



RFP 2022 – 008 Cold Weather Shelter Request for Proposals (RFP) Pre-Bid TEAMS Call

August 31, 2022, at 11 AM CST

RFP Authorized Contact Person:
Angela Baucom

APHCompetitions@austintexas.gov

Welcome & Introductions

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



AGENDA

Overview and Funding Information

Scope of Work

Proposal Submission Instructions

Proposal

Important Dates and Information

Question and Answer Process

RFP Overview

The City of Austin (COA) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience in providing services to individuals and households experiencing homelessness, providing crisis services to individuals or households experiencing homelessness, and/or providing low-barrier, emergency Cold Weather Shelter to individuals and households experiencing homelessness during qualifying weather conditions and events. This solicitation seeks proposals to implement Cold Weather Shelter(s), as needed, based on the temperature activation policies agreed upon by the awardee(s) and the City of Austin and when the City of Austin announces a Declaration of Emergency due to extreme weather events.

RFP Overview

Solicitation Objectives:

1. Provide safe, low-barrier, accessible shelter for unsheltered individuals during life-threatening cold weather conditions.
2. Ensure adequate transportation to proposed shelter(s) that includes accommodating individuals with mobility limitations. Historically, Capital Metro (CapMetro) has been able to provide limited transportation service from a central embarkation point.
3. Maintain high-quality, reliable, and consistent Cold Weather Shelter operations based on agreed upon activation and operations policies
4. Create pathways for unsheltered individuals/households to connect to housing and support services provided by the community providers working in the homelessness response system

Important Dates

Date Issued:	Thursday, August 25, 2022
Intent to Apply and Annual Agency Threshold Due Date:	Thursday, September 8, 2022, at 3 PM CST
Proposal Due Date:	Thursday, September 22, 2022, at 3 PM CST
Anticipated Start date of contract:	November 1, 2022
Questions regarding the RFP are due on or before:	Thursday, September 15, 2022, at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, September 22, 2022, at 2 PM CST
Questions must be submitted in writing to the <u>Authorized Contact Person</u> or through Partnergrants	<p>Authorized Contact Person: Angela Baucom Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov</p>
Questions and Answers will be available:	<p>In Partnergrants and on the solicitation website: https://austintexas.gov/article/rfp-2022-008-cold-weather-shelter</p>
Optional Pre-Bid Meeting Date(s) and Time(s):	Wednesday, August 31, 11 AM CST
Pre-Bid Meeting Location:	<p>Registration Required with this link: Pre-Bid Meeting: August 31, 11 AM CST</p>
Optional Office Hours Meeting Location:	<p>Registration Required with this link: Office Hours: September 6 at 3 PM CST</p>

Funding and Timeline

- ❑ **Services Solicited:** Cold Weather Shelter
- ❑ **Available Funding:** Approximately **\$1,225,338**
- ❑ **Number of Agreements and Contract Term:** APH anticipates awarding 1 agreement beginning on November 1, 2022. 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 provided that RFP objectives are met.

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.
- Agency must be a non-profit organization, quasi-governmental entity, or otherwise qualified social service provider (including for-profit) able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Agency must have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Agency must be current in its payment of Federal and State payroll taxes.
- Agency must 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.
- Agency cannot owe past due taxes to the City.
- Agency must have the ability to meet Austin Public Health's standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Agency must 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.

Services Solicited

Offerors should propose to provide comprehensive, turn-key, Cold Weather Sheltering services to include space/facilities that allow for congregate or non-congregate overnight sleeping accommodations and adequate staffing to support basic needs of the clients; the coordination of communication, outreach, and transportation with relevant partners; the provision of meals and needed supplies to shelter clients; the provision or coordination of necessary supportive services; and the provision or coordination of security and safety resources for as long as cold weather conditions persist.

The information presented in the following slides represents the minimum program requirements that the City is requesting. However, we encourage Offerors to enhance and expand upon the program elements where feasible such as but not limited to: higher temperature threshold for activation, capacity for more beds, and expanded hours of operation. Additional points may be available for Offerors who can provide enhanced or expanded services.

Services Solicited – Activation and Operation

Shelter(s) will be activated, as needed, based on agreed upon temperature activation policies between the awardee(s) and the City of Austin. Standard Operating Procedures for activation will be updated and finalized by HSEM, Austin Public Health, and other relevant partners with awardee(s) input. Shelter(s) will **at minimum**, be capable of:

1. Activating when overnight temperatures in Austin and/or Travis County reach 35°F or below, which we estimate will result in approximately 26 activations per Winter
2. Operating from at minimum of 5 PM on the first day of activations to 9 AM the next morning, or similar hours with reasonable explanation of difference

Awardee(s) may be required to support other extreme weather events, pending establishment of standard operating procedures as described above.

Services Solicited – Facilities and Capacity

Awardee(s) will be responsible for ensuring that shelters:

1. Provide space to accommodate at least 200 total congregate or non-congregate beds for individuals 18 years or older, per night of activation and adequate amenities for full bed capacity such as a sufficient number of toilets
 - a. If shelter is congregate, Offerors are encouraged to offer separate space and amenities for female-identifying individuals.
 - b. Families with minor dependents should, at minimum, be referred to appropriate shelters and/or offering a limited amount of financial assistance for shelter at hotels during activations.
 - c. Any unaccompanied minors will be referred to appropriate providers.
2. Provide, when possible, storage space for personal belongings
3. Provide appropriate space and equipment for secure storage of medication, which may include secure refrigerator access
4. Provide clean sleeping pads or cots, pillows, and blankets
5. Have plans/protocols in place for pets to shelter with their owners, including coordination with Austin Animal Center or other appropriate service providers to coordinate space and personnel needs
6. Are accessible by all individuals, including those with limited mobility, according to Americans with Disabilities Act Accessibility Standards
7. Are properly maintained and repaired
8. Have sufficient technology in place such as Wi-Fi and electrical outlets and/or charging stations for personal devices
9. Have security measures in place to ensure shelter spaces are safe for participants and minimize termination from shelter only when behavior presents an immediate threat to health or safety of clients, staff, or volunteers
10. Comply with all relevant health and safety codes and regulations

Services Solicited – Communication and Outreach

Awardee(s) will be responsible for communicating to the community before and during activations, including:

1. Conducting communication and outreach to people experiencing homelessness who are likely to utilize Cold Weather Shelter, including but not limited to press releases to media outlets, social media, listservs (e.g., CTOSH), coordination with street outreach providers, social service providers, etc.
2. Notifying and updating the Cold Weather Shelter hotline (ICEE) with current activation status
3. Coordinating with the City of Austin Public Information Office, Homeland Security and Emergency Management, Homeless Strategy Division, and Public Health Emergency Preparedness to ensure consistent and clear messaging to the public
4. Adhering to a robust Language Access Plan that indicates how participants with Limited English Proficiency (LEP) will gain access to shelters.

Services Solicited – Transportation

Awardee(s) will coordinate with CapMetro and other service providers as appropriate to ensure people experiencing homelessness have transportation to Cold Weather Shelter location(s). Depending on the program design proposed, offerors may need to provide or arrange transportation as part of their proposed services and budget. Transportation costs will be an eligible expense.

Offerors may propose any combination of embarkation point(s) and walk-up access, with the goal being shelter accessibility.

Services Solicited – Shelter Services

Shelter(s) will provide at minimum:

1. Registration process for clients which may occur either at an embarkation point or upon shelter entry
2. Support for basic needs, such as self-management of medical needs, food, water, sanitation, etc.
3. Referrals to Coordinated Entry as requested
4. Provision of information about case management, benefits enrollment, and/or other services
5. On-site crisis intervention services, such as on-site staff trained in crisis response methodologies, such as de-escalation techniques
6. Clothing, personal hygiene, and cold weather supplies
7. Service coordination with community organizations that also support Cold Weather Shelter
 - a. Service coordination with the City may include communications with:
 - i. Homeless Strategy Division and Austin Public Health
 - ii. City of Austin Homeland Security and Emergency Management
 - iii. Downtown Austin Community Court
 - iv. Communications and Public Information Office
 - v. Austin Animal Center
 - vi. Parks and Recreation Department
 - vii. CapMetro
 - b. Service coordination with other agencies may include:
 - i. Linkages to services with appropriate community service providers for street outreach, behavioral/mental health, services for veterans, and other key community services that are necessary for shelter guests
 - ii. Established relationships with youth and family shelters for appropriate accommodations

Shelter(s) should coordinate with Austin Public Health to ensure any public health protocols are established and followed, as needed, particularly in the case of public health emergencies and management of safety measures related to COVID-19 and monkeypox.

Services Solicited – Staffing

Awardee(s) will ensure appropriate staffing levels to support, provide, or coordinate the following Cold Weather Shelter services: registration, provision of meals, overnight sheltering oversight staff, security, minor repairs, facility maintenance, and information about additional supportive services as appropriate. Awardee(s) should be prepared to mobilize staff on the necessary timeframe. Staffing may be subcontracted through third-party providers, and any such arrangements should be reflected in initial proposals. Staff should be trained at minimum in:

1. Trauma-Informed Care
2. Harm Reduction Principles
3. De-escalation
4. Mental Health First Aid
5. Public health protocols as appropriate

Data Collection and Reporting

For all programs serving individuals, agencies will track and report the number of unduplicated clients served per night and over the course of the contract year and document proof of the services provided where applicable. Client tracking should include methods for securely recording name, race, ethnicity, gender, age, and other demographics of the people served without violating client confidentiality. All demographics may be self-reported, and no individual may be turned away for refusing to provide this information.

Offerors must align performance measures with the City's Austin Strategic Direction 2023 indicators for homelessness. APH staff will work with recipient staff to develop and track meaningful, measurable performance measures.

Utilization of the Homeless Management Information System (HMIS) for tracking clients is required. If HMIS is used by awardee(s), but is not used on-site at Cold Weather Shelters, required client data will need to be entered into HMIS within 24 hours after the end of each activation day. In the case of multiple consecutive activation days, data should be entered within 24 hours after the final activation day.

The Awardee(s) must be capable of maintaining and providing accurate data to the City of Austin, the Continuum of Care HMIS Lead Agency to complete the annual Housing Inventory Count (HIC), and the Point-in-Time (PIT) Count if an activation coincides.

Data Collection and Reporting

After each activation, organizations will be required to report the following to the City:

Data Collection:

Conditions

1. Temperature on the night of the activation
2. Time the activation announcement was made to the community within an agreed upon timeline

Data

1. Number of individuals registered per activation
2. Number of unduplicated individuals per activation night at each Cold Weather Shelter
3. Demographics of all individuals who registered and only those who stayed including at minimum gender, race, and ethnicity
4. Number of involuntary exits from the shelter
5. Number of critical incidents that occur in shelters, such as medical emergencies, disputes, violence or threats of violence, etc. (number, type, resolution)

Data Collection and Reporting

Performance Measures:

On a quarterly basis, the awardee will be required to report the following:

Output: Number of unduplicated individuals served per 12-months

Outcomes:

1. Percent of individuals seeking shelter who receive shelter.

Numerator: Number of individuals seeking shelter at a Cold Weather Shelter site

Denominator: Number of individuals who receive shelter at a Cold Weather Shelter site

2. Percent of individuals entering the shelter without a Coordinated Assessment (CA) who receive CA

Numerator: Number of individuals without a CA who receive one

Denominator: Number of individuals entering the CWS without a CA

Principles of Service Delivery

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

- ❑ Trauma-Informed Practices: Successful offerors will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, and discreet delivery of services that avoid or eliminate stigma.
- ❑ Language Access Plan: Offerors will be in development of or already have developed a [Language Access Plan](#). A language access plan is a document that guides the implementation of quality language assistance services to individuals with limited English proficiency. Language access plans include a four-factor assessment that identifies the ways services and resources can be provided to ensure program participants are able to participate in and benefit from all program services equally. Examples of some language assistance services include oral interpretation, bilingual staff, written translation, or notices to staff and program participants of the availability of language assistance services. Awardee(s) may ensure language access directly through staff or through subcontractors capable of medical translation and interpretation.
- ❑ Collaboration with Community: Successful applicants will participate in local planning groups including but not limited to the Homeless Response System Leadership Council's committees and workgroups which are directed related to the purpose of this funding.

Principles of Service Delivery (Continued)

- ❑ Referrals: Applicants should offer access to referrals and information on how to access other services and providers.
- ❑ 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.
- ❑ Harm Reduction: Offerors are encouraged to apply a Harm Reduction philosophy to activities and services provided to participants engaged in substance use.
- ❑ Program Accessibility and Low-Barrier Emergency Shelter Structure: Programs should actively seek to eliminate barriers to services such as lack of transportation, limited communication and outreach, space needs for pets and possessions, drug and alcohol related requirements for admission, and other restrictions for individuals who are not acting in ways that are unsafe to themselves or others.
- ❑ Crisis Intervention and De-escalation: Program staff should receive training in appropriate evidence-based crisis intervention and de-escalation techniques to ensure the safety of all parties and prevent unnecessary exits from the shelter and promote safe and supportive environments.

Best Practices

All supportive services programs are encouraged to incorporate the following best practices:

- ❑ Evidence-based Practices: Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices in their proposed program designs.
- ❑ Incorporating Perspectives from People with Lived Experience: Programs should be designed with input from individuals with lived expertise.
- ❑ 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.
- ❑ Competencies for Working with People who are Homeless: The Substance Abuse and Mental health Services Administration has put forth needed competencies in the areas of knowledge, skills and attitudes which are necessary to hold in order to provide effective services for individuals at risk of or experiencing homelessness. A full description of competencies, theoretical frameworks and corresponding practices can be found [on the Substance Abuse and Mental Health Services Administration \(SAMHSA\) website](#). [EOA.C.3 - Dollars-per-hour wage that an individual must earn to support a family in Austin | Open Data | City of Austin Texas](#)

Priority Populations

The priority population consists of adult households experiencing Homelessness 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.

- ❑ Any individual 18 years old or older who is in need of shelter on an evening when a Cold Weather Shelter is activated is eligible to receive services during activation.
- ❑ Any presenting unaccompanied youth under the age of 18 will be referred to an appropriate youth shelter, such as SAFE Children’s Emergency Shelter or LifeWorks.
- ❑ If the offeror is not able to accommodate families, any presenting family with children must be referred to an appropriate family-based shelter, such as the Salvation Army. Those referral mechanisms must be established in advance.

City of Austin Client Eligibility Requirements

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

Application Evaluation

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

RFP # 2022-008 Cold Weather 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	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	12 points
Section 1: Experience and Cultural Competence	Principles of Service Delivery Cultural Competence & Racial Equity	
Section 2: Program Design	Program Work Statement Project Timeline Program Clients Served Activation & Operation Facilities & Capacity Communication & Outreach Transportation Program Services & Delivery Crisis Intervention & De-Escalation Service Coordination & Planning with Other Agencies	
Section 3: Data Informed Program Management	Data Security & Systems Management Quality Improvement & Feedback Performance Measures APH Priorities	12 points
Section 4: Cost Effectiveness	Program Staffing & Time	11 points
Form 3	Program Budget & Funding Summary	
	Cost Effectiveness & Number of individuals served/ total budget = Cost Analysis	10 points
		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:

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

Offeror Initial Steps: Pre-Application

NEW Threshold Process

- ❑ Offerors must have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
- ❑ This form must be submitted once per 12 months per agency and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff, and the agency will be notified once approved, usually within five to seven business days.
- ❑ Retain approval emails and note the submission date for future use
- ❑ If you last did this BEFORE April 1, 2022, you will need to submit a Threshold Application
- ❑ If you aren't sure if you have completed this step, please email APHCompetitions@austintexas.gov

Completing the Annual Agency Threshold Application

- Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.



13161	Posted	City of Austin - Austin Public Health	Agency Information	Annual Agency Threshold Application Applicants for Funding Start Here	Apr 19, 2022 3:56 PM
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- Click Start New Application
- Title your application “[Your Organization’s Name] – Agency Threshold Checklist – [Primary Contact’s Initials]”
- Complete General Information - click Save Form Information between each entry to complete all required fields
- Provide explanations as needed, and include all required attachments to minimize delays
- Make sure you click SUBMIT and receive a confirmation email

NEW Intent to Apply Form

- ❑ Complete an **Intent to Apply form** for each proposal the offeror plans to submit by the due date identified in Form 1 – Offer Sheet: **Thursday, September 8, 2022, at 3 PM CST**
- ❑ Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “RFP 2022-008 Cold Weather Shelter” and complete an Intent to Apply form including a Threshold Certification verifying completion of Step 3 above.
- ❑ Offerors may submit more than one Intent to Apply form and must submit a unique Intent to Apply form for each proposal per the guidelines of the RFP.

NEW Intent to Apply Form (Continued)

- ❑ To complete an Intent to Apply form:
 - Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “RFP 2022-006 Homeless Supportive Services”
 - Click Start New Application (you may have multiple active Applications)
- ❑ Part 1: General Information
 - Complete each field, clicking Save Form Information after completing each step to open the next section of the form
 - Save and click the title of the next section, “Intent to Apply”
- ❑ Part 2: Ongoing Threshold Certification
 - Certify that you have completed the Annual Agency Threshold Application
 - Enter the date (month and year are sufficient) of Annual Agency Threshold Application SUBMISSION
- ❑ Part 3: Proposal Description
 - Enter a brief, but descriptive title that is not the title of the RFP and program description
 - Enter a Program Type based on one of the Service Categories associated with this RFP (Workforce Development, Benefits Enrollment, or Behavioral Health)

Sections of the RFP

Forms and Exhibits

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

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

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in <u>PartnerGrants</u> due by September 8 at 3 PM CST
1	Offer Sheet V2	Forms 1-4 must be filled out, signed, scanned, and uploaded into <u>PartnerGrants</u> by September 22 at 3 PM CST
2	RFP Proposal V2	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
A	Annual Agency Threshold Criteria	Information Only
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	Standard APH Agreement Boilerplate and Exhibits	
E	HMIS	
F	Provisions Applicable to For-Profit Entities	
G	Applying for an APH-Funded Opportunity: <u>PartnerGrants</u> 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 form and required attachments must be submitted in Partnergrants by the deadline of the Request for Proposals. Any required attachments are indicated by  symbol.

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least four times per year)
- Yes No 1. The Board composition supports what is stated in the by-laws

Documentation Required for this section:

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

II. AGENCY ADMINISTRATION

- Yes No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
- Yes No 2. Agency is eligible to contract with the City of Austin and not debarred from

Exhibit B – Solicitation Provisions and Instructions

- ❑ See Exhibit B - Standard Solicitation Provisions and Instructions for information about Proposal Format and Submission Requirements.
- ❑ The Application must be submitted in the [PartnerGrants database](#). No late submissions will be accepted. Note that where the application materials say “at,” “prior to,” or “by or before,” this means that the PartnerGrants system will not allow you to submit, or us to accept, documents submitted at or after that time.
- ❑ All documents must be uploaded into PartnerGrants. No paper copies will be accepted.
 - ❑ Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Submission Documents

Table 1: Required APH Documents. The following must be completed and/or submitted in Partnergrants:

Form Number	Title	Guidance
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants. Due September 22, 2022
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Form 1: Offer Sheet

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

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Anticipated Start date of contract:	November 1, 2022
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Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Angela Baucom Social Services Funding Specialist E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: https://austintexas.gov/article/rfp-2022-008-cold-weather-shelter
Optional Pre-Bid Meeting Date(s) and Time(s):	Wednesday, August 31, 11 AM CST
Pre-Bid Meeting Location:	Registration Required with this link: Pre-Bid Meeting: August 31, 11 AM CST
Optional Office Hours Meeting Location:	Registration Required with this link: Office Hours: September 6 at 3 PM CST

Form 1: Offer Sheet

- ❑ On the Offer sheet the organization’s representative states that they are authorized to submit this proposal for funding.
- ❑ It also states that the representative has received and read the entire RFP document packet and agrees to be bound by the terms therein.
- ❑ Signature by an authorized representative is required in order for the City of Austin to accept the proposal.



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative:

—

Date: _____

* This Offer Sheet must be signed and submitted in ~~Partnerships~~ **Partnerships** to be considered for award. Electronic Signature is acceptable.

PartnerGrants Database


- ❑ Website:
<https://PartnerGrants.austintexas.gov>
- ❑ PartnerGrants is an online/web-based database APH uses for contract management
- ❑ PROPOSALS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- ❑ PAPER PROPOSALS WILL NOT BE ACCEPTED.



The screenshot displays the PartnerGrants website interface. At the top left is the Austin Public Health logo. The main content area is titled 'Login' and features a form with fields for 'User ID' and 'Password', a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. Below the login form is a yellow 'Click here to Register' button. Further down is a 'Single Sign On Users' section with a blue 'Click Here to Access Single Sign On Tool' button. At the bottom of the login section is an 'Interested in the current posted Opportunities?' section with a blue 'View Current Funding Opportunities' button. To the right of the login section is an 'Announcements' box. The announcements text states: 'PartnerGrants recently underwent a system-wide upgrade. Various improvements include: • A modern, fresh new look to this platform • The Main Menu page displayed immediately after login becomes a dynamic, left side menu • The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here. • Enhanced sorting, selecting, and navigation options added • To view, click here'. Below the announcements is a section titled 'Reduce Potential Delays When Applying for Available Funding' with text: 'If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page. REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM. Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.'



Form 2 – RFP Proposal

RFP Proposal

- ❑ Application Section Tips:
 - Make sure to answer every question and every part of each question.
 - Some questions include drop down boxes with preselected answers indicated by 
 - Make sure to review the links within the RFP – you can find them in the RFP document, on the website and in PartnerGrants. We expect that you take the time to review the links to include the guidance provided in your answers.



Form 2 - RFP PROPOSAL

PROPOSAL INSTRUCTIONS: Fill out this document and upload the document into PartnerGrants. An Offeror may submit multiple proposals to this RFP Proposal, as long as each proposal is for a distinct program or service model or utilizing different subgrantees. 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 September 22, 2022
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 prior to submitting an Intent to Apply. Please see the Offer Sheet for the deadline for submitting the Intent to Apply. This form must be submitted once per 12 months and remains valid for all competitions closing within that time. This threshold will be reviewed by APH staff, and the agency will be notified once approved. If you have completed this application on or after April 1, 2022, and received approval, you do not need to complete the Annual Agency Threshold Application for this RFP.

RFP Intent to Apply: After submitting the Annual Agency Threshold Application, the agency will be able to submit an Intent to Apply through this RFP Opportunity. Intent to Apply forms will only be approved and access to Final Proposals granted once the Annual Agency Threshold Application approval has been

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 4,800 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.
 - Check the box in Form 2 – RFP to indicate that the form is attached in PartnerGrants.
 - Try to consolidate to one file for each question.

📎 - Named Attachments	
Named Attachment	Required
1 - Offer Sheet	✓
2 - RFP Application	✓
3 - Program Budget and Funding Summary	✓
4 - COA Certifications and Disclosures	✓
ASD1 - Additional Supporting Documentation-pdf, if applicable	
ASD2 - Additional Supporting Documentation-pdf, if applicable	
ASD3 - Additional Supporting Documentation-pdf, if applicable	

RFP Application: Racial Equity

- The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin’s values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency’s board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu 	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu 	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu 	Click or tap here to enter text.

RFP Application: Performance Metrics

- ❑ Depending on the services being proposed, required and suggested performance metrics may vary.
- ❑ Complete each required Output and Outcome in the tables provided and include explanations as needed below.
- ❑ You may include additional optional Outputs and Outcomes

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

27A. Output Measures: Provide a proposed 12-month goal for the number of unduplicated clients served by the total program as well as any additional context. The goal should be based on past performance experience, budgeted program costs, and best estimates. The contract goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Proposals must include the following output:

Type of Output	Output Wording	12-month Goal # Nov 1, 2022 – Oct 31, 2023
Required Output	Total Number of Unduplicated Clients Served per 12-month period	Click or tap here to enter goal #.

27Ai. Describe how the data will be calculated for the output.

Click or tap here to enter text.

27Aii. Provide an explanation for determining the annual goal.

Click or tap here to enter text.

27Aiii. Describe how demographic data will be documented and the method for reporting this data.

Click or tap here to enter text.

RFP Application: Program Staffing and Cost Effectiveness

- ❑ Upload position and/or job position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation.
 - Pages beyond the allowable 5 total will not be considered when evaluating applications.
- ❑ Describe the overall staffing plan to accomplish activities in the proposed program and complete both Staffing Plan tables, including the Staffing Plan During Winter and Staffing Plan Off-Season.

Example:

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

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary

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

Budget and Narrative Tab

□ Budget and Narrative Form:

- Enter the Agency Name, Program Name, and number of unduplicated clients per 12-month period calculated as number of beds available multiplied by anticipated activations in 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 beds per activation.

Form 3 - Program Budget and Narrative	
Agency Name:	
Program Name:	
Total number of beds available per activation:	
Number of estimated activations:	
Total Proposed Clients Served: (Beds Available x Projected Activations)	0
Number of separate shelter locations:	

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 12-month period for City Funding requested only
 - Period: 11/01/2022-10/31/2023
- For every budget line containing a requested amount of City of Austin Funding, enter a short description or list of items included in that budget line in Column E.
- Examples are provided in the Instructions tab.

Budget Line-Item	Requested COA Funding Initial 12 months	Amounts Funded by ALL OTHER Sources for the SAME program 12 months	Total Budget (All Funding Sources) 12-Months	Complete an explanation for each City-funded line item.
Salaries				
Personnel (benefits and payroll taxes)			\$0.00	
Operations				
General Operations			\$0.00	
Outsourced Professional Services			\$0.00	
Supplemental Programmatic Services			\$0.00	
Training/Travel Outside of Austin/Travis County			\$0.00	
Financial Assistance to Clients				
Rental Assistance			\$0.00	
General Housing Assistance			\$0.00	

Funding Summary Tab

❑ **Funding Summary :**

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

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

SubGrantee Tab

□ Sub-Grantees:

- If working with Sub-Grantees, include the Sub-Grantee name, start and end dates of the work, a brief description of services, number of clients accounted for by each Sub-Grantee, specific line items included, and the ANNUAL amount of City of Austin and funding from other sources in the table
- These totals will automatically fill in the Sub-Grantee section of the Budget and Narrative Tab

Form 3 - Program Budget and Narrative									
Agency Name:									0
Program Name:									0
Total Proposed Clients Served:									0
SubGrantee Name:	Start Date:	End Date:	Services Agreed to Perform	Unduplicated Clients Served	Line-Items	COA Amount	Other Funded Amount:	Total Amount:	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	
					Operations:			\$0.00	
					Direct Assistance:			\$0.00	
					Other			\$0.00	
					Personnel:			\$0.00	

Form 4 – COA Certifications and Disclosures

Form 4: COA Certifications and Disclosures

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

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

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Important Information

Communication with the City

❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.
- Official Questions and Answers will be published on the Competition Website weekly

❑ Anti-lobbying ordinance

- Request for Proposal process: Anti-lobbying ordinance does not apply.

Important Dates

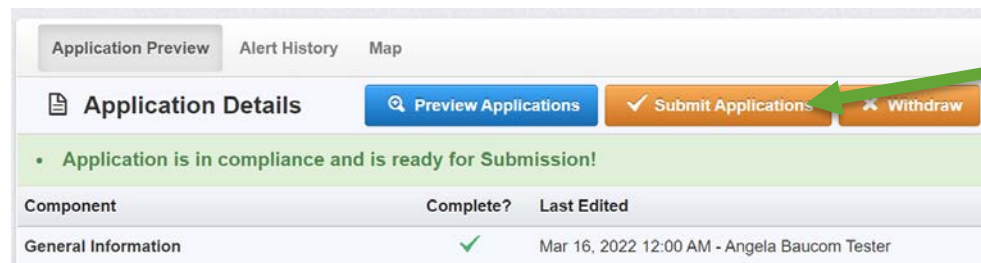
- ❑ RFP Intent to Apply DUE to APH: **Thursday, September 8, 2022, at 3 PM CST**
- ❑ RFP Proposals DUE to APH: **Thursday, September 22, 2022, at 3 PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFP are due to APH on or before: **Thursday, September 15, 2022, by 3 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFP in PartnerGrants to APH on or before: **Thursday, September 22, 2022, by 2 PM CST**

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

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

Important Tips

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



- ❑ Check that you receive a confirmation email from the PartnerGrants system indicating the status of your application is “Submitted.” Mark as Complete is NOT the same thing as Submit.
- ❑ You must have BOTH an Annual Agency Threshold on file for the Agency AND an Intent to Apply form submitted for EACH Proposal you intend to submit
- ❑ We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- ❑ Watch for emails from APHCompetitions@austintexas.gov in the days prior to the deadline in case of reminders or notes about the status of your application and DON'T share PartnerGrants accounts



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

Questions?

Contact: APHCompetitions@austintexas.gov



**Thank You
for Your Participation**
