Information Only
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: <u>Partnergrants</u> Instructions	
G	Grant-Specific Disclosures	

# 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. <b>Due March 23, <u>2022</u> by 3PM CST</b>
2	RFP Proposal (Uploaded in Word)	
2a	Supplemental Work Statement for NFIP Proposals (Uploaded in Word)	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Threshold Review	Threshold Application in PartnerGrants <b>due by February 24, <u>2022</u> by 3PM CST</b>



# Form 1: Offer Sheet

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

<b>Date Issued:</b>	<b>Thursday, February 10, 2022</b>
<b>Proposal Due Date:</b>	<b>Wednesday, March 23, 2022, by 3PM CST</b>
<b>Threshold Application Due Date:</b>	<b>Thursday, February 24, 2022, by 3PM CST</b>
Anticipated Start date of contract:	May 1, 2022
Questions regarding the RFP are due on or before:	Wednesday, March 16, 2022, by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Tuesday, March 22, 2022, by 3PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	<b>Authorized Contact Person:</b> Angela Baucom Social Service Funding Specialist E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
Questions and Answers will be available:	In Partnergrants and on the solicitation website: <a href="#">APH Competition Website</a>
<b>Optional Pre-Bid Meeting Date(s) and Time(s):</b>	<b>Thursday, February 17, 2022, 10:00 AM – 11:30 AM CST</b>
<b>Pre-Bid Meeting Location:</b>	<b>Registration Required with this link:</b> February 17: <a href="#">Registration Link</a>

# 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 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 application.

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: \_\_\_\_\_

\* 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](https://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.

---

# RFP Proposal - Form 2

# 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.
- 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 may propose to provide General Food Access services, Nutritious Food Incentive Program (NFIP) services, or both in this proposal. 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:** If any document is uploaded, the name of the document must not include any characters other than letters and numbers, or the database will not allow it to be uploaded.

**The total word count limit is 15,000 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”.

**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. <b>Due March 23, 2022 by 3PM CST</b>
2	RFP Proposal (Uploaded in Word)	
2a	Supplemental Work Statement for NFIP Proposals (Uploaded in Word)	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Threshold Review	Threshold Application in PartnerGrants <b>due by February 24, by 3PM CST</b>

### PART I. Fiscal and Administrative Capacity - Unscored

#### Minimum Threshold Review

The **Form 1: Threshold Review Form** must be completed in PartnerGrants by February 24, 2022 by 3:00 PM CST. This threshold will be reviewed by APH staff and then, if the agency’s threshold is approved, the agency will move forward to submit this final proposal.

**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.

#### Agency Information

# 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 **15,000 words** which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- ❑ 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 5,207 words in Form 2-RFP Proposal, and this is included in the 15,000 word 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-Supplemental Work Statement for NFIP Proposals, 3-Program Budget and Funding Summary, 4-COA Certifications

# Proposal Format and Submission Requirements


---

- ❑ Offerors must use this template for the Proposal and cannot submit an application that does not include the questions and narrative.
- ❑ All questions are boxed and highlighted in green in Part II. Scored Proposal Questions. 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.**

# Proposal Format and Submission Requirements

- ❑ Some questions include required or optional attachments indicated by a  symbol.
  - These should be uploaded 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 to indicate that the form is attached in Partnergrants







Attachment
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

- ❑ Some questions include drop-down menus indicated by a  symbol.
  - Click the indicated field to select your response



# RFP Proposal: 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.

# RFP Proposal: Program Design

---

- ❑ Offerors may propose to provide **one or both** of the service models:
- ❑ If proposing General Food Access services, follow guidelines to complete item 17A
  - 17A consists of a Work Statement completed in Partnergrants
- ❑ If proposing NFIP Services, follow guidelines to complete item 17B
  - 17B consists of Form 2a – Supplemental Work Statement for NFIP Proposals

# RFP Proposal: General Food Access Program Work Statement

- ❑ Complete the Program Work Statement Form in PartnerGrants. This section should be concise and only describe concrete services and actions.
  - Each field must be completed.
  - Note the character limit for each field (shown below each text box).
  - If a field does not apply, enter N/A.
  - If copying from another document into PartnerGrants, we recommend using plain text only to avoid formatting errors.
  - Be sure to Save and Mark Complete.

**Program Work Statement**

Clearly address the corresponding question of agency history, past performance, accolades

What are the goals and objectives of the program?

Font Family | Font Size | **B** | *I* | U

Path:

This field is limited to 20000 characters.

# RFP Proposal: NFIP Work Statement

- ❑ Complete the attachment Form 2a – Supplemental Work Statement for NFIP Proposals. This section should be concise and only describe concrete services and actions.
  - Attach the completed form under one of the Additional Supplemental Document items. Be sure to keep the document clearly titled.

## Form 2a: Supplemental Work Statement for NFIP Applications

**Question 15B:** Only complete this item if proposing to provide NFIP program services as outlined in the Scope of Work.

In this section, please keep your answers concise and only describe concrete services and actions.

Offerors may propose alone or in addition to other services to administer a Nutritious Food Incentive Program (NFIP) program. The program objective is to increase the purchasing power of SNAP recipients in the markets of their choice through partnership with grocery retailers. The contracted agency will be responsible for administering the program and issuing incentive reimbursement to participating grocery retailers for redemption of SNAP benefits. The contracted agency must already have in place:

- System for tracking incentives and processing reimbursements
- Maintaining records to document operation of retail incentives
- Branding strategy that includes justification and is informed by best practice
- Solidified matching commitments from funders outside of the City of Austin
- Implemented incentive program in at least 1 location with capacity to execute formal agreement or MOU within 30 days of contract execution and ability to implement program services within 45 days of contract execution
- Coordinated outreach and marketing strategies with other efforts, such as Double Up Food Bucks, community partners working with SNAP eligible households, and SNAP marketing efforts

**Program Goals and Objectives:** What are the goals and objectives of the program? Describe how your program defines success.

Click or tap here to enter text.

**Program Clients Served:** Who does the program serve? Describe your target client population and how the Client Eligibility Requirements will be documented for the target client population.

Click or tap here to enter text.

**Program Services and Delivery:** Describe the program strategy/strategies. Include description of program methods and activities. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.

Click or tap here to enter text.

**System for Collecting and Reporting Program Data:** Describe the system that the agency has in place to collect and report program data.

Click or tap here to enter text.

# RFP Proposal: Performance Metrics

---

- ❑ Proposed performance should include program total goals for the 12-month anticipated contract term May 1, 2022 through April 30, 2023. Complete the tables for each metric appropriate to your proposal.
  - Include metrics for General Food Access and NFIP separately in designated fields.
  - Proposed metrics should include:
    - ❑ Unduplicated Client Count Output (required)
    - ❑ Additional Output (optional)
    - ❑ Supplemental Outcome and Key Performance Metric Social Services Outcome (optional - if proposing services other than emergency food access)
  - Metrics may be negotiated if awarded

# RFP Proposal: Program Staffing and Cost Effectiveness

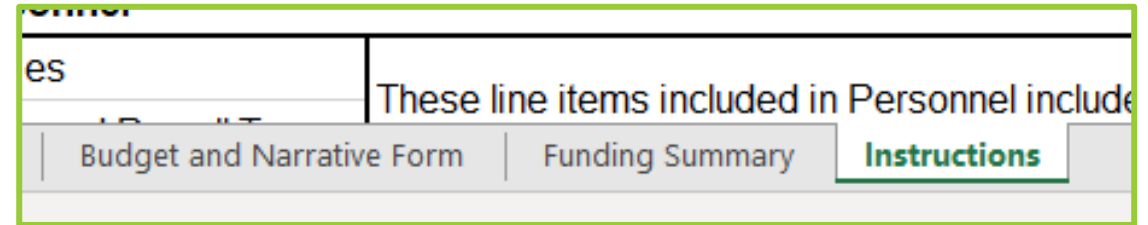
- ❑ Upload resumes and/or job position descriptions of program staff and/or volunteers working with clients. Offerors may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.
  - Pages beyond the allowable 5 total will not be considered when evaluating applications.
- ❑ Complete the Program Staffing form with information about staff positions working on the program

Example:

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

# Form 3: Program Budget and Funding Summary

- ❑ Complete Form 3: Program Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are four tabs in the spreadsheet: General Budget and Narrative, NFIP Budget and Narrative Form, Funding Summary, and Instructions. Instructions include examples of allowable costs.



**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)	10/1/2022	9/30/2023	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0
				0
Federal				0
Federal				0
				0
State				0

## ❑ 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 May 1, 2022-April 30, 2023.

Form 3 - Program Budget and Narrative				
Agency Name: Click or tap here to enter text.				
Program Name: Click or tap here to enter text.				
A. PERSONNEL	Requested On-going CITY OF AUSTIN Funds 12-	Amount Funded by ALL OTHER Sources 12-months	TOTAL Budget (ALL funding sources) 12 months	Budget Narrative Please complete an explanation for each City-funded line item.
Salaries	0	0	0	
Fringe and Payroll Taxes	0	0	0	
<b>A. SUBTOTALS: PERSONNEL</b>	0	0	0	
<b>B. OPERATIONS</b>				
General Operations	0	0	0	
Outsourced Professional Services	0	0	0	
Supplemental Programmatic Services	0	0	0	
Training/Travel Outside Austin and/or Travis County	0	0	0	
<b>B. SUBTOTALS: OPERATIONS</b>	0	0	0	
<b>C. ASSISTANCE TO CLIENTS</b>				
Rental/Mortgage Assistance	0	0	0	
General Housing Assistance	0	0	0	
Direct Client Assistance	0	0	0	
Client Food and Beverage	0	0	0	
<b>C. SUBTOTALS: ASSISTANCE TO CLIENTS</b>	0	0	0	
<b>D. SUB-GRANTEES/SUB-RECIPIENTS</b>				
Personnel-Sub	0	0	0	
Operations-Sub	0	0	0	
Direct Client Assistance-Sub	0	0	0	
Other-Sub	0	0	0	
<b>D. SUB-GRANTEES/SUB-RECIPIENTS</b>	0	0	0	
<b>GRAND TOTAL (A - D)</b>	0	0	\$ -	
<b>PERCENT SHARE of 12-month Total for Funding Sources:</b>			100%	
<b>COMPLETE FOR OUTPUT: UNDUPLICATED CLIENTS SERVED</b>				
<b>E. COST PER CLIENT CALCULATION</b>	Total Unduplicated Clients 12-months May 1, 2022 - April 30, 2023	City Portion	Other Funded Portion	\$ Cost per client

# Form 3: Program Budget and Funding Summary

## □ Budget and Narrative Form:

- 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.
- Complete Section E for Output: Unduplicated Clients Served
- Complete separate tabs for General Food Access services and NFIP services as appropriate



# 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	

# 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](mailto: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 Grant Proposal process: Anti-lobbying ordinance does not apply.

# Important Dates

---

- ❑ RFP Threshold Review DUE to APH: **Thursday, February 24, 2022 by no later than 3PM CST**
- ❑ RFP Proposals DUE to APH: **Wednesday, March 23, 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: **Wednesday, March 16, 2022, by 3PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Tuesday, March 22, 2022 by 3PM CST**

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

- ❑ Anticipated Contract Start Date: **May 1, 2022**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
- ❑ Also, you may contact Allan McCracken – [Allan.McCracken@Austintexas.gov](mailto:Allan.McCracken@Austintexas.gov) or John Sanchez - [John.Sanchez2@austintexas.gov](mailto:John.Sanchez2@austintexas.gov).

# Important Tips

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



Application Forms		Application Details		Submit	Withdraw
Form Name	Complete?	Last Edited			
General Information	✓	12/28/2021			
DEA Required Applicant Documents					

- ❑ 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.
- ❑ 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 in the days prior to the deadline in case of reminders or notes about the status of your application



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

---

**Questions?**

Contact: [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)



**Thank You  
for Your Participation**

---