

**Form 1 – Offer Sheet**

**SOLICITATION NAME:** RFP 2023-001 ARPA Homelessness Prevention

<b>Date Issued:</b>	Tuesday, January 31, 2023
<b>Intent to Apply Due Date:</b>	Thursday, February 16, 2023, by 3 PM CST
<b>Proposal Due Date:</b>	Thursday, March 16, 2023, by 3 PM CST
<b>Anticipated Start date of contract:</b>	August 1, 2023
<b>Questions regarding the RFP are due on or before:</b>	Thursday, March 9, 2023, by 3 PM CST
<b>Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:</b>	Thursday, March 16, 2023, by 2 PM CST
<b>Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants</b>	<b>Authorized Contact Person:</b> Angela Baucom Social Services Funding Specialist E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>
<b>Questions and Answers will be available:</b>	In Partnergrants and on the solicitation website: <a href="https://www.austintexas.gov/article/rfp-2023-001-arpa-homelessness-prevention">https://www.austintexas.gov/article/rfp-2023-001-arpa-homelessness-prevention</a>
<b>Optional Pre-Bid Meeting Date(s) and Time(s):</b>	<b>Registration Required with this link:</b> <a href="#">Pre-Bid Meeting 1: February 2, 2023, 3 PM CST</a> <a href="#">Pre-Bid Meeting 2: February 7, 2023, 10:30 AM CST</a>
<b>Office Hours Meeting Location:</b>	<b>Registration Required with this link:</b> <a href="#">Office Hours 1: February 14, 2023, 3 PM CST</a> <a href="#">Office Hours 2: March 7, 2023, 3 PM CST</a>

**APH is only accepting proposals through the [PartnerGrants database](#). No paper copies will be accepted.**  
All Offerors must:

- Confirm that their organization is a registered vendor with the City of Austin.
  - To confirm: enter the organization’s City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
  - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). And search for the organization’s legal name.
  - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
- Be a registered user in the [PartnerGrants database](#). The proposals will be submitted through this web-based system. To register, visit the PartnerGrants website and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants.site and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants.

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3. Have completed an Annual Agency Threshold Application in the [PartnerGrants database](#).
  - This form must be submitted once per 12 months 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.
  - Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application.
4. Complete an Intent to Apply form for each proposal the offeror plans to submit by the due date identified above.
  - Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “RFP 2023-001 ARPA Homelessness Prevention” 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.
5. Register with SAM.gov
  - In order to enter a contract with the City of Austin for this funding, you must be a registered vendor with the Federal Government by completing a registration in Sam.gov. The Federal Government estimates registration takes at least 14 hours. You must go through full registration, not just obtain an ID. Assistance can be provided by the Sam.gov team.
  - On April 1, 2022, the entire Sam.gov system transitioned so get started now because it could be very difficult to obtain assistance during this transition time from the Sam.gov helpdesk.
  - APH estimates from start to finish the registration process takes at least 4 weeks. Note that APH is NOT able to work with Sam.gov on your behalf or ask about the status of your registration. Your registration must be viewable to the public and not made private or restricted.

**This Offer Sheet must be signed and submitted in PartnerGrants to be considered for award.**

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This solicitation is comprised of the following required sections. Please carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

All of the following items can be found on the RFP Website: [2023-001 ARPA Homelessness Prevention](#)

Form Number	Title	Guidance
0	Intent to Apply	Completed Annual Agency Threshold Application, and completed Intent to Apply for each Proposal in PartnerGrants <b>due by February 16, 2023, by 3 PM CST</b>
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants <b>by March 16, 2023, by 3 PM CST</b>
2	RFP Proposal	
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	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	HMIS Requirements	
G	ARPA Requirements	
H	Applying for APH-Funded Opportunity: PartnerGrants Instructions	
I	Scoring Rubric Detail	

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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.