

Form 1 – Offer Sheet

SOLICITATION NAME: RFP SSAU-2024-002 Rundberg Community Services

Date Issued:	Thursday, May 2, 2024
Proposal Due Date:	Thursday, May 30, 2024, 3 PM CST
Intent to Apply Due Date:	Thursday, May 16, 2024, 3 PM CST
Anticipated Start date of contracts:	Monday, September 16, 2024
Questions regarding the RFP are due on or before:	Thursday, May 23, 2024, 3 PM CST
Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:	Wednesday May 29, 5 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	Authorized Contact Person: Name: Helen Howell Title: Social Services Funding Specialist Senior E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: Ssau-rfp-2024-002-rundberg-community-services
Optional Pre-Bid Meeting Date(s) and Time(s):	Pre-bid meeting 1: May 7, 2-3:30 PM CST EventBrite Registration Pre-bid meeting 2: May 9, 10-11:30 PM CST EventBrite Registration
Optional Office Hours Dates and Times	Office Hours 1: May 14, 2-3:00 PM CST EventBrite Registration Office Hours 2: May 15, 11-12:00 PM CST EventBrite Registration

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

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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.

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 “RFP SSAU-2024-002 Rundberg Community Services” 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/ssau-rfp-2024-002-rundberg-community-services): <https://www.austintexas.gov/article/ssau-rfp-2024-002-rundberg-community-services>

Form Number	Title	Guidance
0	Intent to Apply	Approved Annual Agency Threshold Application and Intent to Apply for each Proposal in PartnerGrants due by Thursday, May 16, 2024, 3 PM CST
1	Offer Sheet	Forms 1-4 must be filled out, signed, scanned, and uploaded into PartnerGrants by Thursday, May 30, 2024, 3 PM CST
2	RFP Proposal	
3	Program Budget and Narrative	

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4	COA Certifications and Disclosures	
Exhibit Number	Title	Guidance
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:	

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.