



# RFQS 007 – CSBG- CV Rental Assistance– 2020 – NPS Request for Qualifications (RFQS) Pre-Bid Conference Call

August 18, 2020 at 2-3:30pm  
Conference call

**RFA Authorized Contact Person:**  
Natasha Ponczek Shoemake  
[APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)

# AGENDA

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02:00 pm – 03:30 pm

- Welcome and Introductions
- RFQS Submission Instructions
- Scope of Work
- Application
- Communication with Austin Public Health
- Important Dates

## Welcome & Introductions

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- Introductions
- Housekeeping
- Everyone is muted for the call until the Q&A.
- Materials for meeting located on the website and in Partnergrants
- Comment and questions need to be submitted:
  - Via email to [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov).
  - Chat through Teams Application - If entering question in the Teams chat - indicate which area you have questions about. APH Staff will be watching comments and the email during the presentation if you have questions.
- Partnergrants technical assistance will follow the presentation.

## Initial Steps

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All Applicants must:

1. Confirm that their organization is a registered vendor with the City of Austin
  - To confirm enter the organization's City of Austin Vendor Number when registering as a user in the Partnergrants system (see #2 below).
  - 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.
2. Be a registered user in the Partnergrants system. The applications will be submitted through this web-based system. **[To register, visit the Partnergrants](#)** site and click on "Register Here."
  - Note that the organization's City of Austin Vendor number is required to complete registration in Partnergrants.

## Sections of the RFQS

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	RFQS SCOPE OF WORK	*
F	RFQS APPLICATION	X
G	PROGRAM BUDGET FORM	X
H	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	X
I	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
J	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING – No signature required, but upload of form is required	X
K	Applying for APH-Funded Opportunity – PartnerGrants Instructions	

## Submission Documents

- Required RFQS Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into PartnerGrants
F	RFQS Application	Complete in Word template provided Save as a PDF	Upload into PartnerGrants
G	Program Budget	Complete in Excel template provided Save as PDF	Upload into PartnerGrants
H	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into PartnerGrants
I	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into PartnerGrants
J	Non-Collusion Non-Conflict Anti- Lobbying	Review, sign and scan signed document	Upload into PartnerGrants
Other Attachments	PDF Documents to support responses for each question	<b>PDF all of the documents together by question so there is one PDF upload for each question as required.</b>	Upload into Partnergrants

# Section A: Offer Sheet

A signed Offer Sheet is required for your application to be valid, and must be submitted in the second part of the process.



**CITY OF AUSTIN, TEXAS**  
**Austin Public Health**

## REQUEST FOR QUALIFICATIONS (RFQS) OFFER SHEET

SOLICITATION NO: RFQS 007 – CSBG- CV Rental Assistance– 2020 – NPS

SOLICITATION NAME: Request for Qualifications for Community Services Block Grant Rental Assistance  
 Website: <https://www.austintexas.gov/article/rfqs-007-csbg-cv-rental-assistance-2020-nps>

<b>DATE ISSUED:</b>	Friday, August 7, 2020
<b>Questions regarding the RFGA are due on or before</b> Note: Technical Assistance questions regarding entry into Partnergrants may be submitted until the due date.	August 30, 2020 at noon CST
<b>Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants</b>	Natasha Ponczek Shoemake Contract Management Specialist III E-Mail: <a href="mailto:APHCompetitions@AustinTexas.gov">APHCompetitions@AustinTexas.gov</a>
<b>Questions and Answers will be available:</b>	In Partnergrants and on the solicitation website:
<b>Optional Pre-Bid Meeting Date and Time:</b>	Tuesday, August 18, 2020 2:00 pm – 3:30 pm CST
<b>Pre-Bid Meeting Location:</b>	Registration Required with this link to get the Conference Call details: <a href="#">Pre-Bid Meeting Registration link</a>
<b>RFQS Application Date Due:</b>	<b>Monday, August 31, 2020, 12pm CST</b>



## Section A: Offer Sheet

- On the Offer sheet the organization’s representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFQS document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.



**CITY OF AUSTIN, TEXAS**  
*Austin Public Health*

### REQUEST FOR QUALIFICATIONS (RFQS) OFFER SHEET

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that he/she has 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: \_\_\_\_\_





## Partnergrants Database

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

partnergrants.austintexas.gov/home.do

Apps Yahoo SharepCMU (1) SharepSSP Sharepoint Delv Council Meetings PartnerGrants Microsoft 365 TDHCA DB IDI

**APH** Austin Public Health  
PREVENT. PROMOTE. PROTECT.

- Due to inactivity, you have been logged out of the system. Please re-login.

System Compatibility

Log In

**Log In**

Click [HERE](#) to use your City of Austin Login  
If you do not have a City of Austin account, please login by entering your User ID and Password below

User ID: \*

Password: \*

Log In

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

**New to PartnerGrants?**  
[Register Here](#)

**Announcements**

**COVID 19 UPDATE**

See [austintexas.gov/COVID19](https://austintexas.gov/COVID19) for rapidly evolving information.

People experiencing coronavirus-like symptoms (COVID-19) who are uninsured and do not have an established doctor should call the COVID-19 Hotline at **512-978-8775** for guidance. This number is for **uninsured Travis County residents** - and established CommUnityCare patients - with COVID-19 symptoms.

Agencies may need to modify the way services are rendered during this unprecedented time. Prior to implementing any changes to your APH Social Services contract(s), please contact your contract manager to discuss and receive approval.

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)** and the **Office of Telecommunications and Regulatory Affairs (TARA)**, that promote health and/or digital equity.

**APH** Austin Public Health  
PREVENT. PROMOTE. PROTECT.

## Scope of Work: Background and Purpose

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The City of Austin (City) seeks to fund qualified community-based social service providers (Applicants) with demonstrated experience to operate as fiscal agent to distribute direct financial assistance on behalf of Austin Public Health Neighborhood Center clients in an amount not to exceed \$1,208,177 per 12-month period.

To that end, the City of Austin (City) seeks applications in response to this Request for Qualifications Applications (RFQS) from qualified providers (Applicants) with demonstrated experience in providing housing stability services to households at risk of homelessness.

These funds are CARES Act grant funds from the Texas Department of Housing & Community Affairs, Community Services Block Grant (CSBG) for the delivery of rent assistance to low-income residents affected by the COVID-19 pandemic.

## Scope of Work: Funding and Timeline

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### Funding and Timeline

- 2.1 Austin Public Health anticipates awarding one Agreement for \$1,208,177.
- 2.2 The Agreement will have a 9-month contract term starting October 1, 2020.
- 2.3 Applicants must be ready to process payments immediately after the start date.
  
- 2.4 Awarded programs will be structured as a reimbursement-based agreement, All funding is conditional upon approval from the Austin City Council. If awarded, Austin Public Health staff will create a contract structured as a reimbursable-based agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies all expenses.

## Scope of Work: Program Design Requirements

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We are seeking an applicant who can process payments quickly to pay vendors, typically landlords and property owners and utility vendors.

Applicant must propose the following components:

Ability to verify vendors' Tax Identification Numbers (TIN) on W-9 forms are valid and active.

Ability to process and send payments to vendors within five (5) business days of receipt of the Notice of Payment from Austin Public Health – Neighborhood Services.

Sufficient administrative capacity to comply with fiscal and compliance requirements.

## Scope of Work: Fiscal Agent

Project Type	Funding	Description	Eligible Costs
<b>Fiscal Agent</b>	Up to 10% Administration With the remainder allocated to direct financial assistance.	Funding is for the administration as fiscal agent for a maximum of \$120,817 with the remainder in direct financial assistance for a total contract of \$1,208,177.	<ul style="list-style-type: none"> <li>• Salaries</li> <li>• Operation</li> <li>• Other</li> </ul> <p>Up to 10% of the amount. If an agency is able to propose a budget with less than the 10% in administration, more funds will be available for direct financial assistance up to the full amount available for the online portal</p>

## Scope of Work: Application Format and Submission Requirements

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- All questions are boxed and **highlighted in green** in **Section F. Application**. 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, Applicants must type answers into the section that says **“Click or tap here to enter text”** after each question or in the required tables.
- Select items from the **drop-down menus** as well as check off any checkboxes with required attachments.
- This RFQS requires a lot of documents to be attached. Please PDF your responses into one PDF per question. There are a limited number of upload fields in Partnergrants.
- If compiling responses in a separate document:
  - Applicants must include all questions and narrative before their answer, so the Application appears the same as the provided template.
  - **Make sure to include the exact wording of the drop-down menus.**
  - Clearly label each question and number, use size 11 Calibri font, double-space the document, use 1” margins on 8 ½ x 11” white paper without page scaling.

## Scope of Work: Application Evaluation

All Applications will be evaluated on a case by case basis. Considerations will be given to Applicants:

- 6.3.1 With experience administering direct financial assistances to clients
- 6.3.2 With proven record of fiscal strength and stability
- 6.3.3 With capability to offer electronic payments to vendors who prefer electronic payment

Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFA
Section F: RFQS Application		
Section G: Program Budget and Narrative		
Section I: Preliminary Questions	Questions 1-14	No points, but Applicant must pass threshold for application to be evaluated
Section II:		
<b>Experience</b>	Question 1	20
<b>Experience</b>	Question 2	20
<b>Personnel</b>	Question 3	10
<b>Service Capacity</b>	Question 4	30
<b>Project Budget and Narrative</b>	Question 5	20
		TOTAL: 100 POINTS



## Section F: RFQS Application

### Section I. Applicant Minimum Qualifications

No points are assigned to questions in this section, but a response is required for each question. These questions will be used to determine if your organization is eligible to contract with the City of Austin. All Applications must have satisfactory answers in this section in order to be evaluated for potential award. If this question was referenced in the Scope of Work, the letter and number reference is included at the end of the question in parenthesis.

**Name of your Organization:** Click or tap here to enter text.

**Total Amount Requested:** Click or tap here to enter \$ amount.

**Question 1: Is your Agency a non-profit organization able to conduct business in the State of Texas? (3.1)**

Click or tap here to enter text.

**If no explain:**

Click or tap here to enter text.

**Question 2: Has your Agency submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)? (3.2)**

Click or tap here to enter text.

**If no explain:**

Click or tap here to enter text.

**Question 3: Is your agency eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information? (3.3, 3.4)**

### Application Section Tips:


- Make sure to answer every question and every part of each question.
- Click in the boxes and they will expand as large as you will need to answer the questions.



# RFQS Application:


## Question 1 and 2 Experience (20 points per question)


Section II. SCORED APPLICATION SECTIONS - Total Points Available: 100

Applicants must answer every question and every part of each question. Any required attachments are indicated by a  symbol.

### Question 1: Experience (20 points)

Please describe your organization's experience managing relevant local, state, and/or federal contracts for a minimum of two (2) years (3.7, 3.8).

 Attach all monitoring reports received during the most recent term of administering the referenced contracts

**Check here** to affirm that all monitoring reports received during the most recent term of administering the referenced contracts  attached in Partnergrants in a single PDF

### Question 2: Experience (20 points)

Provide a narrative in the textbox below with your agency's specific expertise, experience, and compliance regarding Items 4.1, 4.2, 4.3 in the Scope of Work.


Click or tap here to enter text.





Please note:


- You **MUST** upload a document for this question to answer the description of your organizations' 2 years experience.
- Monitoring reports can be reports that your funder sends after they do a desk audit or onsite review of your program.
- If your funder does not provide monitoring reports please upload a document explaining how your funders review your work and attach any documents you send them that includes program performance or an end of year report summary.

# RFQS Application:

## Question 3 Personnel (10 points)

**Question 3: Personnel (10 points)** For the portions of this questions that ask for a narrative explanation, you may either  attach your response in Partnergrants or enter your response into the textbox below. Please note all of the required attachments.

- A. Provide a general explanation in the textbox below or as an  attachment which specifies staff and their program responsibilities; the amount of time or percentage of Full Time Equivalent they will be serving the program; and the structure and reporting responsibilities of personnel.
- B.  Attach an organizational chart for your agency.
- C. If the use of subcontractors is proposed, identify personnel responsibilities and their placement in the structure and provide a description for each subcontractor's responsibilities.
- D. **For Personnel listed above, please attach:**
  -  Attach Resumes and/or professional experience and education for executive leadership listed on the organizational chart, including any professional trainings, degrees and/or certifications held
- E. **Please provide (in the textbox below or  attach) details of what experience, if any, staff assigned to this contract has with:**
  - Administering funding in contract with a governmental entity (municipal, county, state, federal)
  - Distributing Emergency Financial Assistance

**Check here** to affirm that resumes and/or professional experience, organizational chart, etc. are  attached in Partnergrants in a single PDF.

Click or tap here to enter text.

Please note:

- You may attach **JOB DESCRIPTIONS** as well as resumes for any staff that will be working on the program, not just executive leadership.

# RFQS Application:

## Question 4 Service Capacity (30 points)

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### Question 4 – Service Capacity (30 points)

A. In the textbox below define in detail your understanding of the requirements presented in the Scope of Work and your organization's capacity to provide the listed services and operations, specifically addressing Items in:

**Section 4. Program Design Requirements**

**Section 6. Application Evaluation**

B. Describe your capacity to pay vendors electronically for vendors that prefer electronic payment?

Click or tap here to enter text.

# RFQS Application:

## Question 5 (20 points)

### Question 5. Project Budget and Narrative (20 points)

#### A. What percentage of the budget are you requesting for administrative costs (10% max)?

Click or tap here to enter percentage requested.

#### B. Please fill out the attached G. Project Budget Forms.

Complete *Section G: Project Budget Form* in a separate document.  Upload completed document into Partnergrants to complete this question.

#### Project Budget

- All line item amounts must be entered as WHOLE DOLLARS.
- If no funds are budgeted for a line item, leave it blank.
- The dollar amount requested must equal the amount in Question 5a.
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS and are correct.

#### Budget Narrative Instructions:

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.

Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding.

Check here to indicate that *Section G: Project Budget Form* is  attached in Partnergrants.

#### Please Note:

- Austin Public Health anticipates awarding one Agreement for \$1,208,177.
- Agencies may apply for up to 10% of that total for administration.
- However, the less amount that is spent on administration, the more can be spent on direct financial assistance for the community.

# Communication with the City

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## Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the Funding Opportunity page in Partnergrants and the solicitation website at least once per week.
- Questions regarding the RFQS must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov).
- Only the information provided by the Authorized Contact Person is valid.

## Anti-lobbying ordinance

- Request for Qualifications process: Anti-lobbying ordinance does not apply.

## Important Dates

- Deadline to Submit Questions to APH: **August 30 2020 at NOON CST**
  - For technical assistance regarding entering your information into Partnergrants, you may submit questions up until the due date.
  - **TIP: SUBMIT YOUR APPLICATION EARLY BY August 30th.** Make the 30th your deadline so you do not wait until the last minute to hit submit.
- RFQS Applications DUE to APH: **Monday, August 31, 2020 at NOON CST**
- Anticipate start date of contract is **October 1, 2020 for a 9-month term**
- Evaluation of Applications done by the second week of September
- YouTube Youtube Videos can be viewed here:
  - [Applying for Partnergrants Solicitation: Part 1 Threshold Review](#) and
  - [Applying for Partnergrants Solicitation: Part 2 Final Application.](#)
- Also, you may contact Allan McCracken – [Allan.McCracken@Austintexas.gov](mailto:Allan.McCracken@Austintexas.gov) .





# Questions?

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Contact: [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov)