



## Recommendation for Action

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**File #: 23-2423, Agenda Item #: 51.**

**8/31/2023**

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### **Posting Language**

Authorize negotiation and execution of an agreement with Catholic Charities of Central Texas to provide immigration legal services for a period of 13-months beginning September 1, 2023 in an amount not to exceed \$110,000.

### **Lead Department**

Austin Public Health.

### **Fiscal Note**

Funding in the amount of \$110,000 is included in the Fiscal Year 2022-2023 Austin Public Health Department Budget Stabilization Reserve Fund.

### **For More Information:**

Adrienne Sturup, Director, 512-972-5167; Laura LaFuente, Assistant Director, 512-972-5077; Akeshia Johnson Smothers, Social Services Agreements Administration Manager, 512-972-5567; Juanita Jackson, Business Process Consultant, 512-972-6163.

### **Council Committee, Boards and Commission Action:**

March 23, 2022 - City of Austin Joint Inclusion Committee, Commission on Immigrant Affairs, Hispanic Latino Quality of Life Resource Advisory Commission, and the Asian American Quality of Life Advisory Commission advocated for increased funding for immigration legal service in the FY23 budget via Recommendation 20220323-005a.

### **Additional Backup Information:**

This social services agreement was awarded as a result of a solicitation process, Austin Public Health Department's Request for Proposals (RFP) 2023-004 Immigration Legal Services. The RFP was released March 30, 2023, applications were due May 4, 2023, and a non-mandatory Pre-Bid Meeting took place on April 4, 2023.

The RFP was used to solicit social services for Austin Public Health and is not required to follow all state purchasing laws. However, the purchasing process has been reviewed by the City's Purchasing Department and Austin Public Health leadership, incorporated most state laws, adhered to principles of fairness and transparency, and responsibly addressed the needs of the community.

The Application Evaluation process included set criteria used to uniformly review and evaluate all applicants by a separate and independent panel. A review panel comprised of individuals with education and expertise in the issue area rated each applicant. Evaluators agreed upon strengths and weaknesses for each applicant. Each applicant received a resultant score based on this process. The criteria for evaluation included the following: fiscal and administrative capacity, experience and cultural competence/racial equity; program design and performance metrics; data-informed program management; and cost effectiveness.

