RFP 2023-006 Early Childhood
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 Tuesday, December 5, 2023 by 3 PM CST

Last Updated November 13, 2023

Question No.	Questions	Answers
1	Notice: As of 12/6, PartnerGrants notification emails now 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.	
2	Does a CLAS Policy & Procedure suffice for the required Language Access Policy	If your CLAS policy includes language access it can be relevant. Please submit what you have.
3	If a Threshold Application has been submitted and approved, is it intuitive in PartnerGrants where to note the approval date?	Yes- Any agency user assigned to the Threshold workflow may go to "Applications." Select the desired submitted application (the page in PartnerGrants defaults to current applications, but Thresholds may also be found in archived applications if older). If you have trouble accessing or navigating in PartnerGrants, please email aphcompetitions@austintexas.gov
4	If you are applying for Direct Care and "all programming within this scope", do multiple proposals need to be submitted?	No, not if the programs aren't distinct programs. If it's one program providing several types of services, you may submit one proposal. If you're proposing separate programs, separate proposals need to be submitted; 1 per program.
5	When does the Conflict of Interest (referenced in Form #4) need to be completed?	Please see Form 4 - City of Austin Certifications and Disclosures, section 6 and 7 regarding due dates for the Conflict of Interest Disclosure questionnaire. Offerors' signed Form 4 is due with other application forms #1-4 on December 12th @ 3pm.
6	We are interested in supporting childcare providers who operate micro-business childcare services from their private residences in low-income communities. Would our project be eligible under the wraparound/support services section?	Yes, it is eligible. There will be restrictions regarding providers, they must have state-certification or be trying to achieve Texas Rising Star status.
7	Do spaces count towards word count in the Proposal?	No

8	Is there an estimate regarding the number of separate grant awards that will be made by APH for this solicitation?	We are expecting to award 4-7 agreements with a minimum request amount of $60,000.
9	Would the requested grant award amount be expected to cover the initial one-year period, or the full 60-month period?	Offerors should request the initial 12-month amount. Pending future funding availability, the 60-month total would be the 12-month amount times 5.
10	Is this presentation being recorded and will it be shared after?	The presentation is not recorded, but the slides will be available on our website and PartnerGrants.
11	Is a program that only provides parenting education & case management to parents, but no services to their children, eligible to apply under this solicitation?	Yes, as long as the focus population is parents of children ages 0-5.
12	Are direct financial assistance services for children ages 0-5 for items like diapers and formula eligible for this funding?	Yes, per the Scope of Work Section VI. Services Solicited, please see the bullet point regarding wraparound services.
13	Does the Intent to Apply program title have to be the same as the Proposal title?	It's ideal for them to have the same title, but not necessary. If you don't choose the same title for both, please make them close so it's clear that the Intent to Apply corresponds to the Proposal. This is especially important if you are submitting multiple Intents to Apply and Proposals.
14	How should we address the income verification requirement for direct financial assistance for clients in our work statement if our program does not verify income client income for services, as our clients are children?	All clients have to confirm income eligibility (and can through self-attestation of income) to receive cash financial assistance or specific requested items (i.e., child care supplies). If the assistance is being provided to each client, without exception, like if your is providing a backpack with child care products to each client or each client has dues provided for them to join a program – this is considered a program cost (General Operations) and won't need to be in DCA. Direct assistance to clients that is provided on a situational basis (especially gift cards or payments on a client's behalf) requires income eligibility. Assistance or items provided to all clients without exception is a General Operating expense that can be negotiated in the work statement.

15	If our agency has less than two years of experience, are we disqualified from applying or is it a reduction in points?	Please see the Scope of Work section X – Applicant Minimum Qualifications: "Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services OR must already have one or more directors with a minimum of two years' experience in related workforce development, adult basic education, literacy education, job placement, public communication, or advocacy role(s)."
16	Will it be considered a point reduction if our agency can't provide 2 years of performance reports to demonstrate high quality services in Austin/Travis County for the required 2yrs?	Please see the Proposal Section 1 regarding required answers about performance. If the applicant's answers to these questions demonstrate less than 2 years' experience, yes, that will affect scoring.
17	Does the required 2 years of experience and performance have to be within the City of Austin/Austin Public Health, or is it our overall experience?	No, experience does not have to be limited to partnership with or funding from the City.
18	My organization did not get the letter of intent submitted by the deadline; can we still apply?	APH does not accept applications for funding after the Intent to Apply deadline.
19	The RFP indicates that at least $62,400 is allocated to quality improvement projects - should $62,400 be the maximum amount requested?	All applicants, including those proposing quality improvement programs, can request up to the full RFP amount of $2,400,00. The reference to $62,400 in Scope of Work section III just means at least that much is dedicated to quality improvement initiatives.
20	Can you provide any guidance about what percentage of the overall project budget the City of Austin is willing to fund?	APH could fund up to 100% of the proposed budget.
21	For Form 2 - RFP Proposal - what is the desired font size and font type for the responses?	The document's protection feature automatically sets font type and size.
22	For Form 2- RFP Proposal for Part 2. Section 1. Item 11 - Can you provide examples of "Please attach appropriate documents such as policies, demographic	This is up to the agency's discretion; any documents that will clearly answer elements of the question.

	reports, etc. to support your described experience."	
23	For Form 2 - RFP Proposal Question 12 - Is it permissible to simply type the answers in the chart rather than choosing answers from the drop-down menu?	Answers in column 2 must be selected from the drop-down menu. Be sure to click within the area that says, "Click here for Drop Down Menu."
24	Data.Austintexas.org site lists two figures regarding wages to support a family in Austin: $28.08 in large font and in smaller font below, "Target $22.20". Which of these figures would be the minimum expectation for staff paid under this contract?	Data.Austintexas.org (linked in the Scope of Work page 4) 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. Please see question #31 in the Workforce Readiness RFP Proposal for details that the City is seeking regarding consideration of livable wages for your staff. It's an open-ended question.
25	Under Performance Measures, there are 4 standard social services outcome measures, and a place for 1 additional proposed outcome. Is it possible to include two additional proposed outcomes?	Applicants can propose 1 additional outcome where there's space in Proposal Question 24B. If your application is selected for award, you will have the opportunity to negotiate any additional outcomes with your contract manager.
26	Is it possible to adapt one of the standard social services outcome measures in our Proposal?	Applicants must select at least one of the Outcomes listed in the Scope of Work Section VIII and Proposal question 24B. These can't be replaced with other outcomes, as they align with the City's Business plan. Applicants can describe how these outcomes are defined for their program.
27	I do not have a paid MS office subscription, and I think it's affecting my ability to type in the Proposal document. Is there another way I can access the application to complete?	Please email aphcompetitions@austintexas.gov prior to the technical assistance request deadline of Mon. Dec. 11. If you're not able to access a working version of Microsoft Word, you could construct your own Word doc by doing the following to ensure it matches this Proposal exactly. Copy everything directly from the Proposal,

		ensuring that you copy the wording of all questions and drop down menus exactly and include all elements such as attachments, adhere to word limits, and create your own Word version in .doc or .docx format. Please see Pre-Bid slides 49-56 for these Proposal details and more. Please be advised that it is strongly recommended to complete the Proposal version attached (and listed on the website), to avoid errors or omissions. Making your own version should be the last resort.
28	Do outcome measures include individuals of all ages (i.e., children or adults)? Or does it just cover adults?	Individuals counted in performance measures are those who are listed in the Priority Populations section of the RFP Scope of Work. Regarding the Early Childhood RFP, since children and/or parents/guardians/caregivers could be receiving services, it would depend on the type of service (for example, child care or parenting education services).
29	How do we upload our Proposal and attachments?	The Proposal must be submitted in .doc or .docx (as noted in Pre-Bid slide 50). To submit the Proposal, click on 2- Proposal in PG. Likewise, to upload your Offer Sheet, Program Budget, and COA, click on the respective links in PG. To upload attachments associated with various questions in the Proposal, click on ASD/Additional Supporting Documentation. Once you click, you can enter a description; use your description to title each attachment clearly, using only letters and numbers (as noted in Pre-Bid slides 43, 50, 52). We suggest including the corresponding Proposal question number in your description.
30	Does question #28 in the proposal require us to list only City Funded staff or City Funded and Other Funded staff working on the proposed program?	In question 28, Applicants are required to list City funded positions first, then other funded positions. Q 28 point #2 states, "List position titles only…who will be partially or totally funded by

		the requested CITY FUNDING portion of the Budget in this Proposal." Here, we are instructing that any City funded staff listed here should also be listed in the City funded section of your Budget form, 2nd tab – Budget Narrative.