

Form 1 – Offer Sheet

SOLICITATION NAME: 2023-009 Personal Attendant Pilot RFP

Date Issued:	June 16, 2023
Proposal Due Date:	July 7, 2023 by 3PM CST
Intent to Apply Due Date:	June 28, 2023 by 3PM CST
Anticipated Start Date of contract:	September 15, 2023
Questions regarding the RFP are due on or before:	June 30, 2023 by 3PM CST
Technical Assistance regarding submission of the RFP in PartnerGrants are due on or before:	July 7, 2023 by 2PM CST
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	Authorized Contact Person: Name: Helen Howell E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: RFP 2023-009 Personal Attendant Pilot AustinTexas.gov
Optional Pre-Bid Meeting Date and Time:	June 21, 2023 at 2PM CST Eventbrite Registration Link
Optional Office Hours Date and Time:	June 27, 2023 at 3PM CST Eventbrite Registration Link
<p><u>APH is only accepting proposals through the PartnerGrants database. No paper copies will be accepted.</u></p> <p>All Offerors must complete the following steps.</p> <p><u>Offerors Initial Steps: Registration</u></p> <ol style="list-style-type: none"> Confirm your organization is a registered vendor with the City of Austin. <ul style="list-style-type: none"> To find the City of Austin Vendor Number please visit Austin Finance Online and search for the organization's legal name. To register to become a potential City of Austin vendor, go to Austin Finance Online or email VendorReg@austintexas.gov. Be a registered user in the PartnerGrants system. The proposals will be submitted through this web-based system. <ul style="list-style-type: none"> To register, visit PartnerGrants and click on "Register Here." Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants. <p><u>Offeror Initial Steps: Pre-Application</u></p> <ol style="list-style-type: none"> Complete an Annual Agency Threshold Application in the PartnerGrants database. 	

- All of the following items can be found on the RFP Website:** [RFP 2023-009 Personal Attendant Pilot | AustinTexas.gov](#)

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The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Offeror, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative: _____

Date: _____

* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.
Electronic Signature is acceptable.