



RFP 2023 – 009 Personal Attendant Pilot

Request for Proposals (RFP)

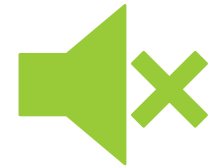
Pre-Bid TEAMS Meeting

June 21, 2023 at 2PM CST

RFP Authorized Contact Person:
Helen Howell
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 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

RFP Overview

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience with staffing personal attendants for Medicare recipients residing in Austin/Travis County. The City will fund programs that can demonstrate knowledge of and experience recruiting and staffing personal attendants, navigating the Medicare system, and can demonstrate innovative and data driven methods for providing personal attendant services for Austin/Travis County's most vulnerable Medicare recipients.

RFP Overview

Solicitation Objectives

1. Reduce assist calls to Emergency Medical Services (EMS) and Fire Department
2. Alleviate higher cost care at emergency rooms
3. Improve public health outcomes for Medicare recipients
4. Stabilize the workforce
5. Demonstrate a more cost-effective use of taxpayer dollars.

Required Applicant Criteria

Preference will be given to agencies who meet any or all of the following criteria:

1. At the time of application have at least 5 appropriately qualified full time or part time personal attendants on staff and be willing to supplement increased wages with this funding
2. Are registered Medicare providers
3. Have at least 2 years of providing personal attendant services to Medicare or Medicare eligible residents of City of Austin/Travis County
4. Have, or be able to obtain, at least 12 months of data for the metrics outlined in the Scope of Work section VI. Data Collection
5. Agree that recipients of Personal Attendant Pilot services will be selected by City of Austin
This funding cannot fund direct medical care or medical services outside of those normally performed by a personal attendant

Services Solicited

As this is a study rooted in exploring any methods that meet the solicitation objectives in the Scope of Work section II. Background and Purpose of Funding, the City allows and encourages agencies to propose solutions to meet community needs effectively. This is a non-exhaustive list of possible utilization of funds for this study:

- Providing pay raises to personal attendants (utilizing the required stipulations outlined above)
- Increasing or decreasing hours to meet the needs of staff
- Providing benefits, including but not limited to health insurance, HSA or FSA benefits, retirement funds, childcare, commute stipends, meals services, etc.

This funding **cannot** fund direct medical care or medical services outside of those normally performed by a personal attendant.

Funding and Timeline

Total Funding: \$385,000 in one-time City of Austin General Funds

Contract Term: The Agreement will have an effective start date of September 15, 2023, for a 6-month term. Proposals must be submitted using the 6-month budget allocation.

Request Limits: \$385,000

Anticipated Number of Awarded Agreements: APH anticipates awarding one agreement. Collaborative applications will be considered; however, a lead agency must be identified.

Important Dates

Date Issued:	June 16, 2023
Intent to Apply Due Date:	June 28, 2023 by 3PM CST
Proposal Due Date:	July 7, 2023 by 3PM CST
Anticipated Start date of contract:	September 15, 2023
Questions regarding the RFP are due on or before:	June 30, 2023 by 3PM CST
Technical Assistance questions regarding submission of the RFP in Partnergrants are due on or before:	July 7, 2023 by 2PM CST
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: RFP 2023-009 Personal Attendant Pilot
Optional Pre-Bid Meeting Date(s) and Time(s):	June 21, 2023 at 2PM CST Eventbrite Registration Link
Office Hours Meeting Location:	June 27, 2023 at 3PM CST Eventbrite Registration Link

RFP Scope of Work

Applicant Minimum Qualifications to be considered

- The agency must have at least two years of experience staffing personal attendants who provide services to Medicaid recipients.
- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State and City Debarment information.

Applicant Minimum Qualifications - Continued

- Be current in its payment of Federal and State payroll taxes.
- Not owe past due taxes to the City.
- Have the ability to meet Austin Public Health's standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

Data Collection and Reporting: Outputs and Outcomes

To fulfill the needs of this study, the agency must be able to demonstrate the impact of their program. Data must be collected on at least the following metrics.

1. The health outcomes for Medicare recipients receiving increased personal attendant services (as measured by quality, quantity, and/or severity).
2. The costs and impacts of applied best practices for personal attendant recruitment and retention, including but not limited to pay raises, increasing available hours, improving schedule consistency, and/or benefits packages.

Additional relevant data metrics will be considered.

Data Collection and Reporting: Outputs

Client tracking should include methods for securely recording identity, zip code, income, and demographics without violating client confidentiality. The City does not collect personal health information (PHI) or personal identifying information (PII). PHI or PII must not be submitted to the City and, if collected by the agency, must be securely maintained.

The awardee will be required to report on the following:

Required Outputs:

1. Number of unduplicated individuals served in a 12-month period.
2. Number of hours of service provided to high priority Medicare users
3. Number of calls to EMS by enrolled individuals

Data Collection and Reporting: Outcomes

Required Outcomes:

1. Percent of individuals who achieve healthy outcomes because of receiving services through Health Equity Social Service Contracts.
 - Numerator: Number of individuals who report improvement in physical, mental, emotional, or social functioning.
 - Denominator: Number of individuals receiving services through Health Equity Social Service Contracts.
2. Percent of individual Personal Attendants likely to retain their positions for at least 12 months
 - Numerator: Number of Personal Attendants employed by the agency who agree that practices, including pay rate by the agency, would encourage them to stay for 12+ months in this position
 - Denominator: Number of Personal Attendants employed by the agency

Principles of Service Delivery

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

1. Trauma-Informed Practices: Successful applicants will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.
2. Language Access Plan: Applicants will be in development of or already have developed a [Language Access Plan](#). A language access plan is a document that guides the implementation of translation and interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.
3. Referrals: Applicants should offer access to referrals and information on how to access other services and providers.

Principles of Service Delivery - Continued

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

4. Program Accessibility: Programs should actively seek to eliminate barriers to services such as providing services at locations and times most convenient to participants.
5. Equitable Service Delivery: Offerors must ensure that programs are providing services that meet the needs of diverse populations, considering systemic, institutional, and environmental barriers and inequities that exist and seeking to mitigate the effects on participant outcomes.

Best Practices

1. Evidence-based Practices: Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices appropriate to their selected service models and program designs.
2. Incorporating Perspectives from People with Lived Experience: Programs should be designed with input from individuals with lived expertise.
3. Livable Wage: The City of Austin recommends offerors follow [Strategic Direction measure EOA.C.3](#) and pay at least a livable wage to all staff working on the program.

Priority Populations

Clients receiving personal attendant services will be chosen by the City of Austin. Personal attendants are not limited by residency restrictions but must provide the majority of their services to residents living in City of Austin and/or Travis. Clients must be enrolled in Medicare.

Austin Public Health Emergency Response

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

Application Evaluation

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

RFP 2023-009 Personal Attendant Pilot Evaluation Rubric		
Form 1: Offer Sheet	Offerors must print, sign, scan, and upload signed forms.	No points, but Offeror must submit signed form.
Form 2: RFP Proposal		
Part 1: Fiscal and Administrative Capacity	Agency Information	No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below.
Part 2: Scored Proposal		
Section 1: Experience and Cultural Competence	Agency experience and performance	20 points
	Cultural competence and racial equity	5 points
		25 points total
Section 2: Program Design	Program Services	20 points
	Data Collection & Program Performance	20 points
	Principles of Service Delivery	5 points
		45 points total
Section 3: Cost Effectiveness	Program Staffing and Time	10 points
	Program Budget and Funding	20 points
Form 3	Summary	30 points total
		Total: 100 points
Form 4: COA Certifications and Disclosures	Offerors must print, sign, scan, and upload signed forms.	No points, but Offeror must submit signed form.

5 Minute Collaboration Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity that the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, and how they might add value.

Write “Interested in Collaboration” in your comment and we will include this in the Attendance Document published after the meeting.

Application Submission Instructions

Offeror Initial Steps: Registration

Vendor and PartnerGrants Registration

All Applicants must:

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

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

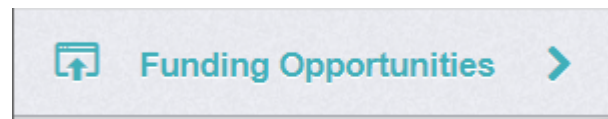
Offeror Initial Steps: Pre-Application

Annual Threshold Process

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

Completing the Annual Agency Threshold Application

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



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

Intent to Apply Form

- ❑ Offerors must complete an Intent to Apply form for each Proposal you wish to submit
- ❑ Offerors may submit multiple proposals for distinct programs. Indicate how many Proposals you wish to submit by submitting one Intent to Apply form for each by the due date indicated on the Offer Sheet: **Wednesday, June 28, 2023 by 3PM CST**
- ❑ Mark all items complete AND click Submit to ensure your Intent to Apply is Submitted
 - ❑ You will receive an automated confirmation from the PartnerGrants system verifying the form has changed status from Editing to Submitted once complete

NEW Intent to Apply Form (Continued)

- ❑ To complete an Intent to Apply form:
 - Once logged into PartnerGrants, click on “Funding Opportunities” and then opportunity title “RFP 2023-009 Personal Attendant Pilot”
 - 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 June 28, 2023 by 3PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by July 7, 2023 by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	
Exhibit Number	Title – Informational Purposes Only	
A	Threshold Application Requirements	
B	Standard Solicitation Provisions and Instructions	
C	Scope of Work	
D	APH Client Eligibility Requirements	
E	Standard APH Agreement Boilerplate and Exhibits	
F	Applying for APH-Funded Opportunity: Partnergrants Instructions	


Exhibit A – Threshold Review Form for Annual Agency Threshold Application

There is a Threshold Checklist FOR REFERENCE ONLY, but the Annual Agency Threshold Application MUST be completed in the PartnerGrants System.

If you have not already completed this step, you can use this form for reference while assembling your materials.

A– RFP Application Threshold Checklist



Instructions: This form is provided as reference only.

This information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. Any required attachments are indicated by a  symbol.

I. BOARD OF DIRECTORS

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

Documentation Required for this section:

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

II. AGENCY ADMINISTRATION

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

Exhibit B – Solicitation Provisions and Instructions

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

Submission Documents

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due before June 28, 2023 by 3PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by July 7, 2023 by 3PM CST
2	RFP Proposal	
3	Program Budget and Funding Summary	
4	COA Certifications and Disclosures	

Form 1: Offer Sheet

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

Form 1 – Offer Sheet

SOLICITATION NAME: 2023-009 Personal Attendant Pilot RFP

Date Issued:	June 16, 2023
Proposal Due Date:	July 7, <u>2023</u> by 3PM CST
Intent to Apply Due Date:	June 28, <u>2023</u> by 3PM CST
Anticipated Start Date of contract:	September 15, 2023
Questions regarding the RFP are due on or before:	June 30, <u>2023</u> by 3PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	July 7, <u>2023</u> by 2PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	Authorized Contact Person: Name: Helen Howell E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In Partnergrants and on the solicitation website: RFP 2023-009 Personal Attendant Pilot
Optional Pre-Bid Meeting Date and Time:	June 21, <u>2023</u> at 2PM CST Eventbrite Registration Link
Optional Office Hours Date and Time:	June 27, <u>2023</u> at 3PM CST Eventbrite Registration Link

Form 1: Offer Sheet

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

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

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

Signature of Officer or Authorized Representative: _____

Date: _____

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

PartnerGrants Database

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

APH Austin Public Health
PREVENT. PROMOTE. PROTECT.

Login

Enter your user id and password

User ID
Password

SIGN IN

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

[Click here to Register](#)

Single Sign On Users

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

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

Announcements

PartnerGrants recently underwent a system-wide upgrade. Various improvements include:

- A modern, fresh new look to this platform
- The Main Menu page displayed immediately after login becomes a dynamic, left side menu
- The new page displayed immediately after login is your Dashboard. Any existing workflow requiring your attention will be loaded and accessible here.
- Enhanced sorting, selecting, and navigation options added
- To view, [click here](#)

This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through Austin Public Health (APH), Office of Telecommunications and Regulatory Affairs (TARA), and Downtown Austin Community Court (DACC), that promote health, digital, and/or judicial equity.

For non-profit organizations applying for available funding, and HAVE NEVER registered as a potential vendor with the City of Austin, [Click HERE](#) to REGISTER with Austin Finance Online FIRST.

Don't know if your non-profit organization is a City of Austin registered vendor? Need to locate your organization's City of Austin vendor code? [Click HERE](#) to SEARCH by Organization's Legal Name.

If your non-profit organization is already registered as a potential City of Austin vendor, please continue above all announcements by logging in or registering to this site.

Reduce Potential Delays When Applying for Available Funding

If it has not yet already, register your non-profit organization with Austin Finance Online FIRST NOW. Once approved, return to PartnerGrants to complete the registration on this page.


REGISTERING YOUR NON-PROFIT ORGANIZATION WITH AUSTIN FINANCE ONLINE MUST OCCUR PRIOR TO BEING AUTHORIZED ACCESS INTO THIS SYSTEM.

Once registered in this system, applicants must also keep a valid, pre-approved Annual Agency Threshold Application on file to apply for available social services funding.

Form 2 – RFP Proposal



RFP Proposal

Proposal 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.



Form 2 - RFP PROPOSAL

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 July 7, 2023
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 form

Proposal Format and Submission Requirements

All documents must be uploaded to PartnerGrants. No paper copies will be accepted.


Proposal Instructions

- This form should be submitted in .doc or .docx format with only letters and numbers in the file title.
- **Total word count in the Form 2-RFP Proposal document is 15,000 words which includes the questions. Proposals that exceed 15,000 words will not be considered.**
- MS Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 3,900 words in Form 2-RFP Proposal, and this is included in the 15,000 words limit.
- The following documents will not count towards the total word count:
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 3 - Budget Narrative and Funding Summary, 4-COA Certifications.

Proposal Format and Submission Requirements

- Offerors must use this template for the proposal and cannot submit a proposal that does not include the questions and narrative.
- Agency Information is boxed and highlighted in blue, and all questions are boxed and highlighted in green. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- If using this document, Offerors must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- If compiling responses in a separate document:
 - Offerors must include all questions and narrative before their answer, so the Proposal appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**







Attachment Submission Requirements

- All Proposal files must be uploaded in PartnerGrants
- Some questions include required or optional attachments indicated by a  symbol.
 - Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments.
 - Remember to clearly title each file using only letters and numbers.
 - Try to consolidate to one file for each question.

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

RFP Application: Racial Equity

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

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

RFP Application: Performance Metrics

- Depending on the type of programming you are proposing, performance metrics may vary
- Complete each required Output and Outcome in the tables provided and include explanations as needed below.
- You may include additional Outcomes

PERFORMANCE MEASURES

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

20A. Output Measures: Provide a proposed a 6-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	6-month Goal #
		September 1, 2023 – February 29, 2024
Required Output	Total Number of Unduplicated Clients Served per 6-month period	Click or tap here to enter goal #.

RFP Application: Program Staffing and Cost Effectiveness

- Upload job/position descriptions of program staff and/or volunteers working with clients. Applicants may attach up to 5 additional pages that include job/position descriptions as supplemental documentation.
 - Pages beyond the allowable 5 total will not be considered when evaluating applications.
- Describe the overall staffing plan to accomplish activities in the proposed program and complete the Program Staffing Form.

Example:

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

Form 3 – Program Budget and Funding Summary

Form 3 - Program Budget and Funding Summary



- Complete Form 3: Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- There are 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 14-month period in Cell B5 under the Budget and Narrative worksheet.
 - The Cost Per Client worksheet will use this to automatically determine the Cost Per Client based on the overall program budget and the overall number of clients to be served.

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

Budget and Narrative Tab (Continued)

□ Budget and Narrative Form:

- Complete a budget for 6-month period for requested City Funding only
 - Period: 9/15/2023-3/15/2024
- 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 Line-Item	Requested COA Funding 14 months	Amounts Funded by ALL OTHER Sources for the SAME program 14 months	Total Budget (All Funding Sources) 14 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	
Direct Client Assistance			\$0.00	
Client Food and Beverage			\$0.00	

SubGrantee Tab

□ Sub-Grantees:

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

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

Form 4 – COA Certifications and Disclosures

Form 4: COA Certifications and Disclosures

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

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

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Important Information

Communication with the City

❑ Question and Answer Process

- Questions regarding the RFP must be directed to the Authorized Contact Person:
Helen Howell 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

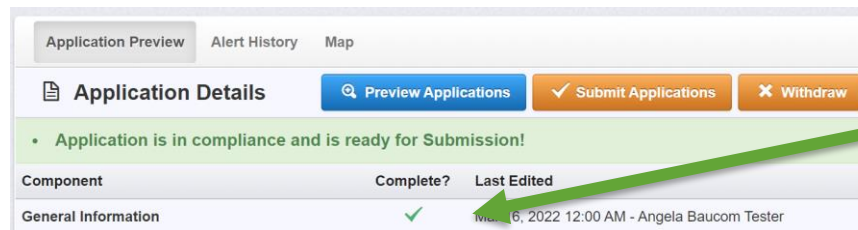
Please make sure to get your application ready **early** so you don't miss the deadlines

- 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

Date Issued:	June 16, 2023
Intent to Apply Due Date:	June 28, 2023 by 3PM CST
Proposal Due Date:	July 7, 2023 by 3PM CST
Anticipated Start date of contract:	September 15, 2023
Questions regarding the RFP are due on or before:	June 30, 2023 by 3PM CST
Technical Assistance questions regarding submission of the RFP in Partnergrants are due on or before:	July 7, 2023 by 2PM CST
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: RFP 2023-009 Personal Attendant Pilot
Optional Pre-Bid Meeting Date(s) and Time(s):	June 21, 2023 at 2PM CST Eventbrite Registration Link
Office Hours Meeting Location:	June 27, 2023 at 3PM CST Eventbrite Registration Link

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**
