



RFP 2023 – 005 Reproductive Health Services

Request for Proposals (RFP)

Pre-Bid TEAMS Meeting

April 13, 2023, at 2:00 PM CST

RFP Authorized Contact Person:
Natasha Ponczek Shoemake
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 reproductive health services to provide education and reproductive health resource navigation to residents of Austin/Travis County. The City will fund programs that can demonstrate knowledge of and experience navigating the complex and evolving laws impacting reproductive health, have existing relationships with or access to high-priority and/or marginalized populations, and/or have a demonstrated understanding of the systems that impact reproductive health.

Solicitation Objectives:

1. Educate residents of City of Austin/Travis County about their reproductive health options.
2. Provide navigation of the complex legal, medical, financial, and logistical elements that impact people seeking reproductive health services.
3. Provide access for those seeking reproductive health services, including but not limited to travel, language assistance, employer relations, and financial support.

Services Solicited - Continued

This funding is intended to facilitate access to and awareness of reproductive healthcare options and services in Austin/Travis County.

The elements of reproductive health that the City will give priority to are programs with a focus on building awareness of and/or directing clients to one or more of the following services:

- Contraception, including emergency contraception
- Early pregnancy navigation
- Vasectomies

This funding cannot fund direct medical care or medical services.

Services Solicited - Continued

The City allows and encourages Offerors to propose solutions to meet community needs effectively. The list below is a non-exhaustive summary of possible programs:

- **Resource creation and dissemination**, including curriculum, flyers, videos, or any other relevant visual, audio, and/or written (and/or translation of) content designed to educate relevant stakeholders on reproductive health, including options for accessing reproductive health care in the Austin area.
- **In-person and/or virtual education** about reproductive health, including options for accessing reproductive health care in the Austin area. This includes but is not limited to hosting classes, guest speaking, one-on-one or small group coaching, on-demand or interactive virtual seminars, and/or interactive social media events.
- **Community outreach** including attending community events, health fairs, or outreach at high traffic/high-relevance locations.
- **Navigation services** to help clients understand the legal, medical, and financial rules, options, and resources, including referrals to relevant providers based on individual needs and possible wraparound services. This includes but is not limited to case management, hotline services, transportation services, translation services, or support groups.

Important Dates

Date Issued:	Thursday March 30, 2023
Intent to Apply Due Date:	Thursday April 27, 2023, 3:00 PM CST
Proposal Due Date:	Thursday May 25, 2023, 3:00 PM CST
Anticipated Start date of contract:	Friday September 1, 2023
Questions regarding the RFP are due on or before:	Thursday May 18, 2023, 3:00 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday May 25, 2023, 2:00 PM CST
Questions and Answers will be available:	In PartnerGrants and on the solicitation website
Optional Pre-Bid Meeting Date(s) and Time(s):	Thursday April 13, 2023, 2:00 PM CST Registration Required with this link: EventBrite Registration
Office Hours Meeting Location:	Tuesday April 20, 2023, 3:00 PM CST Registration Required with this link: EventBrite Registration

Funding and Timeline

Available Funding: \$350,000 (\$200,000 one-time; \$150,000 ongoing)

Contract Term: The Agreements will have an effective start date of September 1, 2023, for a 12-month term

Request Limits: Minimum request amount is \$50,000 and maximum is \$75,000

Anticipated Number of Awarded Agreements: APH anticipates awarding up to 6 agreements beginning on September 1, 2023. Proposals must be submitted using the 12-month budget allocation. Collaborative applications will be considered; however, a lead agency must be identified.

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.

Applicant Minimum Qualifications - Continued

- Be current in its payment of Federal and State payroll taxes.
- Not owe past due taxes to the City.
- Have the ability to 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 and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

Data Collection and Reporting: Outputs and Outcomes

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 without violating client confidentiality.

APH will work with awarded agencies to determine the best way to protect client confidentiality during negotiation.

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

Required Output:

Number of unduplicated individuals served in a 12-month period

Required Outcome:

Percent of individuals who achieve healthy outcomes as a result of receiving services through Health Equity Social Service Contracts.

Numerator: Number of individuals who report improvement in physical, mental, emotional, or social functioning.

Denominator: Number of individuals receiving services through Health Equity Social Service Contracts.

Principles of Service Delivery

The following foundational strategies are required to be applied at an operational level:

1. 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 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.
2. Language Access Plan: Applicants 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 translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.
3. Referrals: Applicants should offer access to referrals and information on how to access other services and providers.

Principles of Service Delivery - Continued

The following foundational strategies are required to be applied at an operational level:

- 4) Program Accessibility: Programs should actively seek to eliminate barriers to services such as providing services at locations and times most convenient to participants.

- 5) 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

1. 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 appropriate to their selected service models and program designs.
2. Incorporating Perspectives from People with Lived Experience: Programs should be designed with input from individuals with lived expertise.
3. 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 the program.
4. Collaboration with Community: Successful applicants will participate in the local CHA-CHIP working groups and engage with community stakeholders.
5. Universal Representation: Universal Representation for all, especially people at imminent risk of deportation, regardless of the perceived likelihood of the case succeeding, the client's residency, or the client's previous contact with the criminal justice system.

Priority Populations

Programs serving a variety of populations will be considered; however, APH is prioritizing programs that focus on

- **Teens and young adults:** Data from Advocates for Youth indicates that the majority of young people around the country face barriers to accessing birth control, often resulting in delayed doses, side effects, and total inability to begin using contraception. For young people — especially low-income, POC, trans, queer, and other marginalized youth — accessing birth control can be unnecessarily difficult but crucially important to preventing unplanned pregnancies and protecting bodily autonomy.
- **People identifying as Black, Indigenous, or Person of Color (BIPOC):** Given the historic lack of culturally appropriate access to reproductive health, there are racial, ethnic, and cultural nuances to be considered in order to conduct appropriate reproductive health outreach within these communities today.
- **Uninsured or underinsured people:** Given the rapidly changing laws and multiple lawsuits impacting the legal landscape of reproductive health, people relying on Medicare and Medicaid may experience gaps in coverage for reproductive healthcare-related needs as Federal and State programs work to align.

Priority Populations, cont

- **People who primarily speak a language other than English:** Persons who have limited English proficiency are less likely to have a regular source of primary care and are less likely to receive preventive care. They also are less satisfied with the care that they do receive, are more likely to report overall problems with care, and may be at increased risk of experiencing medical errors.
- **People of minority genders:** Transgender, nonbinary, and gender-expansive people who were assigned female or intersex at birth experience pregnancy. People of minority genders are often left out of mainstream outreach regarding reproductive health and should be included in reproductive health programming.

City of Austin Client Eligibility Requirements

Clients must be residents of the City of Austin and/or Travis County.

Austin Public Health Emergency Response

All agencies which are awarded funding through Austin Public Health Requests for Proposals are expected to provide emergency services in the event of a public health emergency (see Sections 8.6 and 8.6.1 of Exhibit E: Standard Boilerplate). Should agencies be called upon to engage in response activities, contract resources may be shifted or new uses of resources approved within an awarded program budget at the discretion of the City.

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 2023-005 Reproductive Health 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 1: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency experience and performance	5 points
	Cultural competence and racial equity	5 points 10 points total
Section 2: Program Design	Priority Populations	10 point
	Program Services	40 points
	Data Collection & Program Performance	10 points 15 points
	Principles of Service Delivery	75 points total
Section 3: Cost Effectiveness	Program Staffing and Time	3 points
Form 3	Program Budget and Funding Summary	2 points 5 points total
	Number of individuals served/ total budget = Cost Analysis	10 points total
		Total: 100 points
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.

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:

- 1) Confirm your organization is a registered vendor with the City of Austin. • To find the City of Austin Vendor Number please visit Austin Finance Online and search for the organization's legal name.
 - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.

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

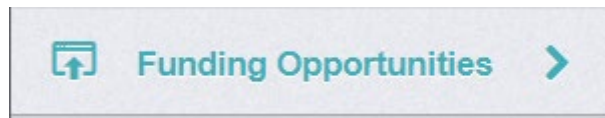
Offeror Initial Steps: Pre-Application

Annual 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 when submitting your intent to apply forms.
- ❑ 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

Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ Offerors may submit multiple proposals for distinct programs. 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: **Thursday, April 27, 2023 by 3PM CST**
- ❑ Mark all items complete AND click Submit to ensure your Intent to Apply is Submitted.
 - ❑ You will receive an automated confirmation from the PartnerGrants system verifying the form has changed status from Editing to Submitted once complete

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 2023-005 Reproductive Health”
 - 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 if applicable
 - Enter a Program Description to provide an overview of proposed services
- ❑ Mark Complete and click Submit

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	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due before April 27, 2023 by 3PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by May 25, 2023 by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title – Informational Purposes Only	
A	Threshold Application Requirements	
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	


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 information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a  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 doing business with the City of Austin, State of Texas or Federal government

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

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due before April 27, 2023 by 3PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by May 25, 2023 by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Form 1: Offer Sheet

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

Date Issued:	March 30, 2023
Proposal Due Date:	May 25, 2023 by 3PM CST
Intent to Apply Due Date:	April 27, 2023 by 3PM CST
Anticipated Start Date of contract:	September 1, 2023
Questions regarding the RFP are due on or before:	May 18, 2023 by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	May 25, 2023 by 2PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Name: Natasha Ponczek Shoemake E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: RFP 2023-005 Reproductive Health AustinTexas.gov
Optional Pre-Bid Meeting Date and Time:	April 13, 2023 at 2PM CST Eventbrite Registration Link
Optional Office Hours Date and Time:	April 20, 2023 at 3PM CST Eventbrite Registration Link

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 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
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

Login

Enter your user id and password

User ID
Password

SIGN IN

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

[Click here to Register](#)

Single Sign On Users

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

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](#)

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.

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

□ Proposal 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 any 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.

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror can only apply for one distinct program per proposal. Offerors may submit multiple proposals for different programs, which may include programs in 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 **15,000** 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 May 25, 2023, by 3 PM CST
2	RFP Proposal	
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 27, 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 accepted

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.**
- ❑ 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 3,900 words in Form 2-RFP Proposal, and this is included in the 15,000 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, 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.
 - 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.

RFP Application: Performance Metrics

- ❑ Depending on the type of programming you are proposing, 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

PERFORMANCE MEASURES

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

24A. Output Measures: Provide a proposed a 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 # Sept 1, 2023 – Aug 31, 2024
Required Output	Total Number of Unduplicated Clients Served per 12-month period	Click or tap here to enter goal #.

24Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

24Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

24Aiii. Describe how demographic and eligibility data will be collected from clients and the method for reporting this data.

Click or tap here to enter text.

Additional Outputs: Offerors may propose additional output(s) to highlight the work of the program. Additional outputs are optional.

Proposals may include the following output(s):

RFP Application: Program Staffing and Cost Effectiveness

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

- ❑ Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are three 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 14-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.

	A	B
1	Form 3 - Program Budget and Narrative	
2	Agency Name:	
3	Program Name:	
4	Total Proposed Clients Served:	

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 12-month period for City Funding requested only
 - Period: 9/01/2023-08/30/2024
- 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

SubGrantee Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of their work, a brief description of services, number of clients served 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:									
Program Name:									
Total Proposed Clients Served:									
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: Natasha Ponczek Shoemake 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

Date Issued:	Thursday March 30, 2023
Intent to Apply Due Date:	Thursday April 27, 2023, 3:00 PM CST
Proposal Due Date:	Thursday May 25, 2023, 3:00 PM CST
Anticipated Start date of contract:	Friday September 1, 2023
Questions regarding the RFP are due on or before:	Thursday May 18, 2023, 3:00 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday May 25, 2023, 2:00 PM CST
Optional Pre-Bid Meeting Date(s) and Time(s):	Thursday April 13, 2023, 2:00 PM CST Registration Required with this link: EventBrite Registration
Office Hours Meeting Location:	Tuesday April 20, 2023, 3:00 PM CST Registration Required with this link: EventBrite Registration

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

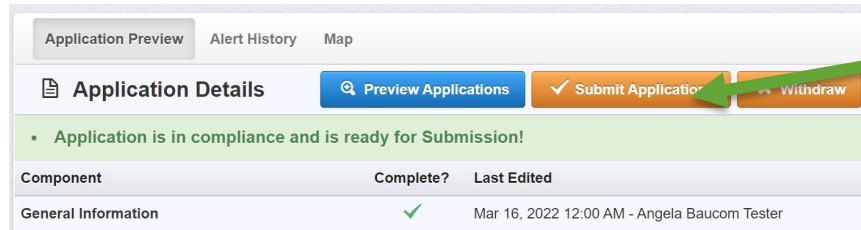
Technical assistance with how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)

➤ 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 Intent to Apply and Final Proposals in PartnerGrants, 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**
