



SPONSORSHIP



Texas Regional Sponsor Coordinators Non-Funded Request for Proposals

17 July 2020

1. OVERVIEW

The ETS Sponsorship Program (ETS-SP) assists service members (SMs) transition to civilian life and the post-military community of their choice. Coordinating the services of the U.S. Department of Veterans Affairs (VA), private, nonprofit organizations and local government, the ETS-SP connects transitioning SMs with local sponsors. Sponsors are trained and certified to build relationships and resiliency. The goal is to set conditions for SMs and sponsors to achieve purpose and prosperity, reduce stress and risk, and engage together for continued service to the Nation.

ETS-SP trains and certifies our sponsors to ensure we provide the most effective sponsorship possible for our SMs/Veterans. As a national program, the ETS-SP organizes all sponsors by region and is in the process of appointing an ETS-SP Regional Sponsor Coordinator to manage each region. The ETS-SP Regional Sponsor Coordinator ensures that we lead our program effectively. The ETS-SP Regional Sponsor Coordinator may be identified as *organizations* or *individuals*.

Within Texas specifically, the U.S. Department of Veterans Affairs is funding the expansion of ETS-SP through the state. This funding includes VA employees who will be dedicated to ensuring the success of the program in target cities. The VA is also providing funding for the evaluation of the expansion across the state of Texas. The full role of the ETS-SP is outlined in Attachment #2 (VA VISN 17 ETS-SP Program Evaluation). In order to accomplish the tasks outlined in Attachment #2, ETS-SP will select two ETS-SP Regional Sponsor Coordinators, as identified below, with geographic areas of responsibility including approximately a 60-mile radius from the city center. ***Parties interested in bidding for both regions are required to submit two separate proposals, one for each region.***

Region 1: Austin, Dallas/Fort Worth, El Paso and Houston

Region 2: San Antonio and Corpus Christi

2. TIMELINE

The timeline for the program implementation is identified per region in Attachment #2. The timeline for this RFP is outlined below:

Activity:	Date:
RFP Release	July 17, 2020
Proposals Due	July 29, 2020
Final Selection	July 31, 2020
Memorandum of Understanding (MOU) Administration	July 31, 2020- August 14, 2020
MOU Start Date	August 14, 2020

3. LENGTH OF PROPOSAL.

Start Date- August 14, 2020

End Date- August 13, 2023

4. Non-FUNDED RFP

There is no funding allocated with the award of this proposal. The selected entity will enter into a memorandum of understanding (MOU) with ETS-SP (National). ETS-SP (National) will work with awardee to identify anticipated costs associated with serving as the ETS-SP Regional Coordinator and advocate for the allocation of, as needed, funding to fulfill the requirements outlined within this RFP from external funding agencies. The award of this RFP does not obligate ETS-SP (National) to any financial obligation to the awardee.

5. PROPOSAL SPECIFICATIONS

Proposals will not exceed: 2 Pages, Single-Spaced, 12 Font, Times-New Roman following the below format.

A. Proposer Overview

- Proposer's philosophy of, role in and approach, to Veteran services
- Proposer's current principal activities

- Proposer's experience, if any, with city or state-funded grants specific to serving SMs/Veterans or their families (itemize grants)
- Proposer's prior experience providing services to SMs/Veterans and their families
- Proposer's prior experience managing a volunteer and/or mentor/sponsor population

B. Proposed Service Delivery

Proposer must submit a project service delivery description addressing the requirements in the scope of work for ETS-SP Regional Coordinator and the VA VISN 17 Program evaluation

- Describe the proposer's staffing plan, including the responsibilities, qualifications and level of effort (percentage of time) to be allocated for each person who will provide services IAW this RFP.
- Identify additional external partners that will be employed/utilized to fulfill requirements for city-level responsibilities. All external entities must be identified within the proposal and subsequently in the MOU. Inclusion of external entities is encouraged if they serve to better fulfill the requirements outlined in Attachments #1 and #2.
- Describe the proposer's plan to design a process and outcome evaluation in collaboration with the VISN 17 COE (as outlined in Attachment #2)
- How will the proposer provide feedback to ETS-SP (National)?

C. Funding Mechanisms

Proposer must submit specifications regarding how they will fund actions, as identified above. As part of the MOU, the proposer will develop projected costs to meet the requirements outlined in the Statement of Work for Regional Sponsor Coordinators and the VA VISN 17 Program Evaluation of ETS Sponsorship.

- Identify the specific costs associated with the requirements listed in the SOW.

- Identify how you will fund these costs.
- Identify how you project these costs through August 2023.
- Identify how you will fund these costs through August 2023.

6. GENERAL SPECIFICATIONS

Not-for-Profit Proposers (not-for-profit corporations only). Not-for-profit proposers must be registered with their respective state and the registration must be up to date at the time of the MOU. Proposers must be sure all of their documents are up-to-date.

7. SUBCONTRACTING

Subcontracting and any other transfer of any duties or obligation to be performed hereunder will be permitted only with prior written consent and as captured within an updated MOU.

8. COMPLIANCE WITH LAWS

Awarded proposers must comply with all applicable federal, state and local laws, rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the MOU resulting from this RFP.

9. REJECTION

ETS SP (National) reserves the right to reject any and all proposals submitted in response to this solicitation.

10. CONFIDENTIALITY

Proposers acknowledge that any and all information, records, files, documents or reports contained in any media format provided to the proposer, or which may be otherwise encountered by proposer shall be considered extremely confidential and shall be handled accordingly at all times. Neither the proposer nor any of its employees, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any

purpose outside the scope of any resulting agreement without the express prior written authorization of ETS SP (National). Any breach of this confidentiality by the proposer or by any of its employees, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by ETS SP (National). Awarded proposer shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records.

11. FINANCIAL STABILITY

Upon request by ETS SP (National), proposers shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

12. IMPLIED REQUIREMENTS

Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the proposer, shall be included in the offer except as specified herein

13. INDEMNITY

Awarded proposer shall indemnify, defend and hold harmless ETS-SP (National), its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney's fees and the cost of legal defense) which ETS-SP (National) may incur by reason of: (i) awarded proposer's breach of any term, provision, covenant, representation or warranty contained in the MOU as a result of this RFP; (ii) any act, omission, negligence or intentional misconduct of awarded proposer or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; and (iii) awarded proposer's performance or failure to perform under the MOU.

14. AWARD PROPOSER SELECTION CRITERIA AND METHOD OF SELECTION

A single award will be made per region to a responsible proposer that receives the highest composite score in excess of the minimum score as determined by the selection criteria set forth herein.

Proposals will be reviewed and rated by a team comprised of qualified ETS-SP (National) staff and key partners. In the event of a tie composite score, the applicant with the higher cost score will prevail.

Proposals will be scored as follows:	
A. Overview. Proposer philosophy, principal activities, city/state grant experience, services provided to SM/Veterans and experience managing a volunteer and/or mentor/sponsor population	30
B. Proposed Service Delivery (staffing plan, external partners, outcome evaluation)	40%
C. Funding Mechanisms (plan and sustainability to fund actions, as identified above; capabilities to capture costs)	30%

15. POINTS OF CONTACT

Danielle Bracco, danielle@etssponsorship.com. POC for specific information related to execution of the RFP. Submit proposal to Danielle NLT1800 EDT July 29, 2020.

Joseph Geraci, joseph.geraci@va.gov. POC for specific information related to the VA VISN 17 program evaluation, as identified in *Additional Documentation*.

Scope of Work Document:

<https://etssponsorship.com/legal/scopeofwork/sponsorcoordinator>

Additional Documentation.

VA VISN 17 Program Evaluation of ETS Sponsorship (only available on request)