

**Form 1 – Offer Sheet**

**SOLICITATION NAME:** [RFP 2023-008 Temporary Emergency Shelter](#)

<b>Date Issued:</b>	<b>Friday, May 12, 2023</b>
<b>Intent to Apply and Annual Agency Threshold Due Date:</b>	<b>Tuesday, May 18, 2023, at 3 PM CST</b>
<b>Proposal Due Date:</b>	<b>Thursday, June 1, 2023, at 3 PM CST</b>
Anticipated Start date of contract:	August 1, 2023
Questions regarding the RFP are due on or before:	Thursday, May 25, 2023, at 3 PM CST
Technical Assistance regarding submission of the RFP in Partnergrants are due on or before:	Thursday, June 1, 2023, at 2 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	<b>Authorized Contact Person:</b> Natasha Ponczek Shoemake Social Services Funding Specialist Senior 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: <a href="#">RFP 2023-008 Temporary Emergency Shelter</a>
<b>Optional Pre-Bid Meeting Date(s) and Time(s):</b>	<b>Tuesday, May 16, 2:30 PM CST</b> Registration Required with this link: <a href="#">Eventbrite Registration</a>
<b>Site visit for Applicants at shelter location</b> NOTE: Address will be released during registration process	<b>Wednesday, May 17 at 2 PM</b> Registration Required with this link: <a href="#">Eventbrite Registration</a>
<b>APH is only accepting proposals through the <a href="#">Partnergrants database</a>. No paper copies will be accepted.</b>	
<b>Interested Offerors must do the following:</b>	
<b><u>Offerors Initial Steps: Registration</u></b>	
<ol style="list-style-type: none"> <li>1. Confirm your organization is a registered vendor with the City of Austin. <ul style="list-style-type: none"> <li>• To find the City of Austin Vendor Number please visit <a href="#">Austin Finance Online</a> and search for the organization’s legal name.</li> <li>• To register to become a potential City of Austin vendor, go to Austin Finance Online or email <a href="mailto:VendorReg@austintexas.gov">VendorReg@austintexas.gov</a> to register.</li> </ul> </li>   <li>1. Be a registered user in the Partnergrants system. The proposals will be submitted through this web-based system. <ul style="list-style-type: none"> <li>• <a href="#">To register, visit Partnergrants</a> and click on “Register Here.”</li> </ul> </li> </ol>	

- Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

**Offeror 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 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.
  - Submit one per agency per 12-months and note the submission date for future use.
2. Complete an **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" and then opportunity title "RFP 2023-008 Temporary Emergency Shelter" and click "Start New Application" to complete an Intent to Apply form including a Threshold Certification verifying completion of Step 1 above – state the date the Threshold was submitted.
  - 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.

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

**RFP 2023-008 Temporary Emergency Shelter**

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: RFP 2023-008 Temporary Emergency Shelter

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 May 18, 2023 at 3 PM CST</b>
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants <b>due by June 1, 2023 at 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 Grant Requirements	
H	Applying for an APH-Funded Opportunity: PartnerGrants Instructions	
I	Shelter facility information	

**RFP 2023-008 Temporary Emergency Shelter**

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.