

**RFP 2023-007 Workforce Development Issue Area RFP**

**Form 1 – Offer Sheet**

**SOLICITATION NAME:** RFP 2023-007 Workforce Readiness Issue Area

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| <b>Date Issued:</b>  | <b>Tuesday, October 31, 2023</b>   |
| <b>Proposal Due Date:</b>  | <b>Friday, December 15, 2023, at 3 PM CST</b>  |
| <b>Intent to Apply Due Date:</b>   | <b>Tuesday, November 28, 2023, at 3 PM CST</b>   |
| Anticipated Start date of contracts:   | Monday, April 1, 2024  |
| Questions regarding the RFP are due on or before:  | Friday, December 8, 2023. at 3 PM CST  |
| Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:      | Thursday, December 14, 2023, at 5 PM CST   |
| Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants | <b>Authorized Contact Person:</b><br>Name: Helen Howell<br>Title: Social Services Funding Specialist Senior<br>E-Mail: <a href="mailto:APHCompetitions@austintexas.gov">APHCompetitions@austintexas.gov</a>                        |
| Questions and Answers will be available:   | In PartnerGrants and on the solicitation website:<br><a href="https://www.austintexas.gov/article/rfp-2023-007-workforce-readiness-issue-area">https://www.austintexas.gov/article/rfp-2023-007-workforce-readiness-issue-area</a> |
| Optional Pre-Bid Meeting Date(s) and Time(s):  | <b>Registration Required with these links:</b><br><a href="#">Pre-Bid Meeting 1: November 6, 2023 at 2 PM</a><br><a href="#">Pre-Bid Meeting 2: November 9, 2023 at 10 AM</a>  |
| Optional Office Hours Dates and Times  | <b>Registration Required with these links:</b><br><a href="#">Office Hours 1: November 28, 2023 at 10 AM</a><br><a href="#">Office Hours 2: November 30, 2023 at 2 PM</a>  |

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

**Interested Offerors must do the following:**

Offerors Initial Steps: Registration:

1. Confirm that your organization is a registered vendor with the City of Austin.
  - To find the City of Austin Vendor Number please visit [Austin Finance Online](#). And search for the organization’s legal name.
  - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#). to register or email [VendorReg@austintexas.gov](mailto:VendorReg@austintexas.gov)
  
2. 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.

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Offerors Initial Steps: Pre-Application

1. Complete 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 offeror will be notified once approved. Offerors should note the submission date for future use
  - 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.
  
2. Complete a separate Intent to Apply form for each proposal the offeror plans to submit by the due date identified in Form 1 – Offer Sheet.
  - Once logged into PartnerGrants, click on “Opportunity,” then opportunity title “RFP2023-007 Workforce Readiness” and click “Start New Application” to complete an Intent to Apply form. The Intent to Apply form includes a Threshold Certification verifying completion of Step 1 above – state the date the Threshold was submitted.

**This Offer Sheet must be signed and submitted in PartnerGrants to be considered for award. See page 3 of this document.**

**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 by all terms.**

**All of the following items can be found on the RFP Website: <https://www.austintexas.gov/article/rfp-2023-007-workforce-readiness-issue-area>**

| Form Number    | Title                              | Guidance  |
|----------------|------------------------------------|---|
| 0              | Intent to Apply                    | Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants <b>due by Monday, November 28 at 3 PM CST</b> |
| 1              | Offer Sheet                        | Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by Friday, December 15, 2023 at 3 PM CST                           |
| 2              | RFP Proposal                       |   |
| 3              | Program Budget and Funding Summary |   |
| 4              | COA Certifications and Disclosures |   |
| Exhibit Number | Title                              | Guidance  |

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|   |   |                  |
|---|---|------------------|
| A | Threshold Review  | 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 | Applying for APH-Funded Opportunity: PartnerGrants Instructions |                  |

**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:   |  |

|  |
|--|
| <p><b>Signature of Officer or Authorized Representative:</b> _____</p> <p><b>Date:</b> _____</p> |
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**\* This Offer Sheet must be signed and submitted in PartnerGrants to be considered for award. Electronic Signature is acceptable.**