

**SSAU RFP 2024-002
Rundberg Community Services Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: Helen Howell at APHCompetitions@austintexas.gov or in the PartnerGrants database by no later than Friday, May 23, 2024. at 3 PM CST

Question No.	Questions	Answers
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<p>Notice: PartnerGrants notification emails come from this address austin.grants@mail.webgrantscloud.com. This includes notifications regarding application submission, negotiation, and withdrawal. Please ensure from this address go to your inbox and not Spam, Junk, etc.</p>		
<p>RFP 2024-002 Rundberg Community Services Questions and Answers</p>		
1	Should the intent to apply and proposal focus on one of the service options (food access vs. ESL)? Or if our organization provides multiple services, could we apply across multiple types?	Offerors are welcome to propose and request funding for multiple programs (for example food access and ESL). The Intent to Apply and Proposal should be specific to each program, so for multiple proposed programs, there will be a corresponding number of Intents to Apply and Proposals.
2	Do the services have to be provided within the Rundberg area OR can the services be given to clients who live within the area? (e.g. ESL classes outside of the area but serving clients who live in Rundberg area)	<p>Offerors must provide services in the Rundberg area, defined as the area in North Austin bounded by Braker Lane to the north, Highway 183 and North Lamar to the south, Metric Blvd to the west, and Cameron/Dessau Road to the east (see Scope of Work, Solicitation Objectives, page 2).</p> <p>The priority population is people who live, work and/or attend school in Rundberg (Scope of Work, Section IV. Priority Populations)</p>
3	If an agency is located close to but outside of the Rundberg boundaries, can they qualify for this funding?	<p>Services must be provided “in the Rundberg area, defined as the area in North Austin bounded by Braker Lane to the north, Highway 183 and North Lamar to the south, Metric Blvd to the west, and Cameron/Dessau Road to the east” (Scope of Work Section VI. Services Solicited).</p> <p>If an agency’s main office is not located within these boundaries, but they are able to provide services listed within the Scope of Work that occur within these boundaries (for example via borrowed office space, pop-up or mobile services, etc.), they could qualify for this funding.</p>
3	Once we fill out the intent to apply and threshold, do we have to wait for an	Once your Intent to Apply is approved, you will have access to the final application in

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	approval for the full application to be visible?	PartnerGrants. In the meantime, we suggest preparing your Proposal answers in the Word Doc template provided, an assembling your related attachments.
4.	If we are considering a subgrantee, do they need to also be registered as a vendor or register in partner grants? OR is this just required of the primary applicant/fiscal agent?	Only the primary applicant needs to be registered in PartnerGrants & as a vendor
5.	If a Threshold Review on file is not current and a new one will be submitted, will the approval process move faster or about the same?	Threshold approval takes approximately 5 to 7 business days at any time throughout the year.
6.	In the Intent to Apply should the Proposed Program Title align with the RFP title OR with the specific services/project that we propose?	The Program Title should align with the specific proposed services.
7.	Are services eligible if they are provided at a location on the border of that map, I.e. hub located on Rundberg lane (the north side of Rundberg)?	Yes
8	Do applicants need to provide all of the services included on page 2 of the Scope of work? If not, are applications more competitive depending on the number of services the applicant proposes to provide?	Offerors do not need to provide all services listed in the Scope of Work. Proposals are evaluated according to how answers align with the Scope of Work and whether each question and each part of every question is answered clearly and thoroughly. Please see the Scope of Work, Section IX – Application Evaluation for the scoring rubric, which focuses on experience, program design, data security and management, and cost effectiveness.
9	What is the frequency of programmatic reporting? Can APH share the report templates?	For reimbursable contracts with City General Funds, performance reports are due quarterly. Please see RFP Exhibit E – Social Services Contract Boilerplate with Standard Exhibits A quarterly report template is listed on APH's Social Services Agreements Resources site . For deliverables contracts, which are more rare, performance report deadlines, content, and format are specific to deliverables, and are negotiated with your APH contract manager after award.
10	What is the frequency of financial reporting? Can APH share the report templates?	For reimbursable contracts, financial reports (claims for reimbursement) are due monthly. Please see RFP Exhibit E – Social Services

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		<p>Contract Boilerplate with Standard Exhibits (Boiler section 4.2 Reports; Compensation Terms section 2. Request for Payment). Claims report content is described in these documents as well.</p> <p>For deliverables contracts, which are more rare, financial report deadlines, content, and format are specific to deliverables, and are negotiated with your APH contract manager after award.</p>
11	Can direct patient care be included in the proposal?	APH cannot pay for direct medical services but can pay for navigation and referral to care providers.
RFP Frequently Asked Questions		
1	Regarding providing emergency services in the event of a natural disaster, how would that look? Has that happened before, like during COVID? Do you have any examples of how orgs pivoted to provide those services?	This is standard language in most City contracts. A past example is APH coordinating with an agency to provide a vaccine clinic or to hand out water during a boil order or hurricane. More often, this looks like pivoting the way standard services are provided to continue to these services to the community (i.e., In person services to virtual services during the COVID pandemic).
2	Is there a definition of quasi-government agency?	A quasi-governmental agency is an agency that provides specific services that are at times overseen by the government - like a school district, university or, at times, Workforce Solutions.
3	Will the second pre-bid meeting be the same content or additional content?	The second pre-bid meeting will be the same content and will only vary based on audience questions. Those questions will be posted with answers the solicitation website.
4	If you submit multiple proposals, could you receive multiple awards?	Correct, multiple proposals could result in multiple awards.
6	If this program already has one contract with APH (e.g., a contract through the Early Childhood RFP), can the program also be awarded a contract through this RFP?	Yes, an agency can be awarded multiple contracts with APH via multiple RFPs.
7	Are no PDFs allowed for any documents submitted as part of our proposal?	Word .doc or .docx is required for your Proposal. PDFs are allowed for supplemental documentation (i.e., annual reports, policies).

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8	Are there any guidelines/recommendations for cost per participant? How will that impact scoring?	There are no guidelines for cost per client. Cost per client only impacts scoring so far as the reasonableness of the explanation of the amount. (IE. High cost per client does not lower scoring if the reasoning for the amount is sound).
9	Are we able to negotiate the income threshold for eligibility for services beyond 200% FPL?	No, at or below 200% FPL is the current required income limit for City funded Social Services.
10	Where can we find more information on livable wages?	The Scope of Work, section VII. Principles of Service Delivery and Best Practices, contains info on livable wages for program staff, including this link from the City. This website states that the current livable wage in Austin is \$28.08. Below that, the small text indicates that Austin is “off-target,” with an average below \$28.08 and the next reasonable improvement is \$22.20. For reference, the City of Austin currently pays a minimum wage of \$20.80 per hour. The Proposal question on livable wages for staff details that the City is seeking regarding consideration of livable wages for your staff. It’s an open-ended question.
11	When we list the Type of program in the Intent to Apply, is that the same as the Category referenced when you say 'one Category' per application?	The type of program is the same as the service category.
12	Will Pre-Bid slides be available for review?	Pre-Bid slides will be available for review on the competition website and on PartnerGrants (under this funding opportunity).
13	Should our funding request be for the initial 12-month period or will it be for the entire 60 months?	The funding request should be for 12 months, per the Scope of Work Section III – Funding, and the Budget and Funding Summary Instructions tab).
14	Are there specifics indicating an allowable and unallowable cost for programming?	Please see Exhibit B3, section 10 – Allowable and Unallowable Costs (around page 21 in this packet). This exhibit, plus others, and the Boilerplate, are posted on the competition website. Also see the Program Budget and Funding Summary, first tab – Instructions, for non-

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		exhaustive list of allowable expenses per line item.
15	Do applicants submit application materials on Austin Finance Online or in PartnerGrants?	APH is only accepting proposals through the Partnergrants database, as noted on the competition website. This site contains all info and instructions to apply for this funding opportunity. RFP announcement emails from Purchasing, with links to Austin Finance Online direct applicants back to the Workforce Readiness RFP website.
16	Our organization did not submit an Intent to Apply prior to the due date, can we still apply?	APH does not accept applications for funding after the Intent to Apply deadline.
17	Are applicants to create an application for the Intent to Apply Form, and then another, separate application for the rest of the application? Or should they be combined into one application?	The Intent to Apply form (which is the Pre-Application stage in PartnerGrants) is separate from and comes before your application. Once your Intent to Apply is approved, you will receive a notification email from PartnerGrants and PartnerGrants will give you access to submit the rest of the application. Your Application in PG includes RFP documents 1-4 (Offer Sheet, Proposal, Budget, and COA Certifications and Disclosures).
18	What are guidelines for supplemental attachments in the Intent to Apply?	The Intent to Apply supplemental attachments are optional and up to your discretion. You will have ample opportunity to describe your program and submit any required and optional attachments via your Proposal and Budget (RFP forms 2 and 3).