

CITY OF SAN ANTONIO

Department of Human Services (“DHS”)



**REQUEST FOR PROPOSALS
 (“RFP”)**

for

Human Services Consolidated Funding FY24-25

(RFP 23-066; RFx 6100016759)

Release Date: March 27, 2023

Proposals Due: May 31, 2023; 11:00 AM Central Time

This solicitation has been identified as High-Profile.

PROHIBITED CAMPAIGN CONTRIBUTIONS

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the *10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period):

- (1) Any individual seeking a high-profile contract;
- (2) Any owner, officer, officer of board, and executive committee member of an entity seeking a high-profile contract, excluding board officers and executive committee members of 501 (c)(3), 501(c)(4) and 501 (c)(6) non-profit organizations not created or controlled by the City whose board service is done strictly as a volunteer with no financial compensation and no economic gain from the non-profit entity;
- (3) The legal signatory of the high-profile contract;
- (4) Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
- (5) Subcontractors hired or retained to provide services under the high-profile contract; and
- (6) Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

****For this solicitation, the first-day contributions are prohibited is **TUESDAY, APRIL 11, 2023.*****

The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.

RESTRICTIONS ON COMMUNICATIONS

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from May 31, 2023 until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.

Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal(s) submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration. For additional information, see the section of this RFP entitled “Restrictions on Communication”.

002 - TABLE OF CONTENTS

Section Number	Section Name	Page Number
001	Cover Page	1
002	Table of Contents	2
003	Background	3
004	Scope of Service	3
005	Additional Requirements	16
006	Term of Contract	17
007	Pre-Submittal Conference	17
008	Proposal Requirements	18
009	Changes to RFP	19
010	Submission of Proposal	20
011	Restrictions on Communication	21
012	Evaluation of Criteria	21
013	Award of Contract and Reservation of Rights	24
014	Schedule of Events	25
Section 015 - RFP Exhibits		
RFP Exhibit 1	List of City Priorities and Plans	27
RFP Exhibit 2	Insurance Requirements	28
RFP Exhibit 3	Indemnification Requirements	30
RFP Exhibit 4	Prohibition on Contracts with Companies Boycotting Israel	31
RFP Exhibit 5	Prohibition on Contracts with Companies Boycotting Certain Energy Companies	32
RFP Exhibit 6	Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries	33
RFP Exhibit 7	Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organizations Prohibited	34
RFP Exhibit 8	Strong Fiscal and Administrative Internal Controls Tool	35
Section 016 - RFP Attachments		
<p>Respondent's Proposal must contain the following documents.</p> <p>These forms can be found as attachments to this RFP or web links, as indicated.</p>		
Attachment A	Long-Term Outcome and Priority Area	37
Attachment B	General Information Form	38
Attachment C	Experience, Background, Qualifications (EBQ)	42
Attachment D	Organization Composition Form	43
Attachment E	Proposed Program Plan	44
Attachment F	Performance Measure Scorecard – Part I	45
	Performance Measure Scorecard – Part II	46
Attachment G	Total Agency & Program Budget with Narrative	47
Attachment H	Contracts Disclosure Form	48
Attachment I	Litigation Disclosure Form	49
Attachment J	Certificate of Interested Parties Form 1295	50
Attachment K	Financial Information	51
Attachment L	Sample Contract	52
Attachment M	Signature Page	53
Attachment N	Proposal Checklist	54

003 – BACKGROUND

The City of San Antonio (City), Department of Human Services (DHS), is soliciting proposals from qualified Respondents interested in providing Human and Social Services as outlined in this Request for Proposal (RFP). The mission of DHS is “to promote life-long success by providing Human Services and connecting people to community resources. DHS aims to achieve their mission by funding qualified organizations who provide services which support and contribute to the long-term outcomes (LTOs) adopted by the Department:

1. Children and youth are safe, healthy, resilient, and ready to succeed in school and life.
2. Individuals and families are financially secure and in stable housing.
3. Homelessness is rare, brief, and non-recurring.
4. Seniors are healthy, engaged, and independent.

Funding provided thru this RFP is intended to support outcome-based programming while equitably distributing resources where they will have greatest impact. DHS specifically seeks to contract with nonprofit organizations who conceive and execute evidence-based programs which will strategically improve conditions for our community by bolstering civic and economic power to “close the gap” so that race and income are not predictors of one’s success.

To improve the impact of Consolidated Funding, DHS continues to work with funders and community stakeholders to align on shared high-priority outcomes and results, advocate for equitable distribution of funding, and improve transparency and accountability to the community. The goal is for non-profit organizations and funders to work together to lead a continuum of essential human services. This RFP represents a competitive process whereby contracts will be awarded to qualified Respondents whose programs and services most align with the scope of service. Funding awards and amounts will be determined by City Council during the annual budget adoption and will be available in Fiscal Year 2024 and 2025 based on fund availability and performance.

Funding to support the programs may be provided through a variety of City General Fund or grant resources, including but not limited to, federal and state resources: U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Community Development Block Grant (CDBG), and the Texas Department of Housing and Community Affairs (TDHCA) Homeless Housing and Services Program (HHSP). The City reserves the right to include additional funds during this solicitation and the subsequent contract periods as funding becomes available. All respondents awarded a contract from this RFP must fully comply with all applicable federal, state, and local laws, rules, regulations, and policies required by the funding source supporting each individual contract.

004 - SCOPE OF SERVICE

The City of San Antonio (City), Department of Human Services (DHS), is soliciting proposals from qualified Respondents interested in providing Human and Social Services in alignment with the Departments long-term outcomes and the strategies within each. **Respondents are encouraged to thoroughly review each of these long-term outcomes to determine which most closely aligns with their program’s outcomes.** The City considers coordination with City services and other community-based organizations essential to the successful provision of human services. Priority will be given to programs that are integrated with City priorities and initiatives, demonstrates successful community collaboration, align with specific location and strategies, demonstrate program return on investment and evidence-based outcomes, and detail fiscal sustainability plans for programs submitted for funding. See **Exhibit 1** for a complete list of City priorities and initiatives. These plans are referenced in the tables below related to each long-term outcome and strategy.

In the following pages within this section, there are four long-term outcomes defined. Within each long-term outcome, there are five sections:

1. Overview – general information related to the long-term outcome and all priorities or goals within it.
2. Priority – a sub-section within a long-term outcome which is a priority focus for DHS.
3. Background – information on how DHS determined the priority or goal and what community indicators were reviewed.
4. Strategy – how DHS plans to reach the long-term outcome within the funding priority.
5. Demonstrated Expertise – information on how proposals submitted under each priority or goal will be evaluated for alignment with DHS’s strategy.

The City will accept and evaluate proposals for programs and projects that support the following long-term outcomes and strategies:

Long-Term Outcome # 1

Children and youth are safe, healthy, resilient, and ready to succeed in school and life.

Overview

DHS serves as a direct service provider, partner, and primary funder of initiatives that promote early childhood development, safe learning environments, nurturing home environments, and diverse opportunities to ensure that children and youth have needed resources to succeed in school and life. These commitments are in direct alignment with the Future Ready Bexar County plan, through which our larger community will scale Healing, Access, and Voice in service of the North Star goal of 70% postsecondary enrollment among high school graduates in our community by the year 2030. Through this RFP, the City will fund programs that contribute to this collective effort to improve the well-being of children and youth in any of the priorities and goals named below.

Interested grantees are expected to be or to become active partners in the Future Ready Bexar County plan, for which UP Partnership is the backbone agency. In participating school districts and geographies, DHS grantees will be expected to participate in campus level meetings among Future Ready partners to ensure active, data-informed coordination to meet student needs across relevant stakeholders. At the time of this RFP release, the school districts signed onto the Future Ready Bexar County plan that are also prioritized by DHS include: Edgewood ISD, Harlandale ISD, Northside ISD, San Antonio ISD, and Southwest ISD.

Priority # 1

Child Abuse Prevention

Background

A priority for DHS is to contribute to a reduction in the number of child abuse cases in San Antonio. One indicator by which DHS can measure impact to this priority area to look at the number of alleged child abuse cases reported by the Texas Department of Family and Protective Services (TDFPS).

DHS Strategy

Reduce the number of alleged cases of Child Abuse by Texas Department of Family and Protective Services (TDFPS) to less than 40 cases per 1,000 children (4%) in the following fifteen (15) zip codes: 78202, 78203, 78207, 78210, 78211, 78217, 78218, 78219, 78220, 78222, 78227, 78238, 78239, 78252, and 78263.

Demonstrated Expertise

Proposals submitted for evaluation under this goal should demonstrate an understanding of the City's *Comprehensive Domestic Violence Plan* and identify how their proposed program aligns with prevention (e.g., Triple P Parent Program, school-based prevention programs, trauma informed care interventions for offenders, etc.) and/or acute response strategies (e.g., provided enhanced training to first responders). Proposals should provide evidence of program effectiveness, availability of implementation guidance and tools, training and technical assistance necessary to implement the approach, identification of costs to adopt and sustain the approach, and how the proposed program considers community needs and preferences. Preference will be given to proposed programs which promote a culture of trauma-informed care and education on Adverse Childhood Experiences (ACEs).

Examples of programs that align with this goal may include, but are not limited to, services with an emphasis on serving families of infants, toddlers, and young children such as parenting education, education on how to be a trauma-informed organization for professionals serving this population, case management, counseling, and crisis respite care.

Programs including parenting education must utilize evidence-based or research-based parenting education curricula that includes the provision of in-home services and prevention or reduction of child abuse. Programs including case management must focus on the prevention or reduction of child abuse and neglect by providing services designed to resolve stressors (ex. Poverty, unemployment, underemployment, homelessness, parental separation, teen parenting, domestic violence, mental illness, substance abuse, crime, or incarceration). Programs applying under this goal must measure results through identified assessment tools that demonstrate how their programs will contribute to a reduction in child abuse or neglect cases.

Proposed programs offering non-urgent and preventive services will be evaluated based on how they target and serve clients residing in the 15 zip codes stated in the *DHS Strategy* for this priority. Proposed programs providing emergency intervention services and shelters will be exempt from providing services only to clients living within the listed 15 zip codes.

Priority # 2	College, Career and Military Readiness
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Background
 A priority for DHS is to contribute to an increase in the number of high school graduates that are assessed as college, career or military ready. One indicator by which DHS can measure impact to this priority is by reviewing the percentage of college, career, and military ready high school graduates in targeted school districts.

DHS Strategy
70% of graduated students as college, career, and military ready in Edgewood ISD, Harlandale ISD, Northside ISD, San Antonio ISD, South San Antonio ISD, Southside ISD, and Southwest ISD.

Demonstrated Expertise
 Proposals submitted for evaluation under this strategy should demonstrate a comprehensive approach to preparing and inspiring students for college, military, and career success and opportunity. The programs should focus on students from underrepresented populations and ensure children served in the targeted school districts receive the necessary support to navigate education and employment pathways. Implementation strategies may address multiple age groups and students of varying abilities to ensure academic success and appropriate advancement in grade levels. In alignment with the Future Ready Bexar County plan, grantees will be expected to amplify postsecondary access and affordability messaging that supports early onramps to designated citywide initiatives like AlamoPROMISE.

Examples of programs that align with this strategy may include, but are not limited to, programs which facilitate higher education and vocational or trade attainment, assistance with scholarships, financial aid and college applications, college retention initiatives, dedicated advising for alternative school students, career preparation, military preparation including the Armed Services Vocational Aptitude Battery and development of key social emotional skills and cognitive strategies. Successful proposal will demonstrate how they plan to partner with targeted school districts and/or the San Antonio Education Partnership.

Programs applying under this goal must measure outcomes through identified assessment tools that demonstrate how their results will contribute to an increase in the rate of students who are college, career or military ready in the targeted school districts and score at the Masters Grade Level on the State of Texas Assessment of Academic Readiness. In participating school districts, grantees will be expected to take part in a larger integrated data strategy supported by UP Partnership.

Priority # 3	Kinder Readiness
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Background:
 A priority for DHS is that all children entering kindergarten are ready to succeed in life and in school. One indicator by which DHS can measure impact to this priority area is the percentage of kindergartners who are assessed as developmentally “very ready” for kindergarten in social and emotional development domains by the Texas Education Agency (TEA).

DHS Strategy:
85% of children in San Antonio ISD (SAISD) and Edgewood ISD (EISD) who attended a Texas Public PreK in the previous school year for 80 or more days are ready for kindergarten in the 2024-2025 school year.

Demonstrated Expertise:
 Proposals submitted for evaluation under this strategy should demonstrate how the proposed program will provide services to current and potential children and their families within SAISD and EISD. Programs should focus on improving school readiness along with health and mental well-being for children. Priority will be given to proposals that demonstrate attention to the needs of special populations in the designated service area including economically disadvantaged children, those with disabilities, and/or homeless.

Examples of early child development strategies that lead to school readiness may include, but are not limited to, child development, parent engagement, parent education, parent and family support case management, and health and mental wellness.

Programs including case management services must focus on activities that support child and parent educational outcomes and improved life trajectories of families served. Programs applying in this category must measure results through identified assessment tools that demonstrate how their program contributes to kindergarten readiness and school success.

Priority # 4	Youth Success
<p><i>Background:</i></p> <p>A priority for DHS is to contribute to a reduction in the number of opportunity youth in San Antonio. One indicator by which DHS can measure impact is the number of 16- to 24-year-olds residing in targeted school districts who are not in school nor employed, and the number of high school “dropouts” in the targeted school districts.</p>	
<p><i>DHS Strategy:</i></p> <p>1) Reduce the percentage of high school “dropouts” in the following school districts: Edgewood ISD, Harlandale ISD, San Antonio ISD, South San Antonio ISD, and Southwest ISD.</p>	
<p><i>Demonstrated Expertise:</i></p> <p>Once students have dropped out of school, they appear on a campus “leaver record” which identifies students who have dropped out of school or have been withdrawn by the school district. Additionally, youth in foster care or involved in the justice system are at a higher risk for dropping out.</p> <p>Proposals submitted for evaluation under this strategy should incorporate successful dropout prevention characteristics as identified by the Texas Education Agency which include, but are not limited to,</p> <ul style="list-style-type: none"> • School-community collaboration – schools’ partner with a wide-range of local entities outside of school (e.g., congregations, libraries, nonprofits); • Safe and healthy learning environments – concentrates on violence prevention plans, food and nutrition resources, housing stability, conflict resolution and social intelligence. • Family engagement – involves families to improve attendance and academic progress. • Mentoring/Tutoring – fosters trusting relationships between an adult and youth with a focus on academics and grade level reading. • Alternative schooling – students are provided with alternative school models (e.g., online, credit recovery, flexible school hours). • Career and technology education – integrate academic and career-based skills. • Behavioral health. <p>Examples of programs that align with this strategy include, but are not limited to, mentoring, case management, counseling and peer support, school-based support, leadership and development, education and career exploration, and behavioral health. In alignment with the Future Ready Bexar County plan, relevant grantees will be expected to amplify postsecondary access and affordability messaging that supports early onramps to designated citywide initiatives like AlamoPROMISE.</p> <p>Programs applying in this category must report on high school graduation rates, student academic progress, standardized testing results, and matriculation, among others. In participating school districts, grantees will be expected to take part in a larger integrated data strategy supported by UP Partnership.</p>	
<p><i>DHS Strategy:</i></p> <p>2) Reduce the number of opportunity youth (16-24 not in school, nor working) residing in the following school districts: Edgewood ISD, Harlandale ISD, Northeast ISD, Northside ISD, San Antonio ISD and South San Antonio ISD.</p>	
<p><i>Demonstrated Expertise:</i></p> <p>Proposals submitted for evaluation under this strategy should demonstrate how the proposed program will align its services to support the City’s NXT Level Youth Opportunity Center, including services provided onsite.</p> <p>Programs providing community referral services should demonstrate how the program will prioritize referrals from the NXT Level Youth Opportunity Center, Parks and Recreation, Municipal Court, Metropolitan Health District, the San Antonio Public Library, and the San Antonio Police Department. Programs should also demonstrate how their services help connect youth to educational and employment pathways, including supporting youth as they pursue their education and/or career goals. Strategies for youth who have or will age out of the foster care system as well as homeless or justice-involved youth should be clearly detailed in the proposed scope of services.</p> <p>Examples of services that align with this strategy include, but are not limited to, youth case management, childcare, ID recovery, basic needs (e.g., food insecurity, housing, transportation, and health), tutoring, and behavioral health services. Programs applying in this category must measure results through identified assessment tools that demonstrate how their results will contribute to a reduction in the number of 16–24-year-olds who are not in school or working in the targeted service areas.</p>	

Long-Term Outcome # 2

Individuals and families are financially secure and in stable housing.

Overview:

DHS serves as a direct service provider, partner, and primary funder of initiatives that provide services to low-income individuals and families that are designated to provide them with necessary basic need support services while moving them toward better jobs and financial self-sufficiency. Services operated by DHS include emergency assistance, financial counseling, volunteer income tax assistance (VITA) preparation, tuition assistance, and intensive case management. Through this RFP, the City will fund programs which ensure individuals and families are safe and financially secure. Programs applying under this goal should, at a minimum, submit evidence of their technical capacity and experience with providing highly vulnerable families with stabilization, safety nets, or financial security services.

Priority # 1

Domestic Violence Prevention

Background:

A priority for DHS is to contribute to a reduction in the number of family violence assaults. One indicator by which DHS can measure impact to this priority is the number of Aggravated Family Violence (AFV) and Family Violence Reports (FVR).

DHS Strategy:

Reduce the number of reported aggravated Family Violence (AFV) and Family Violence Reports (FVR) by the San Antonio Policy Department (TDFPS) to less than 10 cases per 1,000 residents in the following 24 zip codes:

78202, 78203, 78204, 78207, 78208, 78210, 78211, 78213, 78214, 78215, 78217, 78218, 78219, 78222, 78223, 78224, 78226, 78227, 78228, 78229, 78235, 78237, 78238, and 78242.

Demonstrated Expertise:

Proposals submitted for evaluation under this goal should demonstrate an understanding of the City's *Comprehensive Domestic Violence Plan* and identify how the proposed program aligns with prevention and/or acute response strategies.

Programming sought under this strategy are those which provide domestic violence prevention and intervention supports for families affected by domestic violence to help rebuild strong and healthy families while establishing long-term safety for each member of the family. The goal of such programming is to end the intergenerational transmission of trauma and abuse. Preference will be given to programs which demonstrate a culture of providing trauma-informed care. Successful intervention strategies should indicate how services provided will mitigate the effects of trauma or factors that increase the likelihood of intimate partner violence occurring.

Proposals should provide evidence of program effectiveness, availability of implementation guidance and tools, training and technical assistance necessary to implement the approach, identify the cost of adopting and sustaining the approach, and how the proposed program takes into consideration community needs and preferences.

Examples of services which align with this strategy include, but are not limited to, awareness, training to identify risks, crisis intervention and supportive counseling, emergency, and transitional shelter, individual and family trauma-informed therapy, economic empowerment, case management, advocacy with legal, housing, and public benefits systems, and referrals to appropriate services. Programs applying in this strategy must measure results through identified assessment which demonstrate how they will assist at-risk families in reducing the likelihood of initial incidents or recurrence in domestic violence or intimate partner violence assaults.

Additional services which may be funded under this strategy:

- **Referral system:** Develop and staff a 24-hour domestic violence/intimate partner crisis hotline to provide trauma-informed assistance and service referrals. Services should include, but are not limited to, complete assessment of existing domestic violence referral process in San Antonio area hospital systems, development model referral system in collaboration with local domestic violence service providers, implement a pilot model referral system in one hospital system, identify a collection system for related data, and provide training to area hospitals on a referral system. Proposal should include demonstrated capacity to serve in multiple languages and to meet the needs of LGBTQIA, immigrant, and special needs residents.
- **System Navigators:** Develop and staff a program of victim service navigators. Similar to the role of Patient Navigators used in health care settings, there is a need for knowledgeable and skilled experts to help people who have experienced domestic violence navigate between different areas of the victim services system. System navigators should assist people in directly accessing and completing processes such as the following:

- Filing a report with law enforcement,
- Applying for victim compensation funds,
- Engaging with attorneys and court personnel, and
- Identifying and completing applications for eligibility-based support programs.

Proposals should include demonstrated capacity or serve in multiple languages and meet the needs of LGBTQIA, immigrant, and special needs residents.

- **Pro-Bono Representation:** Establish and manage a recruitment and training network to support the increase of pro-bono legal representation related to the cases of domestic violence survivors in criminal and civil proceedings. Services should include, but are not limited to, convening with local pro-bono stakeholders to discuss protective order project planning, identifying and recruiting attorneys for pro-bono representation, and train attorneys to facilitate pro-bono assistance.
- **Forensic Nurse Examiners:** Provide training and assistance to Bexar County hospital systems to support implementation of a domestic violence forensic nurse examiner program.
- **Lethality Assessments:** Provide training and assistance to Bexar County area health care and behavioral health systems as well as emergency medical services, and fire departments to support implementation of a Collaborative Commission on Domestic Violence (CCDV)-selected domestic violence lethality/danger assessment. Proposals should include capacity to provide training on strangulation and trauma informed family violence victim identification.

The listed zip codes in this strategy apply to non-urgent and preventive services. Programs providing emergency intervention services and shelters will be exempt from providing services only to clients living within the listed zip codes.

Priority # 2	Financial Security
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Background:

A priority for DHS is to contribute to an increase in the financial security of low-income households and households with a member with a disability. One indicator by which DHS can measure impact is the percentage of low-income households severely cost burdened. (“Severely cost burdened” is defined as households with monthly housing costs exceeding 50% of the monthly income. Housing costs include mortgage, rent, utilities.)

DHS Strategy:

Reduce the percentage of low-income households severely cost burdened to less than 15% by zip code in the following zip codes: 78201, 78203, 78207, 78208, 78210, 78213, 78216, 78217, 78218, 78219, 78220, 78226, 78227, 78229, 78238, 78249, 78257, 78264,

Demonstrated Expertise:

Proposals submitted for evaluation under this should demonstrate their understanding of the City’s Status of Poverty Report and the Community Recovery and Resiliency Plan by identifying how their proposed program aligns with recommendations in the reports which are focused on overarching categories:

- Focusing on highest need geographies and populations
- Fostering integration of asset building and social safety net services
- Enhancing the safety net for low-income families
- Expanding access to products and services that support asset building and preservation.

Examples of programs that align with this strategy include, but are not limited to, those which provide financial assistance, medical and prescription assistance, benefits enrollment, food assistance, case management for vulnerable populations to improve the overall financial stability, Volunteer Income Tax Assistance (VITA) programs, debt collection legal assistance, low-cost consumer loan alternatives, professional one-on-one financial counseling, and benefits navigation for residents.

Proposed programs which will provide case management services should demonstrate how they will assist individuals and families to achieve or maintain their financial security utilizing an array of services and acting as a coordinator for other service providers and organizations. Proposed programs which will provide financial counseling must demonstrate the use of nationally recognized, City-approved curriculum to provide financial literacy education, connect individuals to mainstream “Bank On” certified financial accounts, and report results evidencing improved financial stability as a result of the client participating in the program. Proposed programs which will provide Volunteer Income Tax Assistance (VITA) should require that all staff involved in the management and oversight of the program be IRS VITA-certified at the “advanced” level. Additionally, any performance reports submitted to DHS during the contract period must align with the IRS Tax Slayer reporting tool.

Proposed programs applying under this strategy should report on how their programs results in individuals and families transitioning out of poverty or preventing homelessness. Programs applying in this category must measure results through identified assessment tools to demonstrate how they will assist households receiving emergency assistance from DHS to increase financial stability.

Long-Term Outcome # 3

Homelessness is rare, brief, and nonrecurring.

Priority # 1	End Homelessness
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Overview:

The City serves as a partner and funder of homeless services to promote health, housing stability, and self-sufficiency for San Antonio's most vulnerable residents. The City will fund programs aligned with an overall reduction in homelessness of individuals and families at risk of or experiencing homelessness as defined by the McKinney Vento Act (inclusive of doubled-up and couch surfing) and the Department of Housing and Urban Development (HUD) Hearth Act. Targeted communities include services for youth, families, veterans, unsheltered, and those with HIV/AIDs.

Programs applying under this outcome should, at a minimum, submit evidence of their technical capability and experience with serving homeless populations including the targeted communities defined in the paragraph above, and past performance record. Additionally, respondents funded under this RFP will be expected to coordinate with the South Alamo Regional Alliance for the Homeless (SARAH) and Haven for Hope to utilize and report program outcomes in the Homeless Management Information System (HMIS), unless restricted from doing so by law. Respondents funded under this outcome will be expected to work in collaboration with the coordinated community's response, which includes but is not limited to, coordinated entry, SA Homelink¹ and other pre-approved tools as deemed appropriate by DHS. Respondents funded under this outcome will be required to join the local Continuum of Care's Membership Council² and attend six meetings annually to ensure collaboration and coordination with other community partners.

Through this RFP, the City is seeking services that will impact the following five targeted communities:

Goal # 1	Homeless Youth
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Background:

A priority for DHS is to identify youth homeless and connect them to housing and supportive services. One indicator by which DHS can measure impact to this community is the total number of youths and young adults by year, within the age groups of 0-17 and 18-24 years, in HMIS by project type including Emergency Shelter (ES), Permanent Housing (PH) and Supportive Services Only (SSO).

DHS Strategy:

Increase the number of identified youth homeless in HMIS enrolled in Emergency Shelter (ES), Permanent Housing (PH) and Supportive Services (SSO).

Demonstrated Expertise:

The City is seeking services which will assist with ensuring youth³ homelessness is prevented and unaccompanied youth who do experience homelessness are quickly guided to safe, stable, and permanent housing. Successful proposals should align with the City's Homeless Strategic Plan, San Antonio Status on Poverty Report, Status on Women Report, Comprehensive Domestic Violence Plan, and include information on transportation availability for clients and staff providing services.

Proposals submitted for evaluation under this goal should demonstrate their efforts to address the unique needs of the youth population who experience homelessness to include the unique needs of those who identify as LGBTQIA. Proposals for:

- Street outreach programs should demonstrate coordinated and creative outreach efforts to identify and engage people experiencing street and chronic homelessness along with how the program links clients to housing and service interventions. Proposals submitted under this goal should include a transportation plan for program clients

¹ SA Homelink prioritizes clients by vulnerability and targets those with long-term homelessness and disabilities.

² New members of the Continuum of Care's Membership Council can apply through the South Alamo Regional Alliance for the Homeless (SARAH).

³ 18- to 24-year-olds

and connect them to existing resources and systems (ex. Law enforcement, hospitals, jails, libraries, and job centers).

- Low barrier emergency or drop-in shelter proposals should reflect a low-barrier model with appropriate wrap-around services to meet the needs of clients. Proposals should include the number of beds available, types of services offered, hours of operation, provision of transportation, community connections and other relevant aspects of the program. Access and utilization of the emergency shelter should be free of charge to the client. Funds awarded under this goal may be used to hire a SOAR Specialist to ensure clients have access to their benefits.
- Transitional Housing (TH) and Permanent Supportive Housing (PSH) proposals should include adherence to evidence-based strategies including housing first models, a description of supportive services offered, and proposed staffing composition to include client to provider ratios.
- Case Management and System Navigation Services proposals should include, but are not limited to, evidence-based models such as Critical Time Intervention (CTI), Assertive Community Treatment (ACT), and Motivational Interviewing (MI) to assist client's pre- and post-housing placement as deemed appropriate. Proposals should also include staffing composition such as peer supports, navigators, social workers; proposed client to staff ratio; and staff capacity to provide case management services both on- and off-site, as needed.
- Rapid Rehousing (RRH) proposals should include adherence to evidence-based strategies including housing first models, descriptions of supportive services offered, and proposed staffing composition to include client to provider ratio. RRH programs are short-term, up to two years, of rental assistance and related services. The goal is to help people obtain housing quickly, increase self-sufficiency, and maintain housing. Services, case management, and time of assistance should be tailored to a client's need. Services include, but are not limited to financial assistance, counseling, rental assistance, utility assistance, case management, legal services, employment services, housing search and placement, and moving costs.
- Educational, Employment and Daily Living Skills Training proposals should include services designed to train, connect, and help clients gain skills and the necessary tools to achieve both educational and employment goals and sustain housing placement. Examples of service include, but are not limited to, personal budgeting, preparing clients for the workforce, resume-building, interview preparations, classes, or demonstrations on maintaining a household (e.g., preparing meals, establishing community connections, etc.)

Goal # 2	Homeless Veterans
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Background:

A priority for DHS is for all homeless veterans to be housed. One indicator by which DHS can measure impact to this community is the average number of days it takes for a homeless veteran to be permanently housed.

DHS Strategy:

100% of identified homeless veterans in San Antonio who accept housing services are placed into permanent housing within 90 days.

Demonstrated Expertise:

The City is seeking services which will assist with continuing the provision of homeless veteran navigation and case management services to ensure homeless Veterans are quickly identified and placed into permanent housing with supportive services within 90 days of identification.

Proposals submitted for evaluation under this goal should demonstrate the agency's experience in of the identified priority areas for this solicitation which include, but are not limited to:

- street outreach,
- low barrier emergency shelter,
- transitional housing,
- case management,
- system navigators,
- rapid rehousing,
- permanent supportive housing,
- education and employment support, and
- services directed at improving the social and emotional well-being of clients.

Proposals may include consideration of transportation availability for clients and staff providing services.

Goal # 3	Homeless Families
<p><i>Background:</i> A priority for DHS is for homeless families to be housed. One indicator by which DHS can measure impact to this community is the number of homeless families who are identified in the Point-in-Time (PIT) Count.</p>	
<p><i>DHS Strategy:</i> 25% reduction in the number of homeless families.</p>	
<p><i>Demonstrated Expertise:</i> The City is seeking services which will assist those at risk of or presently experiencing homelessness by connecting them with appropriate resources necessary to prevent, and possibly end, the ongoing cycle of homelessness. Successful proposals should demonstrate alignment with the City’s Homeless Strategic Plan, San Antonio Status on Poverty Report, Status on Women Report, and the Comprehensive Domestic Violence Plan.</p> <p>Proposed homeless prevention and diversion services should identify strategies to address the needs of individuals and families at risk of homelessness and those seeking shelter that could be diverted to avoid homelessness. Proposed services should demonstrate how they will assist individuals and families to quickly exit homelessness and return to permanent housing, regardless of their current employment, income, criminal record, and other factors that may present barriers to rehousing.</p> <p>Examples of services that could be funded under this goal include, but are not limited to:</p> <ul style="list-style-type: none"> • <u>Homelessness Prevention</u> – eligible activities and services such as financial assistance, counseling, eviction prevention, rental assistance, utility assistance, case management, housing stabilization services, moving costs, legal services, employment services, housing search and placement.⁴ • <u>Diversion</u> – is a client-centered approach to help individuals find positive alternatives to entering a shelter versus staying outdoors. Eligible activities such as emergency shelters, benefits navigation, services centers, coordinated entry assessment sites, or street outreach. Eligible services such as conflict resolution and mediation, financial assistance, past-due rent or utility assistance, bus passes or transportation, employment services, family reunification, referrals to resources, etc. • <u>Case Management services</u> – Proposals submitted should include, but are not limited to, the case management models used to assist individuals and families pre- and post-housing placement, proposed client to staff ratio, and staff capacity to provide case management services both on and off-site as needed. Case management model examples: Critical Time Intervention, Assertive Community Treatment, etc. • <u>Transitional Housing (TH) and Permanent Supportive Housing (PSH)</u> proposals should include adherence to evidence-based strategies including housing first models, a description of supportive services offered, and proposed staffing composition to include client to provider ratios. • <u>Rapid Rehousing (RRH)</u> proposals should include adherence to evidence-based strategies including housing first models, descriptions of supportive services offered, and proposed staffing composition to include client to provider ratio. RRH programs are short-term, up to two years, of rental assistance and related services. The goal is to help people obtain housing quickly, increase self-sufficiency, and maintain housing. Services, case management, and time of assistance should be tailored to a client’s need. Services include, but are not limited to financial assistance, counseling, rental assistance, utility assistance, case management, legal services, employment services, housing search and placement, and moving costs. • <u>Educational, Employment and Daily Living Skills Training</u> proposals should include services designed to train, connect, and help clients gain skills and the necessary tools to achieve both educational and employment goals and sustain housing placement. Examples of service include, but are not limited to, personal budgeting, preparing clients for the workforce, resume-building, interview preparations, classes, or demonstrations on maintaining a household (e.g., preparing meals, establishing community connections, etc.) <p>Proposals may include consideration of transportation availability for clients and staff providing services.</p>	

⁴ Not an exhaustive list and may include other related services.

Goal # 4	Chronic Homeless
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Background:

A priority for DHS is to reduce the unsheltered chronic homeless. One indicator by which DHS can measure impact to this community is the number of unsheltered chronic homeless identified in the Annual Homeless Point in Time Count (PIT).

DHS Strategy:

Reduce unsheltered chronic homeless by 25% in 2025.

Demonstrated Expertise:

The City is seeking services which will assist clients experiencing homelessness, inclusive of those at risk of or presently experiencing chronic homelessness, by connecting clients with appropriate resources such as housing, benefits, case management, I.D recovery, and health care which are needed to end the ongoing cycle of homelessness. Successful proposals should align with the City’s Homeless Strategic Plan, the San Antonio Status on Poverty Report, Status on Women Report, and the Comprehensive Domestic Violence Plan.

Examples of services that could be funded under this goal include, but are not limited to:

- Outreach – Proposals should demonstrate coordinated and creative outreach efforts to identify and engage individuals experiencing street homelessness, at risk of becoming chronically homeless, or deemed chronically homeless in order to link those individuals to the appropriate housing and service interventions. Outreach programs should include comprehensive services, coordinated with the City’s Homeless Outreach Team, utilize the City’s Outreach Grid, incorporate Community Protocols for Street Outreach, include transportation of homeless individuals who accept services, and connect individuals to existing resources and systems including behavioral health services, law enforcement, hospitals, jails, libraries, and job centers.
- Case Management services – Proposals submitted should include, but are not limited to, the case management models used to assist individuals and families pre- and post-housing placement, proposed client to staff ratio, staff capacity to provide case management services both on and off-site as needed, trauma-informed care, client transportation, clinical and non-clinical outreach staff, mental health and substance use referral and coordination, benefits navigation, ID recovery, homeless resource hubs, and homeless encampment outreach efforts. Case management model examples: Critical Time Intervention, Assertive Community Treatment, etc.
- Shower Program – Proposals submitted should include information on the community impact of shower proposed programming and how it will be utilized to increase engagement within the community’s homeless response system.
- Transitional Housing (TH) and Permanent Supportive Housing (PSH) proposals should include adherence to evidence-based strategies including housing first models, a description of supportive services offered, and proposed staffing composition to include client to provider ratios.
- Services on the Haven for Hope Campus (Transformational and Courtyard) – The Haven for Hope Campus is a 22-acre emergency shelter which provides a “one-stop” model, in partnership with community providers, to address the needs of individuals and families experiencing homelessness. The City seeks service provider(s) to provide food services which include three daily meals, 365 days of the year and domestic violence counseling services.
- Diversion – is a client-centered approach to help individuals find positive alternatives to entering a shelter versus staying outdoors. Eligible activities such as emergency shelters, benefits navigation, services centers, coordinated entry assessment sites, or street outreach. Eligible services such as conflict resolution and mediation, financial assistance, past-due rent or utility assistance, bus passes or transportation, employment services, family reunification, referrals to resources, etc.
- Educational, Employment and Daily Living Skills Training proposals should include services designed to train, connect, and help clients gain skills and the necessary tools to achieve both educational and employment goals and sustain housing placement. Examples of service include, but are not limited to, personal budgeting, preparing clients for the workforce, resume-building, interview preparations, classes, or demonstrations on maintaining a household (e.g., preparing meals, establishing community connections, etc.)

Proposals may include consideration of transportation availability for clients and staff providing services. Additionally, priority/preference will be given to agencies that can demonstrate the ability to effectively coordinate services for the unsheltered, chronically homeless, and those at risk of becoming chronic homelessness across many sectors such as the judicial and correctional system, hospital systems, utilizing low-barrier shelter options, medical and behavioral health

entities, and transition those with substance abuse, criminal history, or poor credit and financial history into permanent housing placement.

Goal # 5

Chronic Homeless

Background:

A priority for DHS is to prevent residents with HIV or AIDS from becoming homeless. One indicator by which DHS can measure impact to this community is the number of low-income households with individuals identified with HIV or AIDS who secure permanent housing.

DHS Strategy:

80% of low-income households with individuals identified with HIV/AIDS served by HOPWA are placed and maintain permanent housing at the end of each operating year.

Demonstrated Expertise:

The City is seeking services which will provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. Successful strategies should demonstrate how their program and results are aligned with goals of the City's Metropolitan Health District's Fast Track Cities Initiative, which is a program to use global and local data to reach a "90-90-90" target:

- 90% of people with HIV are aware they have it,
- 90% of people with HIV are receiving treatment,
- 90% of people undergoing treatment have suppressed viral loads.

Additionally, proposed programs should demonstrate alignment with a housing first model of care for permanent supportive housing (PSH) and transitional housing programs.

Proposals submitted for evaluation under this goal should demonstrate the agency's experience in of the identified priority areas for this solicitation which include, but are not limited to:

- street outreach,
- low barrier emergency shelter,
- transitional housing,
- case management,
- system navigators,
- rapid rehousing,
- permanent supportive housing,
- education and employment support, and
- services directed at improving the social and emotional well-being of clients.

Examples of services that could be funded under this goal include, but are not limited to:

- homeless prevention services (short-term rental, mortgage, and utility assistance)
- social service support
- case management transportation
- substance abuse treatment
- mental health treatment
- nutritional services
- job training
- permanent supportive housing
- transitional housing
- housing placement assistance.

Proposals may include consideration of transportation availability for clients and staff providing services.

Long-Term Outcome # 4

Seniors are healthy, engaged, and independent.

Overview:

DHS serves as a direct service provider, partner, and primary funder of initiatives that assist San Antonio's older adult community lead active, independent and engaged lives through comprehensive nutrition, wellness, and education services offered at 11 Comprehensive Senior Centers and 35 part-time nutrition sites located across the city.

Through this RFP, the City will fund programs that support activities and programming at DHS-operated Comprehensive Senior and part-time Nutrition Centers. This RFP will also support basic needs services, health and wellness classes, including nutrition programs and benefits counseling, to vulnerable older adults at City, vendor, and volunteer operated sites. Programs applying under this outcome should demonstrate their technical capability, experience with older adult populations, and past performance record.

Priority # 1	Senior Independence
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Background:

A priority for DHS is to improve older adults' quality of life and independence. One indicator by which DHS can measure impact to this community is the number of seniors reporting improved physical, social, or mental well-being on surveys conducted by DHS.

DHS Strategy:

90% of older adults in DHS-operated Senior Centers will report improved physical, social, and/or mental well-being.

Demonstrated Expertise:

The City is seeking programs which can provide on-site programming comprised of basic needs services, including health and wellness classes, fitness and dance classes, art, creative writing, nutrition programs, technology instruction, benefits counseling, caregiver support and service coordination, consumer interest classes and disability services to older adult residents attending DHS-operated 11 Comprehensive Senior Centers and 35 part-time Nutrition Sites.

Successful programs will demonstrate an understanding of the DHS 2019 Senior Services Strategic Plan and identify how their proposed program assists the City in aligning services with the evolving demand for senior center services in the community while supporting age friendly policy action and principles. Programs applying under this outcome should report on how their programming assists older adults in maintaining an active and independent lifestyle. Priority will be given to programs that demonstrate how their services are inclusive of all older adults (ex. older adults with differing abilities)

Proposals submitted for evaluation under this priority should focus on wrap-around services to be offered at the centers including, but not limited to:

- health and wellness classes
- fitness and dance classes
- art
- creative writing
- nutrition programs
- technology instruction
- benefits counseling
- caregiver support and service coordination
- consumer interest classes, and
- disability services.

005 - ADDITIONAL REQUIREMENTS

Intellectual Property.

If selected, Respondent agrees to abide by the following regarding intellectual property rights:

Respondent shall pay all royalties and licensing fees. Respondent shall hold the City harmless and indemnify the City from the payment of any royalties, damages, losses or expenses including attorney's fees for suits, claims or otherwise, growing out of infringement or alleged infringement of copyrights, patents, materials and methods used in the performance of services. It shall defend all suits for infringement of any Intellectual Property rights. Further, if Respondent has reason to believe that the design, service, process, or product specified is an infringement of an Intellectual Property right, it shall promptly give such information to the City.

Upon receipt of notification that a third-party claim that the program(s), hardware or both the program(s) and the hardware infringe upon any United States patent or copyright, Respondent will immediately:

Either:

obtain, at Respondent's sole expense, the necessary license(s) or rights that would allow the City to continue using the programs, hardware, or both the programs and hardware, as the case may be, or,

alter the programs, hardware, or both the programs and hardware so that the alleged infringement is eliminated, and

reimburse the City for any expenses incurred by the City to implement emergency backup measures if the City is prevented from using the programs, hardware, or both the programs and hardware while the dispute is pending.

Respondent further agrees to:

assume the defense of any claim, suit, or proceeding brought against the City for infringement of any United States patent or copyright arising from the use and/or sale of the equipment or software under this Contract;

assume the expense of such defense, including costs of investigations, reasonable attorneys' fees, expert witness fees, damages, and any other litigation-related expenses, and indemnify the City against any monetary damages and/or costs awarded in such suit;

Provided that:

Respondent is given sole and exclusive control of all negotiations relative to the settlement thereof, but that Respondent agrees to consult with the City Attorney of the City during such defense or negotiations and make good faith effort to avoid any position adverse to the interest of the City,

the Software or the equipment is used by the City in the form, state, or condition as delivered by Respondent or as modified without the permission of Respondent, so long as such modification is not the source of the infringement claim,

the liability claimed shall not have arisen out of the City's negligent act or omission, and the City promptly provide Respondent with written notice within 15 days following the formal assertion of any claim with respect to which the City asserts that Respondent assumes responsibility under this section.

Ownership and Licenses.

In accordance with Texas law, Respondent acknowledges and agrees that all local government records created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, no such local government records produced by or on the behalf of Respondent pursuant to the resulting contract shall be the subject of any copyright or proprietary claim by Respondent.

The term "local government record" as used in this document means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording

medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by local government or any of its officials or employees pursuant to law including an ordinance, or in the transaction of official business.

Respondent acknowledges and agrees that all local government records, as described in this document, produced in the course of the work required by any contract awarded pursuant to this RFP, will belong to and be the property of City. Respondent, if awarded a contract, will be required to turn over to City, all such records as required by said contract. Respondent, if awarded a contract, shall not, under any circumstances, release any records created during the course of performance of the contract to any entity without City's written permission, unless required to do so by a Court of competent jurisdiction.

Respondent, if selected, agrees to comply with all applicable federal, state, and local laws, rules, and regulations governing documents and ownership, access and retention.

S.B. 943 – Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Respondent acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this RFP and any resulting contract. Respondent agrees that the contract can be terminated if Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFP is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous RFP or contract. City hereby relies on Respondent's certification, and if found to be false, City may reject the proposal or terminate the Contract for material breach.

City Data

Vendors awarded a contract with the City of San Antonio agree to comply with the City's Data Governance Administrative Directive 7.12 and Data Security Administrative Directive 7.3a in the same manner required of City employees, interns, volunteers and trainees, for City Data arising out of, resulting from or related to Vendor's activities under such contract.

As between City and Vendor, City is and will remain the sole and exclusive owner of all right, title, and interest in and to all City Data, including all intellectual property rights relating thereto, subject only to any limited license expressly granted to Vendor, and Vendor is and will remain the sole and exclusive owner of all right, title, and interest in and to the Vendor materials, including all intellectual property rights relating thereto, subject only to the authorization and license granted to City.

006 - TERM OF CONTRACT

This contract shall begin on October 1, 2023 and terminate on September 30, 2025. Funding for the second year of the contract is dependent on Council approval of the budget in September 2024.

The City intends to award multiple contracts, as a result of this RFP; however, the final number of awarded contracts will be determined by number of proposals received and the outcome of the evaluation process.

007 - PRE-SUBMITTAL CONFERENCE

A non-mandatory Pre-Submittal Conference is scheduled, for Tuesday, April 25, 2023, at **2:00 PM CT**. The Pre-Submittal Conference will be held via WebEx meeting. Respondents may join the WebEx using the following:

Join by phone: 1-415-655-0001

Meeting number (access code): 2463 674 5925

Meeting password: xdQ9N4NxfF7

Join from meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf5e07acd77bdacfd1679f72abf4e906b>

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference are required to sign into the meeting using a QR code provided only during the meeting. This will confirm Respondent's attendance and participation for the Pre-Submittal meeting through WebEx.

Respondent is encouraged to submit written questions concerning this RFQ through the SAePS Website at least five (5) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference, as well as being posted on the SAePS website.

Call the Staff Contact Person for information to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-5734 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee, or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Conference.

008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Submit **one (1) COMPLETE** proposal response electronically through SAePS. Respondent must comply with the Restrictions on Communication section of this RFP and shall not provide full or partial copies of its proposal submission to City officials or City employees, as defined by that section. Failure to submit a proposal in accordance with the prescribed process will result in Respondent's proposal being disqualified from consideration.

When submitting electronically through City's portal, scan and upload these documents with your proposal. Each of the items listed below must be uploaded as a separate attachment, labeled with the heading indicated below.

TABLE OF CONTENTS

EXECUTIVE SUMMARY. The summary shall highlight key points and strengths of the proposal, including unique problems perceived by Respondent and proposed solutions to include measurable performance goals for the scope performed.

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment B, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment C, Part Two.

PROPOSED PROGRAM PLAN. Use the Form found in this RFP as Attachment E, Part Three.

CONTRACTS DISCLOSURE FORM. Complete and submit a Contracts Disclosure Form with the proposal as Attachment H. The Contracts Disclosure Form may be downloaded at:

- Link to complete form electronically: <https://webapp1.sanantonio.gov/ContractsDisclosure/>
- Link to access PDF form to print and handwrite information: <https://www.sanantonio.gov/portals/0/files/clerk/ethics/ContractsDisclosure.pdf>

1. Download form and complete all fields. All fields must be completed prior to submitting the form.
2. All Respondents must include the following information in the required Contracts Disclosure Form at the time the original proposal is submitted:
 - a. names of the agency board members and executive committee members,
 - b. list of positions they hold as an individual or entity seeking action on any matter listed:
 - (1) The identity of any individual who would be a party to the transaction;
 - (2) The identity of any entity that would be a party to the transaction and the name of:
 - a. Any individual or entity that would be a subcontractor to the transaction;

- b. Any individual or entity that is known to be a partner or a parent entity of any individual or entity who would be a party to the transaction, or any subsidiary entity that is anticipated to be involved in the execution of the transaction; and
 - c. The board members, executive committee members, and officers of entities listed above; and
- (3) The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction.
- c. names and titles of officers of the organization.

3. Click on the "Print" button and place the copy in your proposal response as indicated in the Proposal Checklist.

NOTE: It is recommended not to use Chrome browser to access this form. If you have difficulty accessing, please contact the Staff Contact Person identified on the Title page of this RFP.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment I. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to ensure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

FINANCIAL INFORMATION. Respondent must upload the Audited Financial Statements as Attachment K. Applicants are required to submit their most recent Independent Audited Financial Statements. Respondents whose total agency budget exceeds \$750k but do not have an audit at the time of the proposal deadline may still apply. If awarded a contract from this process, the respondent may be required to have an independent financial audit completed if they receive \$750k or more in City of federal funds in a single year. Respondents who fall under these circumstances are required to submit a balance sheet and income statement prepared by a bookkeeper (CPA) along with a cover letter signed by your agency attesting to the correctness of the financial statement.

CERTIFICATE OF INTERESTED PARTIES HB Form 1295. Respondent must complete, sign, and submit HB Form 1295 as RFP Attachment J. You may download a copy of the form at:

<https://www.ethics.state.tx.us/filinginfo/1295>

SIGNATURE PAGE. Respondent must complete, sign, and submit the Signature Page found in this RFP as Attachment M. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment N.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed, and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

009 - CHANGES TO RFP

Changes to the RFP, made prior to the due date for proposals shall be made by issuing Addendums. It is Respondent's responsibility to check for Addendums until the proposal due date. City will assume that all Respondents have reviewed all Addendums by the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP.

010 - SUBMISSION OF PROPOSAL

Proposals must be submitted electronically through the portal. Respondent must comply with the Restrictions on Communication section of this RFP and **shall not provide full or partial copies of its proposal submission to City**

officials or City employees, as defined by that section. Failure to submit a proposal in accordance with the prescribed process will result in Respondent's proposal being disqualified from consideration.

Submission of Proposals. Respondent shall submit one (1) **COMPLETE** response electronically by the due date provided on the Cover Page. All times stated are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Proposals must be electronically received no later than **11:00 a.m., Central Time, on Wednesday, May 31, 2023**, through the SAePS portal. Any proposal or modification received after this time shall not be considered. Respondents should strive for early submission to avoid the possibility of rejection for late arrival. No hard copies will be accepted for this solicitation.

Proposals sent by facsimile or email will not be accepted.

Proposal Format. **ELECTRONIC** proposals must include **ALL** the sections and attachments in the sequence listed in the RFP Section 008, Proposal Requirements, and each section and attachment must be indexed as in the Table of Contents page. For electronic submissions through the portal each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals and submitted in the same manner as original proposals. For electronic proposals, a modified proposal will automatically replace a prior proposal submission.

City is not responsible for lost or misdirected proposals or modifications.

Certified Vendor Registration Form. If Respondent has not completed City's Certified Vendor Registration (CVR) Form. Respondent is required to do so prior to the due date for submission of proposals. The CVR form may be accessed at: <http://www.sanantonio.gov/purchasing/>. Respondents must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short hand names will be accepted in place of the full, true and correct legal name of the entity.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment B.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Finance Department shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred and eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

011 - RESTRICTIONS ON COMMUNICATION

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from May 31, 2023 until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP have been released until the contract is approved at a City Council "A" session.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on May 1, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Donna Hull, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Donna.Hull@sanantonio.gov

A Respondent that has an ongoing business relationship with the City may communicate with City employees to the extent necessary to perform the Respondent's duties and obligations related to that business relationship.

Questions submitted and the City's responses will be posted as an addendum with this solicitation.

Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent's proposal. Such additional information must be provided within two (2) business days from City's request. During interviews, if any, verbal questions and explanations will be permitted. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at vendors@sanantonio.gov for assistance with vendor registration.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date, and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

012 - EVALUATION OF CRITERIA

The City, via review committees, will conduct a comprehensive, fair, and impartial evaluation of all Proposals received in response to this RFP. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated include the items listed below. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council by adoption of an Ordinance.

Evaluation Criteria:

A. Experience, Background, Qualifications (25 points)

CRITERIA	EVALUATION CRITERIA	SCORING DETAIL
Organization General	Agency describes how their mission and goals are inclusive of proposed services and how they are aligned to mission of the Department of Human Services	0 - 7
	Agency has a demonstrated history of providing services to the community.	
	Agency demonstrates collaboration and partnerships with other community organizations, including non-profit organizations.	
	Provides an overview of the race, ethnicity and gender identification for proposed program population, total population, agency staff and board of directors or officers. The agency demonstrates a diverse population with the staff and board of directors being representative of the populations served. Information on board oversight or other agency structure information should also be included.	
Organization Financial Management	Agency has financial procedures, including financial oversight by the board. (Examples: required board training, regular financial briefings, etc.)	0 - 10
	Agency has strong internal fiscal controls	
	History of timely and accurate financial reporting of revenues and expenditures.	
	Program income and/or fees are sufficiently explained and justified in the program budget narrative, if applicable.	
	Expenses related to management and fundraising are within reason (maximum of 20% administrative cost for General Fund and 7% for Grant Funded).	
Experience	Agency describes in detail their experience in providing related human services, including providing quantitative and qualitative results achieved. The agency should demonstrate it possesses the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.	0 - 8
	Years in services is two years or longer; history of service	
	Indications of cost efficiencies in agency operations and service delivery	

B. Proposed Plan (45 points):

CRITERIA	EVALUATION CRITERIA	SCORING DETAIL
Alignment with RFP and Statement of Issue Being Addressed	How the proposed program aligns with long-term outcomes and strategies adopted by DHS is identified and documented using reliable and valid data. The affected population is identified and described. Demographics, geography, and service locations are identified. The population served and the reasons why they will be served are clearly outlined.	0-10
Description of Program Services	A detailed overview of proposed program is providing including description of the specific activities and milestones used in providing the program service. Proposed program addresses the identified problem/need with best practices or evidence-based strategies. Proposed program is integrated with DHS priorities and initiatives.	0-15
	Evidence of sufficient staffing resources to provide quality services. This section should describe the minimum qualifications (including experience) for staff assigned to the program and provide an organizational chart with positions of each staff member the line of responsibility.	
Return on Investment	Describes how agency achieves financial and social returns on investment through implementation of the program.	0-5
	1. Social Return on Investment – Can include long-term economic, social, and community changes that are achieved as a direct result of program implementation. Examples include, but are not limited to, deferred costs absent intervention, improved family financial security, increased community engagement, etc.	
	2. Financial Return on Investment – Should demonstrate the amount of return relative to funding requested and/or overall cost of the program.	
Collaboration	Applicants demonstrate community collaborations and partnerships, describes both formal and information collaborations and partnerships related to the project for which they are seeking funding:	0-5
	1. Formal Collaboration – Two or more agencies submit one application for services, with one agency identified as the primary fiscal agent and legal signatory (others may serve as subcontractors).	
	2. Informal Collaborations – Partnerships with other agencies, policy and planning organizations, and other community organizations.	
Performance Measurement	Relevant, measurable, and replicable performance measures are provided and demonstrate alignment with DHS Long-Term outcomes for services.	0-10
	Program level of services including number of unduplicated clients served is described.	
	Proposed program describes self-assessment and continuous improvement system.	

C. Soundness of Project Budget (30 points):

CRITERIA	EVALUATION CRITERIA	SCORING DETAIL
Funding Justification	Program budget narrative is included and provides explanation of expenses.	0-10
Sustainability Plan	The proposed program describes a sustainability plan to ensure continuation after the grant period if funding is reduced or eliminated.	0-6
Program Budget	The proposed program includes leveraging of funding and demonstrates an acceptable level of other funding sources. Provides a list of other potential funding sources, amounts, and status of commitment to the project. (Program level cash match).	0-8
	The proposed program budget is accurate, complete, and reasonable. Expenses are in line and consistent across years. Budget is connected to results and pricing is reasonable and in line with program services.	0-6

013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFP.

The contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.

City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.

City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

City will require the selected Respondent(s) to execute a contract with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit City to enter into a contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.

Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; their spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;; an entity in which any individual listed above owns ten (10) percent or more of the voting stock or shares of the entity, or ten (10) percent or more of the fair market value of the entity; or an entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary entity.

Respondent is required to warrant and certify that it, its officers, employees, and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City's Ethics Code. (Contracts Disclosure – Form may be found online at <https://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>)

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

State of Texas Conflict of Interest Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See §176.006(a-1), Texas Local Government Code. Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, either by mail or hand delivery, to the Office of the City Clerk. If mailing, mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

If delivering by hand, deliver to Office of the City Clerk, c/o Municipal Records Facility, 719 S. Santa Rosa, San Antonio, Texas, 78204.

Do not include these forms with your proposal. The Purchasing Division will not deliver the forms to the City Clerk for you.

014 - SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date:	Monday, March 27, 2023
Pre-Submittal Conference:	Tuesday, April 25, 2023 @ 2:00 PM, Central Time
Technical Assistance Workshop # 1	<p>The Workshop is scheduled to be held for Tuesday, April 18, 2023, from 8:00 am to 12:30 pm at the Frank Garrett Multi-Service Center located at 1226 NW 18th Street, San Antonio, Texas 78207.</p> <p>Registration Link for In-Person Attendance: https://www.signupgenius.com/go/70A0E4DA5A72FA3FB6-rfptechnical</p> <p>Respondents may join by WebEx using the following instructions: Online WebEx Meeting Link: https://sanantonio.webex.com/sanantonio/j.php?MTID=m7db81f273fd415bc1d06d8bbf3ffc504</p> <p>Meeting number: 2460 077 8080 Meeting password: gjBKhsHY439 Phone: 1-415-655-0001</p>
Technical Assistance Workshop # 2	<p>The Workshop is scheduled to be held for Wednesday, April 19, 2023, from 8:00 am to 12:30 pm at the Frank Garrett Multi-Service Center located at 1226 NW 18th Street, San Antonio, Texas 78207.</p> <p>Registration Link for In-Person Attendance: https://www.signupgenius.com/go/70A0E4DA5A72FA3FB6-rfptechnical</p> <p>Respondents may join by WebEx using the following instructions: Online WebEx Meeting Link: https://sanantonio.webex.com/sanantonio/j.php?MTID=me960ead06ea7061c89de38ed38fec12</p> <p>Meeting Number: 2451 466 3672 Meeting password: qP3pVDz5Jm6 Phone: 1-415-655-0001</p>
Technical Assistance Workshop # 3	<p>The Workshop is scheduled to be held for Thursday, April 20, 2023, from 8:00 am to 12:30 pm at the Frank Garrett Multi-Service Center located at 1226 NW 18th Street, San Antonio, Texas 78207.</p> <p>Registration Link for In-Person Attendance: https://www.signupgenius.com/go/70A0E4DA5A72FA3FB6-rfptechnical</p>

	<p>Respondents may join by WebEx using the following instructions:</p> <p>Online WebEx Meeting Link: https://sanantonio.webex.com/sanantonio/j.php?MTID=m8609896e01ca20885ce028b16e08a535</p> <p>Meeting Number: 2467 262 5622 Meeting Password: ZrtfMRzn373 Phone: 1-415-655-0001</p>
Deadline for Questions:	Monday, May 1, 2023 @ 4:00 p.m., Central Time
Proposal Due:	Wednesday, May 31, 2023 @ 11:00 a.m., Central Time

7

RFP EXHIBIT 1

LIST OF CITY PRIORITIES AND PLANS

Below is a hyperlink list to access documents referenced in section 004 – Scope of Service:

- **Department of Human Services (DHS) *Status of Poverty in San Antonio, 2022***
<https://www.sanantonio.gov/humanservices/about/poverty>
- **SA Ready to Work (RTW) Education and Job Placement Program**
<https://www.sanantonio.gov/workforce/Programs/Ready-to-Work>
<https://readytoworksa.com/>
- **City of San Antonio *Comprehensive Domestic Violence Plan Summary***
<https://www.sanantonio.gov/Portals/0/Files/health/HealthyLiving/ViolencePrevention/PlanSummary.pdf>
<https://www.sanantonio.gov/Health/ViolencePrevention/DomesticViolence#291874037-love-is>
- **City of San Antonio *Comprehensive Domestic Violence Plan***
<https://www.sanantonio.gov/Portals/0/Files/health/HealthyLiving/ViolencePrevention/ComprehensivePlan.pdf>
<https://www.sanantonio.gov/Health/ViolencePrevention/DomesticViolence#291874037-love-is>
- **City of San Antonio *Strategic Plan to Respond to Homelessness in San Antonio and Bexar County***
<https://www.sanantonio.gov/Portals/0/Files/HumanServices/HomelessServices/StrategicPlan.pdf>
<https://www.sanantonio.gov/humanservices/HomelessServices/About#301544336-strategy>
- ***The Status of Women in San Antonio***
<https://www.sanantonio.gov/Portals/0/Files/health/News/Reports/StatusOfWomen/StatusOfWomen-Full.pdf>
- ***The Fast-Track to Ending HIV in San Antonio, A Report to the Community, 2017***
<http://www.sanantonio.gov/Portals/0/Files/health/HealthServices/Fast-TrackCitiesSAReporttoCommunity.pdf?ver=2017-11-30-123540-880>
<https://www.fast-trackcities.org/resources/san-antonio-bexar-county>
- **Department of Human Services (DHS) *Senior Services Strategic Plan, 2019***
<https://www.sanantonio.gov/Portals/0/Files/HumanServices/SeniorServices/About/StrategicPlan.pdf>
<https://www.sanantonio.gov/humanservices/SeniorServices/About>

RFP EXHIBIT 2

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below and which shall be made a part of the resulting contract:

A) Prior to the commencement of any work under this Contract, Respondent shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the **DEPARTMENT OF HUMAN SERVICES (DHS)**, which shall be clearly labeled “**Human Services Consolidated Funding FY24-25; RFP – 23-066; RFx 6100016759**” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier and list the agent’s signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Contract until such certificate and endorsements have been received and approved by the **DEPARTMENT OF HUMAN SERVICES (DHS)**. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Contract and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Contract. In no instance will City allow modification whereby City may incur increased risk.

C) A Respondent’s financial integrity is of interest to the City; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by the City, Respondent shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<i>INSURANCE TYPE</i>	<i>LIMITS</i>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Sexual Abuse/Molestation**	For Bodily Injury and Property Damage \$500,000 per occurrence; \$1,000,000 general aggregate, or its equivalent in Umbrella or Excess Liability Coverage.
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$500,000 per occurrence.
5. Professional Liability (Claims-made Coverage) – for loss that may arise out of an error of mission the professional has in performance of duties.	\$500,000 per claim damages by reason of any act, malpractice, error, or omission in the professional service. Coverage to be maintained and in effect for no less than two years subsequent to the completion of the professional service.
** Required for projects involving services to children.	

D) Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Respondent herein, and provide a certificate of insurance and endorsement that names the Respondent and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Respondent. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City’s Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon

changes in statutory law, court decisions, or circumstances surrounding this contract. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Respondent shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Respondent shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
Attn: **DEPARTMENT OF HUMAN SERVICES (DHS)**
P.O. Box 839966
San Antonio, Texas 78283-3966

F) Respondent agrees that with respect to the above-required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability, and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.

H) In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this contract.

J) It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this contract.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.

L) Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT 3

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Contract, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents' employees, directors and representatives while in the exercise of the rights or performance of the duties under this Contract. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Respondent agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this CONTRACT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Defense Counsel - CITY shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify CITY, unless such right is expressly waived by CITY in writing. RESPONDENT shall retain CITY approved defense counsel within seven (7) business days of CITY'S written notice that CITY is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, CITY shall have the right to retain defense counsel on its own behalf, and RESPONDENT shall be liable for all costs incurred by CITY. CITY shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

RFP EXHIBIT 4

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

RFP EXHIBIT 5

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING CERTAIN ENERGY COMPANIES

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

RFP EXHIBIT 6

PROHIBITION ON CONTRACTS WITH COMPANIES THAT DISCRIMINATE AGAINST FIREARM AND AMMUNITION INDUSTRIES

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

RFP EXHIBIT 7

**CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN,
SUDAN, OR FOREIGN TERRORIST ORGANIZATIONS PROHIBITED**

Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Respondent hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Respondent's certification. If found to be false, or if Respondent is identified on said list during the course of its contract with City, City may terminate the Contract for material breach.

RFP EXHIBIT 8

STRONG FISCAL AND ADMINISTRATIVE INTERNAL CONTROLS TOOL

STRONG FISCAL AND ADMINISTRATIVE INTERNAL CONTROLS TOOL

ANSWER YES: if agency does have a documented process

ANSWER NO: if agency does NOT have a documented process

Accounting system - Does agency have process and procedure in place to address	YES	NO
<i>User-specific passwords</i>		
<i>Require periodic changing of user passwords</i>		
<i>User specific access controls</i>		
<i>Does agency have double-entry accounting system</i>		
<i>Indicate appropriate separation of duties</i>		
Accounts Payable- Does agency have process and procedure in place to address		
<i>Outgoing payments</i>		
<i>Purchase requisition, purchase orders, invoice, receipts, logs, etc.</i>		
<i>Requirements for supervisor review and approval prior to disbursement (including payroll)</i>		
<i>Double-signature requirement for checks greater than \$XXXX present?</i>		
<i>Process prohibiting the signing of blank checks, and checks made payable to cash?</i>		
<i>Blank check stock physical access controls</i>		
<i>Indicate appropriate separation of duties</i>		
Cash Handling - Does agency have process and procedure in place to address:		
<i>Cash boxes, drawers, or other areas where cash may be kept</i>		
<i>Cash audits</i>		
<i>Physical asset (inventory) audits</i>		
<i>Training to employee cash-handling and cash counting</i>		
<i>Training to cash storage and depositing</i>		
<i>Incoming payments/ Accounts Receivables</i>		
<i>Indicate appropriate separation of duties</i>		
Procurement procedures - Does agency have process and procedure in place to address:		
<i>Indicate dollar amount thresholds for purchases</i>		
<i>Contain conflict of interest requirement</i>		
<i>Contain requirements for agency Board research and approval</i>		
<i>Indicate appropriate separation of duties</i>		
Procurement procedures - Does agency have process and procedure in place to address:		
<i>Indicate dollar amount thresholds for purchases</i>		
<i>Contain conflict of interest requirement</i>		
<i>Contain requirements for agency Board research and approval</i>		
<i>Indicate appropriate separation of duties</i>		
Account Reconciliations - Does agency have process and procedure in place to address:		
<i>Reconciliation of bank accounts</i>		
<i>Indicate the required frequency of reconciliations</i>		

<i>Requirement for periodic reviews/audits of existing internal controls?</i>		
<i>Manager/supervisor approval process</i>		
<i>Indicate appropriate separation of duties</i>		

016 - RFP ATTACHMENT A

LONG-TERM OUTCOME AND PRIORITY AREA

From the list below, select the long-term outcome which most closely aligns with your proposed program plan. If a Respondent requests funding **for multiple programs, one proposal must be submitted for each program.** This attachment, with one selection made, should be attached to each proposal submitted for review.

Long-Term Outcome # 1

CHILDREN AND YOUTH ARE SAFE, HEALTHY, RESILIENT AND READY TO SUCCEED IN SCHOOL AND LIFE

- Kinder Readiness
- Child Abuse Prevention
- College, Career and Military Readiness
- Youth Success

Long-Term Outcome # 2

INDIVIDUALS AND FAMILIES ARE FINANCIALLY SECURE AND IN STABLE HOUSING

- Domestic Violence Prevention
- Financial Security

Long-Term Outcome # 3

HOMELESSNESS IS RARE, BRIEF, AND NONRECURRING

- Homeless Youth
- Homeless Veterans
- Homeless Families
- Chronic Homelessness
- HIV/AIDS Homeless

Long-Term Outcome # 4

OLDER ADULTS ARE HEALTHY, ENGAGED AND INDEPENDENT

- Senior Independence

016 - RFP ATTACHMENT B

GENERAL INFORMATION

Please complete the Adobe PDF version of this attachment which is available in SAePs to download. The completed form should be attached in the proposal submitted for review.

Example of Form

- 1. Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Unique Entity ID (generated by SAM.gov): _____

Business Structure: Check the box that indicates the business structure of the Respondent.

- Individual or Sole Proprietorship. If checked, list Assumed Name, if any: _____
 Partnership
 Corporation If checked, check one: For-Profit Nonprofit
Also, check one: Domestic Foreign
 Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____
(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile." Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:
City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

- 2. Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

- 3.** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

- 4.** Is Respondent authorized to do business with the State of Texas Secretary of State?

Yes ___ No ___ If "Yes", provide registration number.

- 5.** Where is the Respondent's corporate headquarters located? _____

- 6. Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? Yes ___ No ___ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

- c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name? Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.
-

12. Financial Review: Is your firm publicly traded? Yes ___ No ___ If "Yes", provide your firm's SEC filing number.

016 - RFP ATTACHMENT C

EXPERIENCE, BACKGROUND, QUALIFICATIONS (EBQ)

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. This section of questions requests information that is applicable to your agency as a whole. Attachment E asks questions which are specific to the program you are requesting funding for.

Responses to questions listed on this attachment should be no longer than four pages in length for this section of the proposal. Responses should be submitted in no less than 12-point font with single spacing. Please number your responses to align with the question numbers below. Scoring will be based on the evaluation criteria stated in Section 012 of this RFP.

1. Describe your agency's mission, vision and intended program outcomes/results. Explain how your program aligns with the mission of the Department of Human Services (DHS). Describe how your agency's efforts contribute to a community-centered equity approach.
2. Describe how your agency ensures the board of directors and programming staff are representative of the population your program serves.

Complete Attachment D, *Organization Composition Form*, which requests demographic information on your Board of Directors, total populations served, and agency staff. Please describe your agency's ethic policy and overall agency structure with board oversight.

3. Describe your agency's financial procedures to include the financial board oversight and financial statement of assurances. (Refer to Exhibit 8 – RFP Exhibits titled “*Strong Fiscal and Administrative Internal Controls Tool*” for examples of strong financial procedures.)
4. Describe your agency's financial controls. (Refer to Exhibit 8 – RFP Exhibits titled: “*Strong Fiscal and Administrative Internal Controls Tool*” for answering this question.)
5. Provide an example of a successful program your agency has operated within the last three years. What were the qualitative and quantitative performance metrics your agency tracked to determine program impact? Was the target population involved in the design and delivery of the program? If yes, describe how.
6. Please explain the agency's efforts to implement gender pay parity practices and gender awareness training with agency staff. Gender pay parity is defined as ensuring employees in the same job and location are paid relative to one another, regardless of their gender. Moreover, gender pay parity practices promote women's labor force participation and economic gain equal to men's labor force participation and economic gain. Therefore, recruitment, retention, and promotion practices contribute to overall gender pay parity.
7. Is your agency's overall budget equal to or less than \$500,000? (Yes or No Response)

016 – RFP ATTACHMENT D

ORGANIZATION COMPOSITION FORM

Please complete the excel version of this attachment which is available in SAePs to download. This form should be completed in accordance with Attachment C, question # 2. This form requests demographic information on your Board of Directors, total populations served, and agency staff.

**016 - RFP Application, Attachment D
Organization Composition Form**

Instructions:	The Department of Human Services is undergoing an equity assessment to inform transformative changes to policies and practices in an effort to reverse the effects of systemic racism and economic inequalities affecting our community. Please complete this worksheet by providing overall demographic composition of your organization and the demographic composition of the population served by your organization.			
OVERALL AGENCY/ ORGANIZATION INFORMATION				
ORGANIZATION NAME:				
	Total Population Served		Staff and Board Composition	
	# people served by organization	% people served by organization	# people on staff	# people on board of directors
RACIAL/ETHNIC				
African American/Black		0		
Asian American		0		
Hispanic/Latino		0		
Native American		0		
Pacific Islander		0		
White (Non-Hispanic)		0		
Other		0		
Undisclosed		0		
TOTAL	0	0%	0	0
GENDER				
Female		0		
Male		0		
Other		0		
Undisclosed		0		
TOTAL	0	0%	0	0

016 - RFP ATTACHMENT E

PROPOSED PROGRAM PLAN

Prepare and submit narrative responses to address the following questions. This section of questions requests information that is applicable to the specific program you seek funding for. Attachment C asks questions which are applicable to your agency as a whole organization and this attachment asks questions specific to the program proposed for funding thru this RFP.

Responses to questions listed on this attachment should be no longer than four pages in length for this section of the proposal. Responses should be submitted in no less than 12-point font with single spacing. Please number your responses to align with the question numbers below. Scoring will be based on the evaluation criteria stated in Section 012 of this RFP.

1. Using reliable data, describe the population identified in need of services, their demographics, and the geographic area. Provided detailed information about the trends and issues affecting the identified population.
2. Describe the proposed program services to include a description of the program and identification of the age group and number to be served along with where services will be offered to include specific City Council districts. Description should also include zip codes and school districts where services will be offered along with operating hours and days. Respondents should reference the City's Equity Atlas Tool to determine the equity score for each area of service. If any of the proposed areas of service do not have an equity score of 7-10, justification must be included as to why services are proposed in the area.
3. Identify the number of staff to be assigned to the program and provide an organizational chart for the program. If staff assigned to the program require professional qualifications, include a description of the licenses and certifications which are required. The organizational chart should include all personnel who are assigned to the program.
4. Describe how the proposed program aligns the long-term outcomes listed in the scope of service section. Explain how the proposed program will impact the community targeted by each outcome and complement the strategies DHS proposes for that outcome. The plan should also describe how:
 - a. Program design is evidence-based and will demonstrate success.
 - b. Program will demonstrate high impact for the population served
 - c. Program will identify and recruit clients for services
5. Describe how agency achieves financial and social returns on investments (ROIs) through implementation of the program.
 - a. Social Return on Investment – this can include long-term economic, social, and community changes that are achieved as a direct result of program implementation. Examples of such social ROIs include, but are not limited to, deferred costs absent intervention, improved family financial security, and increased community engagement.
 - b. Financial Return on Investment – this should demonstrate the amount of return relative to funding requested or the overall cost of the program.
6. The City supports collaboration to build capacity among participating non-profit agencies.
 - a. Informal collaborations – Describe how your proposed program works with partners to have a larger impact on the client population you serve and the greater community.
 - b. Formal collaborations – Describe any formal collaborations or commitments with other organizations which are based on a formal contract, data sharing agreement, letters of commitment, or memoranda of understanding. Explain how these collaborations allow your program to maximize resources for the clients served.
7. Describe the program's process of self-assessment and continuous improvement.
8. Complete 016 – RFP Attachment F – Performance Measure Scorecard, **Part One and Part Two**: Provide performance measures and annual targets that will be tracked to assess services provided, participant achievements, and client satisfaction to demonstrate the impact of your program. Performance measures should include measures of quantity and quality.
9. The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work (sanantonio.gov) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

016 - RFP ATTACHMENT F, PART ONE

PERFORMANCE MEASURE SCORECARD

Please complete **the excel version** of this attachment which is available in SAePs to download. This form should be completed in accordance with Attachment E, question # 8. This form requests the proposed performance measures for the program which will assess how well services are provided, total number of unduplicated clients served (within the 2-year contract period), and how clients are better off as a result of receiving services. Proposed performance measures should be trackable by the agency and include measures capturing quantity as well as quality.

Agency Name:		
Program Name:		
<i>Enter the amount requested for the entire two-year term in the line below:</i>		
Amount Requested:		
Contract Term:		October 1, 2023, to September 30, 2025 (2-year contract term)
<p><i>Provide a minimum of 3 performance measures, no more than 5 performance measures, which the program plans to track outcomes related to the DHS long-term outcome and strategies. Please indicate the total # of clients who will achieve the listed performance measure/outcome. Please include whole numbers only, no percentages.</i></p> <p><u>Respondents must provide at least one measure from each of the following categories: "How Much," "How Well," and "Better Off."</u></p>		
#	Proposed Program Performance Measure Description	Target # Clients Achieving the Measure
1	How Much: # of unduplicated adult clients served (required)	
2		
3		
4		
5		
<p>Other Metrics (Optional): <i>If you would like to include other metrics which speak to your specific program, please do so below. Please include whole numbers only, no percentages.</i></p>		
#	Measure Description	Target # Clients Achieving the Measure
1		
2		
3		
Data and Reporting Sources		
Notes/Comments:		

016 - RFP ATTACHMENT F, PART TWO

EXECUTIVE SUMMARY

Please complete **the excel version** of this attachment which is available in SAePs to download. The *Executive Summary* is the second worksheet, part two, of attachment F. Some fields will pre-populated with information entered into *Part One*.

The *Executive Summary* should be a concise summary of the proposed program including what services will be provided and who the targeted client population is. The *Proposed Clients Served – City Council District Breakdown* section should distribute the number of clients your proposed program will serve within each of the ten City Council Districts. The sum of all Council Districts should equal the total number of unduplicated adult clients proposed to be served by the program.

SAMPLE FORM SHOWN BELOW:

016 - RFP APPLICATION, ATTACHMENT E, PART TWO

EXECUTIVE SUMMARY

Agency Name:	0		
Program Name	0		
<i>Enter the amount requested for the entire two-year term in the line below:</i>			
Amount Requested:	\$52,000.00		
Contract Term:	October 1, 2023 to September 30, 2025 (2-year contract term)		
<i>Provide an executive summary of the program proposed for funding. This should be a high-level, concise summary that outlines what services your program will provide if funding is provided.</i>			
<i>Enter summary here</i>			
Proposed Clients Served - City Council District Breakdown			
Part One, PM # 1, # of unduplicated adult clients served <i>(this field pulls from what you enter in Part One of this workbook)</i>		0	
<i>Of the unduplicated adult clients your program proposes to serve, estimate how many will be served within each of the ten City Council Districts. The sum of all ten council districts should equal the total number of unduplicated clients served proposed in Attachment E, Part One, PM # 1.</i>	City Council District	#	%
	City Council District 1		#DIV/0!
	City Council District 2		#DIV/0!
	City Council District 3		#DIV/0!
	City Council District 4		#DIV/0!
	City Council District 5		#DIV/0!
	City Council District 6		#DIV/0!
	City Council District 7		#DIV/0!
	City Council District 8		#DIV/0!
	City Council District 9		#DIV/0!
	City Council District 10		#DIV/0!
	Other:		#DIV/0!
	Total	0	#DIV/0!
Variance	0		
Notes/Comments:			

016 - RFP ATTACHMENT G

TOTAL AGENCY AND PROGRAM BUDGET WITH YEARLY NARRATIVES

Please complete the excel version of this attachment which is available in SAePs to download. This attachment includes three worksheets:

1. Total Agency and Program Budget

The top table, *Total Agency Budget*, should be completed with information pertaining to your total agency budget. Under *8. Other (list below)*, list any additional funding sources your agency may receive.

The bottom table, *Total Program Budget*, should be completed for the program you are requesting funding for. The amounts in the column titled *COSA* will prefill from the information you enter in the *Budget Narrative* worksheets. The amounts in the column titled **Other Sources* should be completed listing any funding this **program** will receive from other funding sources, not what your proposal is requesting from DHS.

2. Budget Narrative – Year 1

Complete every field that is highlighted yellow. In the top table, *Budget Summary*, you will enter the total amount of your program budget allocated to each category. These amounts will auto-fill in the individual sections below. Enter a narrative description for each funding category outlining how the funds will be expended.

3. Budget Narrative – Year 2

See instructions above for Year 1.

016 - RFP ATTACHMENT H

CONTRACTS DISCLOSURE FORM

Complete and submit a Contracts Disclosure Form with the proposal as Attachment H. The Contracts Disclosure Form may be downloaded at:

- Link to complete form electronically: <https://webapp1.sanantonio.gov/ContractsDisclosure/>
- Link to access PDF form to print and handwrite information: <https://www.sanantonio.gov/portals/0/files/clerk/ethics/ContractsDisclosure.pdf>

1. Download form and complete all fields. All fields must be completed prior to submitting the form.
2. All Respondents must include the following information in the required Contracts Disclosure Form at the time the original proposal is submitted:
 - a. names of the agency board members and executive committee members,
 - b. list of positions they hold as an individual or entity seeking action on any matter listed:
 - (1) The identity of any individual who would be a party to the transaction;
 - (2) The identity of any entity that would be a party to the transaction and the name of:
 - a. Any individual or entity that would be a subcontractor to the transaction;
 - b. Any individual or entity that is known to be a partner or a parent entity of any individual or entity who would be a party to the transaction, or any subsidiary entity that is anticipated to be involved in the execution of the transaction; and
 - c. The board members, executive committee members, and officers of entities listed above; and
 - (3) The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction.
 - c. names and titles of officers of the organization.
3. Click on the "Print" button and place the copy in your proposal response as indicated in the Proposal Checklist.

NOTE: It is recommended not to use Chrome browser to access this form. If you have difficulty accessing, please contact the Staff Contact Person identified on the Title page of this RFP.

016 - RFP ATTACHMENT I

LITIGATION DISCLOSURE FORM

Please complete **the Adobe PDF version** of this attachment which is available in SAePs to download. Below is an example of the required *Litigation Disclosure Form*. Complete the Adobe PDF version and attach it to your proposal for submission.

EXAMPLE BELOW:

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim, or litigation, as applicable. Any such information should be provided on a separate page, attached to this form, and submitted with your proposal.

RFP ATTACHMENT J

CERTIFICATE OF INTERESTED PARTIES (Form 1295)

Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address: <https://www.ethics.state.tx.us/filinginfo/1295>

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert “City of San Antonio”. Where requested to provide the contract number, provide the RFP number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234, or RFCSP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the “Business entity”.)

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

“Intermediary,” for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

RFP ATTACHMENT K

Financial Information

Applicants are required to submit their most recent Independent Audited Financial Statements. Respondents whose total agency budget exceeds \$750k but do not have an audit at the time of the proposal deadline may still apply. If awarded a contract from this process, the respondent may be required to have an independent financial audit completed if they receive \$750k or more in City of federal funds in a single year. Respondents who fall under these circumstances are required to submit a balance sheet and income statement prepared by a bookkeeper (CPA) along with a cover letter signed by your agency attesting to the correctness of the financial statement.

RFP ATTACHMENT L

SAMPLE CONTRACT
DELEGATE AGENCY CONTRACT

Will be uploaded on a different form

RFP Attachment M

SIGNATURE PAGE

Please complete **the Adobe PDF version** of this attachment which is available in SAePs to download. Below is an example of the required *Signature Page*. Complete the Adobe PDF version and attach it to your proposal for submission.

EXAMPLE BELOW: Respondent, and co-respondent, if any, must complete City's Certified Vendor Registration (CVR) Form prior to the due date for submission of proposals. The CVR Form may be accessed at: <http://www.sanantonio.gov/purchasing/>.

By submitting a proposal, electronically, Respondent represents that:

If awarded a contract in response to this RFP, Respondent will be able and willing to execute a contract in the form shown in the RFP, as attached and set out in RFP Attachment M, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits 2 & 3.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the Respondent General Information form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

(S)he is authorized to submit this proposal on behalf of the entity.

Acknowledgment of Prohibition regarding Campaign and Officeholder Contributions

I acknowledge that the contract to be awarded pursuant to this RFP has been designated a "high-profile" contract. I have read and understand the provisions regarding high profile contracts that appear on the cover page of this RFP.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

When submitting your proposal electronically, through City's portal, Co-Respondent must also log in using Co-Respondent's log-on ID and password and submit a letter indicating that Co-Respondent is a party to Respondent's proposal and agrees to these representations and those made in Respondent's proposal. While Co-Respondent does not have to submit a copy of Respondent's proposal, Co-Respondent should answer any questions or provide any information directed specifically to Co-Respondent.

RFP ATTACHMENT N

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order. **PLACING PROGRAM PARTICIPATION OR PRICE/REVENUE INFORMATION IN OTHER SECTIONS OF A RESPONSE TO THIS RFP MAY RESULT IN THE RESPONDENT’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

Document	Initial to Indicate Document is attached to Proposal
Table of Contents	
Executive Summary	
Long-Term Outcome and Priority Area RFP Attachment A	
General Information Form RFP Attachment B	
Experience, Background and Qualifications RFP Attachment C	
Organization Composition Form RFP Attachment D	
Proposed Program Plan RFP Attachment E	
Performance Measure Scorecard, Part One, and Executive Summary, Part Two RFP Attachment F	
Total Agency & Program Budget with Yearly Narratives RFP Attachment G	
Contracts Disclosure Form RFP Attachment H	
Litigation Disclosure Form RFP Attachment I	
Proof of Insurability (See RFP Exhibit 2) Insurance Provider’s Letter	
Financial Information RFP Attachment K	
+Certificate of Interested Parties (Form 1295) RFP Attachment J	
+Signature Page RFP Attachment M	
Proposal Checklist RFP Attachment N	
+Signed Addenda, if applicable.	
One COMPLETE (1) electronic submission through SAePS.	

+Documents marked with a (+) on this checklist require a signature.

Be sure all forms that require a signature are done so prior to submittal of the proposal.