

# Social Services and Capacity Building RFA

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PRE-PROPOSAL MEETING



June 8, 2016 3:30 p.m.  
Rebekah Baines Johnson Health Center  
3<sup>rd</sup> Floor Conference Room  
15 Waller Street  
Austin, TX 78702

# INTRODUCTIONS

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## HEALTH & HUMAN SERVICES

- Robert Kingham, Social Services Policy Unit Manager
- Laura Williamson, Social Services Policy Unit Program Coordinator
  - (512) 972-5206
  - [laura.williamson2@austintexas.gov](mailto:laura.williamson2@austintexas.gov)
- Vella Karman, Social Services Policy Unit Planner

## ORGANIZATION INTRODUCTIONS

- Sign-in sheet
- Comment cards
- ❖ Please hold all questions until the end of the presentation

# OVERVIEW OF FUNDING & GOALS

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\$350,000 total funding available

- Anticipated that 4-7 contracts will be awarded
- 20% match by agencies is required
- Agencies not currently funded by City of Austin are eligible

## Contract Goals

- Social Services for Vulnerable Populations
- Capacity Building for Organizations Awarded Contracts
  - Services tailored to agency needs including individual consultation, structured courses, and mentorship opportunities provided for agencies awarded contracts

# Communication Process

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## ☐ Questions and Answers Process

- All questions submitted via email, through public meetings, and over the phone will be answered in writing and posted to the solicitation page:  
<http://www.austintexas.gov/article/social-services-capacity-building-solicitation>
  - Ensures fairness and transparency for all applicants
- Questions should be directed to Laura Williamson,  
[Laura.Williamson2@austintexas.gov](mailto:Laura.Williamson2@austintexas.gov) 512-972-5206
- Deadline to submit questions is 5:00pm on June 23, 2016

## ☐ Anti-lobbying ordinance

- Request for Application (RFA) process: anti-lobbying ordinance does not apply

# Required Documents

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All required forms available for download on the solicitation page:  
<http://www.austintexas.gov/article/social-services-capacity-building-solicitation>

- Required forms

- Section 0050 Request for Application (RFA) Offer Sheet
- Section 0500 Application, Scope of Work, and Instructions
- Section 0640 Program Performance Measures and Goals
- Section 0645 Program Staff Positions and Time
- Section 0650 Program Budget and Narrative
- Section 0835 Nonresident Bidder Provisions

- Required attachments

- Current Board of Directors bylaws
- Copy of the most recently filed 990 or 990 EX, or Extension to File documentation (no older than FY 2014)

- Optional attachments

- Approved and signed Healthy Service Environment policy/policies (*reference Part IV of Section 0500-Application, Scope of Work, and Instructions*)

# Evaluation Criteria

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<b>CRITERIA</b>	<b>MAXIMUM POINT VALUE</b>
<b>TURNED IN ALL REQUIRED DOCUMENTS</b>	N/A
<b>NOT CURRENTLY FUNDED DIRECTLY BY CITY OF AUSTIN</b>	N/A
<b>ABILITY TO FULFILL 20% MATCH REQUIREMENT</b>	N/A
<b>PROGRAM OVERVIEW &amp; STRATEGY</b>	50
<b>CAPACITY BUILDING</b>	30
<b>COST EFFECTIVENESS</b>	20
<b>BONUS EVALUATION POINTS</b>	10

# Section 0500 – Application, Scope of Work, and Instructions

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## Application Format:

- New application format compared to previous competitive solicitations
  - Allows applicants to provide answers within the application rather than putting together a separate document

## Response Instructions:

- Fill out responses in boxes provided directly below each question
  - It is preferable to be repetitive than leave sections incomplete
  - Write N/A in any boxes where an answer will not be provided
  - Comply with word limits set for each section
- Applicants may compile responses on a separate word document
  - Clearly label each question for Parts I, II, and III
  - Use size 12 Times New Roman font, double-spacing, and 1" margins

# Section 0500 – Application, Scope of Work, and Instructions

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## PART I: PROGRAM OVERVIEW & STRATEGY – 50 possible points

- ❑ Program Strategies & Target Population
  - Utilize Community Reports and Principle Objectives and Goals listed on pages 5-8
- ❑ Demonstrate experience with target population and/or proposed services
- ❑ Data Management & Program Evaluation
  - Describe successes & challenges with data management
  - How will data be used to improve program effectiveness?



# Section 0500 – Application, Scope of Work, and Instructions

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## PART I: PROGRAM OVERVIEW & STRATEGY – 50 possible points (continued)

- ❑ Client eligibility requirements
  - Requirement to maintain client records
  - Residence eligibility:
    - Limited to residents of Austin & Travis County
  - Income eligibility:
    - Family income of 200% or less Federal Poverty Income Guidelines (FPIG)
  
- ❑ Connection to Imagine Austin
  - Council priority
  - Describe how the proposed program aligns with the Imagine Austin Plan vision statement and mission(s)

# Section 0500 – Application, Scope of Work, and Instructions

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## PART II: CAPACITY BUILDING – 30 possible points

- ❑ Describe existing agency strengths and areas of opportunity for growth as an organization
  - Demonstrate need for capacity building services
- ❑ Agencies will do a self evaluation in the following areas:
  - Board development, grant writing skills, marketing & promotion, leadership & management, fundraising practices, financial management practices, human resources policies & practices, volunteer management & recruitment, planning & evaluation practices, data collection & reporting practices, and culturally and linguistically appropriate practices
- ❑ Evaluation should include a numerical ranking and how capacity building services may help your agency improve in each area (*where applicable*)

# Section 0500 – Application, Scope of Work, and Instructions

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## PART III: COST EFFECTIVENESS – 20 possible points

- ❑ Budget
  - Provide justification for proposed budget
  - All expenses should be identifiable, reasonable, and necessary
- ❑ Calculate cost per client using the formula provided
  - Should be for entire proposed program, not just for the portion funded by City of Austin
- ❑ Describe social impact and return on investment
  - Can be related to program's positive impact on social, financial, environmental, and/or quality of life factors for the clients and/or the community
- ❑ Submit a budget request for at least \$25,000 in City funding
- ❑ 20% Cash Match required for total funding amount requested
  - Can be fulfilled through other funding grants, donations, or loans

# Section 0500 – Application, Scope of Work, and Instructions

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## PART IV: BONUS EVALUATION POINTS – 10 possible points

- ❑ Optional section
- ❑ Points awarded for implementation of OR agreeing to implement the following healthy service environment practices
  - Tobacco-free campus (3 points)
  - Mother-friendly work place (3 points)
  - Employee wellness initiative (3 points)
  - Violence prevention policy (1 point)
- ❑ The City of Austin Health and Human Services Department Chronic Disease Prevention and Control Program will assist Applicants in planning and implementing these policies
  - For assistance, please call 512-972-6760

# Section 0640 - Program Performance Measures and Goals

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- ❑ Completion of Section 0640 is required as part of application
  - Related to question 1.25 in Section 0500-Application, Scope of Work, and Instructions
- ❑ Explanation of form
- ❑ Outcomes & Outputs
  - Select at least one of the Outcome/Performance Measures listed on pages 13-14
  - All social service contracts require that the number of unduplicated clients are measured as an output

# Section 0645 - Program Staff Positions and Time

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- ❑ Completion of Section 0645 is required as part of application
  - Related to questions 1.22 & 1.23 in Section 0500-Application, Scope of Work, and Instructions
- ❑ Explanation of form
- ❑ Provide Program Staff Positions and Time including:
  - Each staff position by title (*not by name of individual*) and the percent of their time dedicated to the proposed program
  - Include context for your requests in this form in your responses to questions 1.22 & 1.23 in section 0500-Application, Scope of Work, and Instructions
    - Should include descriptions, qualifications, and/or certifications required for staff members that work directly with clients.

# Section 0650 - Program Budget and Narrative

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- ❑ Completion of Section 0650 is required as part of application
  - Related to questions 3.1 & 3.2 in Section 0500-Application, Scope of Work, and Instructions
- ❑ Explanation of form
- ❑ Provide total amount of funding requested as part of the application
  - Include justification and relevance to program strategy/strategies
  - Include a list of all other funding sources for the proposed program

# Section 0050 & Section 0835

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## Completion of Sections 0050 & 0835 is required as part of application

### Section 0050 Request for Application (RFA) Offer Sheet

- Pages 1-3 of document CB1 available for download on the solicitation page: <http://www.austintexas.gov/article/social-services-capacity-building-solicitation>
- Signature by authorized representative needed in order for the City of Austin to accept the application

### Section 0835 Nonresident Bidder Provisions

- Last page of document CB1 available for download on the solicitation page: <http://www.austintexas.gov/article/social-services-capacity-building-solicitation>
- Form establishes area of residency for the agency applying for this solicitation



# Selection process

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FROM EVALUATION TO CONTRACT

# Process TIMELINE

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- Preliminary Review: July 1-July 17
- Evaluation Panel Review: July 18
- Recommendation of Interviewees: July 18
- Recommendation for Council Action (RCA): August 18
- Contract Negotiation: August 19-September 1
- Initial Contract Period: Sept. 1, 2016-Sept. 30, 2017

***PLEASE NOTE THAT ALL DATES ARE APPROXIMATE AND SUBJECT TO CHANGE***

# Important dates

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- ❑ Last day to submit questions to HHSD in writing:  
June 23, 2016, 5:00 p.m.
- ❑ Proposals due PRIOR TO 11:00 a.m. June 30, 2016
- ❑ TENTATIVE - Austin City Council Approval: August  
18, 2016

# Submittal requirements

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*one (1) original signed copy and six (6) electronic copies on six separate flash drives or CDs.*

ALL PROPOSALS SHALL BE SUBMITTED PRIOR TO

11:00 AM (CST), June 30, 2016

- Do not submit booklets, pamphlets, or other bulky items
- Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs
- Submissions should be delivered in sealed envelope with the proposal fastened with binder clips only

## Deliver to:

Austin Health and Human Services Department

Attn: Laura Williamson

7201 Levander Loop, Building H

Austin, TX 78702

# QUESTIONS?

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