



RFP 2023 – 008 Temporary Emergency Shelter Request for Proposals (RFP) Pre-Bid TEAMS Meeting

May 16, 2023, at 2:30 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 [solicitation 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

Questions and Answers

Background

In March and April 2021, community leaders across Austin/Travis County convened the Summit to Address Unsheltered Homelessness.

The Summit resulted in an ambitious three-year community-wide initiative, now known as Finding Home ATX (FHATX) to:

- House an additional 3,000 people
- Create 1,300 new affordable housing units
- Strengthen our Homelessness Response System

RFP Overview

The City of Austin (COA) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience in providing low-barrier, Emergency Shelter to individuals and households experiencing homelessness, or providing crisis or other services to individuals and households experiencing homelessness.

Solicitation Objectives:

1. Provide immediate, temporary, emergency shelter services with ramp up and ramp down in the contract period.
2. Establish and operate an Emergency Shelter with maximum capacity of 300 low-barrier beds, crisis beds to persons experiencing homelessness.
3. Create pathways for sheltered individuals/households to connect to housing and support services provided by the community providers working in the Homelessness Response System.

Important Dates

| | |
|--|--|
| Date Issued: | Friday, May 12, 2023 |
| Intent to Apply Due Date: | Thursday, May 18, 2023, at 3 PM CST |
| Proposal Due Date: | Thursday, June 1, 2023, at 3 PM CST |
| Anticipated Start date of contract: | August 1, 2023 |
| Questions regarding the RFP are due on or before: | Thursday May 25, 2023, 3:00 PM CST |
| Technical Assistance regarding submission of the RFP in Partnergrants are due on or before: | Thursday June 1, 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): | Tuesday, May 16, 2:30 PM CST |
| Walk Through at Marshalling Yard: | Wednesday, May 17 at 2 PM Registration Required with this link: Eventbrite Registration until 10 AM Wednesday Directions will be sent out to registrants |

If you have other people who would like to attend, they must sign up through Eventbrite by 10 AM tomorrow morning:

Funding and Timeline

Department: Austin Public Health (APH)

Services Solicited: Emergency Shelter

Available Funding: Approximately **\$9,140,000** in **American Rescue Plan Act (ARPA)** funding

Number of Agreements and Contract Term: APH anticipates awarding 1 agreement beginning August 1, 2023. Proposals must be submitted using the 12-month budget allocation. Collaborative applications will be considered, however a lead agency must be identified.

Minimum Amount: Offerors may submit a proposal for less than the full amount available if RFP objectives are met.

Awarded programs may be structured as a reimbursable-based agreement, as defined below:

Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.

RFP Scope of Work

Services Solicited

- Emergency Shelter programs are designed to provide emergency lodging for households who are experiencing homelessness, enroll households in the Coordinated Entry System, and help households access mainstream benefits, housing opportunities, and community resources to end their homelessness.
- Offerors should propose to provide comprehensive, 24-hour, Emergency Shelter services to include adequate staffing to support basic needs of the clients; the provision of meals, hygiene resources, laundry, and other needed supplies to shelter clients; the provision or coordination of necessary supportive services; the provision or coordination of security and safety resources; and the coordination of communication, outreach, and transportation with relevant partners.

Services Solicited - Continued

- 1) **Facilities and Capacity:** The shelter space will be located at the City of Austin Marshalling Yard property. The Marshalling Yard is a 70,000 square foot facility.
 - Requirements include:
 - a) Offerors should demonstrate the ability to offer separate space and amenities for people of different gender identities not comfortable in a co-ed congregate setting.
 - b) Shelter facilities must be accessible by all individuals, including those with limited mobility, according to Americans with Disabilities Act (ADA) Accessibility Standards. Offeror must have plans in place to address needs of persons with disabilities.
 - c) Shelter should operate 24 hours a day, 7 days a week, with designated intake hours and nightly curfew hours.
 - d) Offerors will be expected to have at least 100 beds available in the first 30 days and reach full capacity by end of first quarter.

Services Solicited - Continued

- 2) **Operations:** Managing and operating facilities to meet the needs of the population. Recipients must be able to demonstrate adequate infrastructure to support operations. Shelter facilities must be safe and habitable with appropriate access, space, security, air quality, water, sanitary facilities, sanitary conditions, and fire safety. Roles and responsibilities for shelter facility maintenance are defined below.
- 3) **Housing Focused Supportive Services:** Shelter operators must include activities, such as case management or housing navigation services, which will assist all participants with identifying and progressing service plans to leave shelter to permanent housing destinations, both supported by community housing programs and independently. The intensity of support and services should be directly proportional to the complexity of the participants' unique situations and length of time in shelter. Shelter services are expected to include on-site completion of Coordinated Assessments with individuals staying at the shelter.
- 4) **Hygiene Services:** Permanent toilets, sinks and showers within the building are very limited in number and intended for use by individuals who require ADA compliant access. Shelter operations must include provision of basic hygiene services for participants, including mobile showers, mobile bathrooms, and laundry service.

Services Solicited –Continued

- 5) **Transportation:** Offerors are required to assist participants with commuting to benefits appointments, off-site housing meetings, and other appointments. Offerors are also required to ensure participants are transferred from referral locations to the shelter for enrollment. Offerors must operate shuttle service between the shelter and transit stops and other designated points for use by participants between the hours of 8am and 8pm.
- 6) **Coordination of Access to Medical Care:** Assisting participants to gain access to necessary healthcare through coordination with qualified medical personnel to ensure medical stability is allowable.
- 7) **General Housing Assistance:** Shelter Operators should assist participants with connecting to safe, permanent housing opportunities as quickly as possible. While some shelter participants may need permanent housing program support to exit homelessness to permanent destinations, others may be able to resolve their homelessness with brief shelter supports and general housing assistance, known as Rapid Exit. Recipients of General Housing Assistance must not be receiving housing financial assistance from other sources. General Housing Assistance may not be provided to participants not participating in shelter services. General Housing Assistance may not be provided to participants after shelter exit.

Eligible Populations

The population eligible for this project consists of adult-only individuals or households who qualify as Homeless as defined by the McKinney – Vento Homeless Assistance Act 42 USC 11302 Sec.103 and amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

- Referral pathways to access shelter will be regularly coordinated by the City of Austin Homeless Strategy Division in partnership with the awarded agency to quickly respond to changing community conditions. Individuals may not access the shelter without referral.
- Any presenting unaccompanied youth under the age of 18 must be referred to an appropriate youth shelter, such as LifeWorks.
- Any presenting family with children must be referred to an appropriate family-based shelter. Those referral mechanisms must be established by the awarded agency in advance.

City of Austin Client Eligibility Requirements

Standard City of Austin Social Service Client Eligibility requirements are waived.

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.

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

Required Outputs:

Number of unduplicated individuals served in a 12-month period

- in quarter of report, per 12-months, and from inception-to-date

Number of bed days offered and provided:

- in quarter of report, per 12-months, and from inception-to-date

Required Outcomes:

- 1) Percent of individuals entering the shelter without a Coordinated Assessment (CA) who receive CA
- 2) Percent of shelter participants exiting to permanent housing destinations

Principles of Service Delivery

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

- 1) Culturally Competent Service Delivery: Offerors must demonstrate a strong understanding of the needs of individuals and households experiencing homelessness and demonstrate a history of client-centered care and culturally competent service delivery.
- 2) Language Access: Offerors must offer language assistance, in writing and verbally, to all individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
- 3) Anti-Discrimination: Offerors must ensure service delivery and enrollment is conducted in accordance with the City of Austin's Antidiscrimination Ordinance, Chapter 5-1 Housing Discrimination and federal Fair Housing regulations.
- 4) Reduce Duplication of Services: Offerors must make every effort to ensure participants do not receive duplication of services or assistance from different funding sources.
- 5) Low Barrier Shelter: Offerors must demonstrate that the crisis lodging actively reduces or eliminates barriers to accessing and maintaining shelter services, such as requirements around income, criminal background, sobriety, pets, household members, storing belongings, or stringent behavioral expectations. Rules regarding access and safety of participants and staff are designed collaboratively with participants, and participants are able to access shelter resources at times most convenient to their situation.

Principles of Service Delivery - Continued

- 6) Housing-focused Shelter: Offerors must demonstrate that the shelter programs provide a path to housing, uniquely tailored to each participant's situation. Services delivery and available resources are primarily oriented towards assisting participants with exit the shelter quickly to permanent housing destinations, independently or supported by a formal housing program.
- 7) Safety and Security: Offerors must support the safety and security of the shelter facility and surrounding areas and ensure the shelter environment is free from violence and incitement. Program participants must be offered opportunities to access private space and resources to secure their personal effects.
- 8) Termination of Services: Offerors must maintain a Termination Policy, available upon request and approved by Austin Public Health prior to contract execution and shared with program participants upon program entry. The Offeror must exercise judgment and examine extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. An appeals process and multi-level staff review should be included in the Termination Policy. Incident reports will be submitted to Austin Public Health on a regular basis.
- 9) Grievance Policy: Offerors must maintain a Grievance Policy, available upon request and approved by Austin Public Health prior to contract execution and shared with program participants upon program entry.

Best Practices

All supportive services programs are encouraged to incorporate the following best practices including, but not limited to:

- 1) Trauma Informed Care: A program, organization, or system that is trauma-informed realizes that widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved in the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively resist re-traumatization.
- 2) Incorporating Perspectives from People with Lived Experience: All recipients of APH funding are expected to design programs with input from individuals with lived expertise and ensure equitable access and outcomes in program performance.
- 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) Competencies for Working with People Experiencing Homeless: The Substance Abuse and Mental Health Services Administration (SAMHSA) has published needed competencies in the areas of knowledge, skills and attitudes which are necessary to hold 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 \(SAMHSA\) website](#).
- 5) Collaboration with the Community – Supportive of a community response to connect participants to culturally appropriate services, mainstream resources, services not provided by the awardee, and a supportive social network to support sufficiency, the awardee with work collaboratively with other non-profits, community groups, community programs, and governmental partners to address participant needs and unique vulnerabilities.

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.

An evaluation rubric will be distributed to agencies when the Intent to Apply form is approved.

| RFP # 2023-008 Emergency Shelter 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 and Minimum Requirements | No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications in C - Scope of Work. |
| Section | Category | Maximum Points Eligible |
| Part II: Scored Proposal | Agency Experience & Performance | |
| Section 1: Experience and Cultural Competence | Service Delivery Experience | 25 points |
| Section 2: Program Design | Cultural Competence & Racial Equity | 40 points |
| | Program Work Statement | |
| | Project Timeline | |
| | Program Clients Served | |
| | Referrals | |
| | Program Goals and Objectives | |
| | Activation & Operation | |
| | Facilities & Capacity | |
| Program Services Solicited Service Delivery | | |
| Best Practices | | |
| Service Coordination & Planning with Other Agencies | | |
| Section 3: Data Informed Program Management | Data Security & Systems Management | 15 points |
| | Quality Improvement & Feedback | |
| | Performance Measures | |
| Section 4: Cost Effectiveness | Program Staffing & Time | 10 points |
| Form 3 | Program Budget & Funding Summary | 10 points |
| | Cost Effectiveness & Number of individuals served/ total budget = Cost Analysis | |
| | | 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

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.

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

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 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.

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 (from date of the release of the RFP- May 12, 2022) 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


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:

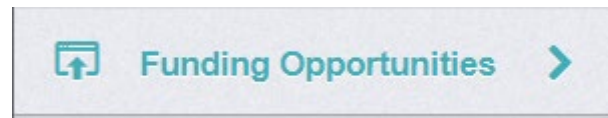
-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

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

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 |
|-------|--------|---------------------------------------|--------------------|---|----------------------|

- 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, May 18, 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

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 May 18, 2023 by 3PM CST |
| 1 | Offer Sheet | Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by June 1, 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 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.

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.
- ❑ 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.

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 4,200 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: Agency Information

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to determine if your organization is eligible to contract with the City of Austin. All Proposals must have satisfactory answers in this section to be advanced to the evaluation phase for potential award.

8. Program Service Delivery Minimum Requirements: In alignment with the Scope of Work, does the proposed project meet the following minimum service delivery requirements? Please check the respective boxes. If all boxes are not checked, the application may not be reviewed further and the proposal may not be considered. The proposed list below is not inclusive of all minimum requirements, see Scope of Work for additional requirements. Our proposed program will (check all that apply):

- Operate a 24/7 Low Barrier Shelter with designated intake hours and a nightly curfew
- Provide up to 300, but no fewer than 250 beds inside the Marshalling Yard building
- Develop and utilize a Termination Policy and Grievance Policy approved by APH
- Provide mobile showers, mobile bathrooms, and laundry services
- Provide transportation for participants
- Comply with all data requirements

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.

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 Bed. The Instructions include examples of allowable costs.
 - ❑ **Budget and Narrative Form:**
 - Complete a budget for 12-month period for City Funding requested only
 - Period: 8/01/2023-07/31/2024
 - 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

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 Bed worksheet will use this to automatically determine the Cost Per Bed based on the overall program budget and the overall number of beds to be provided.

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

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

- ❑ 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: | Friday, May 12, 2023 |
| Intent to Apply Due Date: | Thursday, May 18, 2023, at 3 PM CST |
| Proposal Due Date: | Thursday, June 1, 2023, at 3 PM CST |
| Anticipated Start date of contract: | August 1, 2023 |
| Questions regarding the RFP are due on or before: | Thursday May 25, 2023, 3:00 PM CST |
| Technical Assistance regarding submission of the RFP in Partnergrants are due on or before: | Thursday June 1, 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): | Tuesday, May 16, 2:30 PM CST |
| Walk Through at Marshalling Yard: | Wednesday, May 17 at 2 PM Registration Required with this link: Eventbrite Registration until 10 AM Wednesday Directions will be sent out to registrants |

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

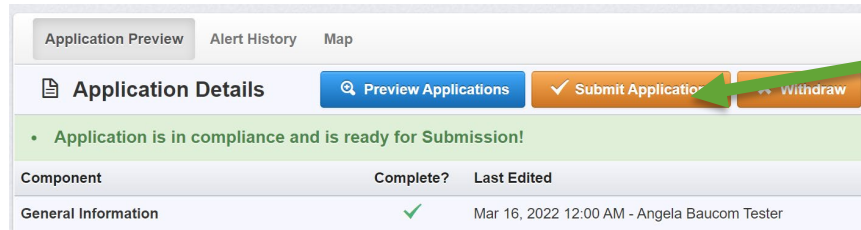
Technical assistance with how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)

➤ 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**
