

RFQS#007 CSBG-CV Rental Assistance -2020 -NPS

Section E. Scope of Work

1. Background & Purpose of Funding

Department: Austin Public Health

Proposal: RFQS #007

The City of Austin (City) seeks to fund qualified community-based social service providers (Applicants) with demonstrated experience to operate as fiscal agent to distribute direct financial assistance on behalf of Austin Public Health Neighborhood Center clients in an amount not to exceed \$1,208,177 per 12-month period.

To that end, the City of Austin (City) seeks applications in response to this Request for Qualifications Applications (RFQS) from qualified providers (Applicants) with demonstrated experience in providing housing stability services to households at risk of homelessness.

These funds are CARES Act grant funds from the Texas Department of Housing & Community Affairs, Community Services Block Grant (CSBG) for the delivery of rent assistance to low-income residents affected by the COVID-19 pandemic.

2. Funding and Timeline

- 2.1 Austin Public Health anticipates awarding one Agreement for \$1,208,177.
- 2.2 The Agreement will have a 9-month contract term starting October 1, 2020.
- 2.3 Applicants must be ready to process payments immediately after the start date.
- 2.4 Awarded programs will be structured as a reimbursement-based agreement, All funding is conditional upon approval from the Austin City Council. If awarded, Austin Public Health staff will create a contract structured as a reimbursable-based agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies all expenses.

3. Applicant Minimum Qualifications

- 3.1 Applicant shall be a non-profit authorized to operate in Texas.
- 3.2 Applicant must have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings); submitted all required payroll taxes; and does not owe past due taxes to the City.
- 3.3 Applicant shall be eligible to legally contract with the City of Austin and not debarred from contracting according to SAM.gov and City Debarment information.
- 3.4 The Applicant 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

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list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

- 3.5 Applicant shall have the ability to meet Austin Public Health’s Social Services Insurance Requirements (reference D – Supplemental Purchase Provisions).
- 3.6 Applicant must have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget.
- 3.7 Applicant shall have a minimum of two (2) years established, successful experience providing financial assistance to low-income individuals.
- 3.8 Applicant shall have proven experience complying with local, state and federal funding requirements, including programmatic and demographic reporting, segregation of funds, client de-duplication, etc.

4. Program Design Requirements

We are seeking an applicant who can process payments quickly to pay vendors, typically landlords and property owners and utility vendors.

Applicant must propose the following components:

- 4.1 Ability to verify vendors’ Tax Identification Numbers (TIN) on W-9 forms are valid and active.
- 4.2 Ability to process and send payments to vendors within five (5) business days of receipt of the Notice of Payment from Austin Public Health – Neighborhood Services.
- 4.3 Sufficient administrative capacity to comply with fiscal and compliance requirements.

5. Application Format and Submission Requirements

- 5.1 The Application must be submitted in PartnerGrants: <https://partnergrants.austintexas.gov/> by the **deadline of Monday, August 31, 2020 by no later than noon CST**. No paper copies will be accepted.
- 5.2 Responses should be included for each question.
- 5.3 Required documents: The following documents must be submitted in this RFA.

Note: The following information must be submitted for the Application to be considered complete.

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFQS Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants as well as any Application Attachments
G	Program Budget	Complete in Excel Save as PDF	Upload into PartnerGrants
H	Equal Employment/ Fair	Review, sign and scan signed	Upload into

	Housing Office Non-Discrimination Certification	document	PartnerGrants
I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti-Lobbying	Review and upload (no signature needed) document	Upload into PartnerGrants

6. Application Evaluation

- 6.1 Competitive Selection: This procurement will comply with applicable City Policy. The most qualified Applicant will be selected by the City on a rational basis. Evaluation factors outlined below shall be applied to all eligible, responsive Applicants in comparing responses and selecting the most qualified Applicant. Award of an Agreement may be made without discussion with Applicants after submissions are received. Responses should, therefore, be submitted on the most favorable terms.
- 6.2 Evaluation Factors: All responses will be evaluated based on the following criteria and rankings. Maximum 100 points. See application for additional details.
 - 1. **Experience – Question 1 (20 points)**
 - 2. **Experience – Question 2 (20 points)**
 - 3. **Personnel – Question 3 (10 points)**
 - 4. **Service Capacity – Question 4 (30 points)**
 - 5. **Project Budget and Narrative – Question 5 (20 points)**
- 6.3 All Applications will be evaluated on a case by case basis. Considerations will be given to Applicants:
 - 6.3.1 With experience administering direct financial assistances to clients
 - 6.3.2 With proven record of fiscal strength and stability
 - 6.3.3 With capability to offer electronic payments to vendors who prefer electronic payment

7. Additional Information

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General.

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Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFQS or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Contract Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.