Dr. Courtney Phillips, Executive Commissioner

Request for Applications (RFA)
For
Adult Mental Health Recovery Based Outreach Services in Peer Focused Environments Utilizing the Clubhouse Model
RFA No. HHS0000632

Date of Release: March 9, 2020
Responses Due: April 17, 2020 at 2:00pm

Class/Item:

948/00	**Health Related Services (See Class 952 for Human Services)**
948/47	**Health Care Center Services**
948/48	**Health Care Services (Not Otherwise Classified)**
952/62	**Mental Health Services: Vocational, Residential, Etc.**

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ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

This procurement is intended to solicit applications to be considered for funding through the **Recovery-Focused Clubhouse Program** ("Program"). The purpose of the program is to fund the Clubhouse International model, which has been proven to enhance recovery-based outreach, services, and programming to support people living with mental health challenges. HHSC will award grants to local Texas organizations, to be matched at 25%, to implement the Clubhouse model with fidelity.

The Clubhouse model is a Substance Abuse Mental Health Services Administration (SAMHSA) evidence-based practice that provides a recovery-focused environment for people whose lives have been disrupted because of their mental health challenges (members). Members benefit from having the support of others who are in recovery and who believe that mental illness is treatable. While participating in a Clubhouse, members gain access to opportunities to rejoin the worlds of friendships, family, employment and education, and to the services and support they may individually need to continue their recovery.

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance**, of this Solicitation and provide all other required information and documentation outlined in this Request for Application (RFA).

1.2 DEFINITIONS

Refer to **Exhibit B, HHSC Grantee Uniform Terms and Conditions (UTCs)** for additional definitions. Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

Refer to Exhibit B, HHSC Grantee Uniform Terms and Conditions for additional definitions. Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

"Addendum**"**- a written clarification or revision to this Solicitation issued by the System Agency.

"Apparent Awardee**"** - an organization that has been selected to receive a grant award through response to this RFA but has not yet executed a grant agreement or contract.

"Applicant(s)**" or "**Respondent(s)**"** - the entity(s) responding to this Solicitation.

"Clubhouse member**"** - an individual who has utilized the clubhouse services and signed up to be a member at any point in time.

"Active member**"** - a member of the Clubhouse who has received a service in the last 90 days.

"Clubhouse Non-Member**"** - an individual who utilizes services but has not yet become a member.

"Clubhouse International**"** - the umbrella organization and originator of the Clubhouse Model. Clubhouse International offers accreditation to Clubhouses. Clubhouse International.

"Clubhouse Model**"** - an evidence-based, recovery-oriented program for adults diagnosed with a mental illness. The goal of the program is to improve an individual's ability to function successfully in the community through involvement in a peer-focused environment. Members are encouraged to participate in the daily operations of the Clubhouse such as clerical duties, reception, food service, transportation, and financial services. Members are also encouraged to participate in activities to promote outside employment, education, meaningful relationships, housing, and an overall improved quality of life**.**

"Clubhouse Service(s)**"** - the support offered by members and received by people who are also members of an individual Clubhouse.

"Cost Reimbursement**"** - a method of funding wherein a Grantee organization must initially pay for project activities with its own funds. HHSC then issues reimbursement payments to the Grantee on a scheduled basis for reported actual, allowable, and allocable costs supported by adequate documentation.

"Direct Cost**"** - costs that can be identified specifically with particular cost objectives such as a grant, contract, project, function or activity. Direct costs generally include: salaries/wages, fringe benefits, contracted services required to accomplish a specific grant.

"Grant**"** - a financial award provided to a Successful Applicant as a result of its response to a Solicitation. May also be referred to as "Award" or "Grant Award."

"Grantee" - an organization that has been selected to receive a grant award through response to this RFA and has executed a grant agreement or contract.

"Health and Human Services Commission**"** or **"**HHSC**"** - the administrative agency established under Chapter 531, Texas Government Code or its designee.

"Indirect Costs**"** – costs that have been incurred for common or joint objectives not and cannot be readily identified with a particular cost objective. Further definitions and requirements can be found in 2 Code of Federal Regulations, Part 200.

"Independent Employment (IE)**"** - support obtaining a job for which the clubhouse provides support as requested by the member. There are no on-job-site services or responsibility to an employer. IE is distinguished from SE by the lack of a relationship between the employer and the clubhouse and the absence of on-site supports. For IE, members participate in a fully competitive interview.

"Match**"** or **"**Cost Sharing**"** - definitions and requirements can be found in Section .24, Subpart C, of Uniform Grant Management Standards (UGMS) and Title 2, Part 200, §200.306 of the Code of Federal Regulations.

"Project Budget**"** - the financial plan for carrying out a proposed project. The applicant provides a proposed budget, which includes both state-awarded funds and match, as part of a response to this solicitation. May also be referred to as "budget."

"Recovery-Focused**"** - the assumption and guiding philosophy that people can and do recover from mental illness.

"Solicitation**" or "**RFA**"** - this Request for Applications including any Forms, Exhibits and Addenda as applicable.

"State" - the State of Texas and its instrumentalities, including HHSC, the System Agency and any other state agency, its officers, employees, or authorized agents.

"Successful Applicant" - an organization that receives a grant award under this RFA. May also be referred to as "Grantee," "Awarded Applicant," or "Grant Recipient."

"Supported Employment (SE)" - support that provides an employment opportunity that is not time-limited. The position belongs to the member. There is a competitive element to the interview process. In SE the clubhouse develops and maintains a relationship with the employer and assists with job site development and sometimes training, SE jobs may be full- or part-time. The clubhouse does not provide absence coverage. SE Group Placement (i.e., Mobile Crew) consists of a small group (8 or fewer individuals) which works together at a job site or moves from site to site to perform work. The crew may have equipment needed and job training and supervision is usually the responsibility of the service provider agency.

"System Agency" - the Texas Health and Human Services Commission, its officers, employees or authorized agents.

"Transitional Employment (TE)" - support that involves multiple part-time work placements with community-based employers, paid by the employer. Support services are provided by a clubhouse program prior to and concurrent with the TE experiences. Continued employment support would be available through the clubhouse for subsequent job placement. A TE job is a time-limited opportunity, usually six to nine months in duration. TE positions belong to the clubhouse. In TE the clubhouse develops and maintains a relationship with the employer and provides on-site training and support. Absence coverage is a key feature of the model. In TE Group Placements, a variation of TE, the clubhouse has a relationship with the employer, and the work and/or jobs are facilitated through the clubhouse. Members get support from the clubhouse both on and off-site.

1.3 AUTHORITY

The System Agency is requesting applications pursuant to 2020-2021 General Appropriations Act, Senate Bill (S.B.) 1, 86th Legislative Regular Session 2019, Article (Article II, HHSC, Rider 65) which increased funding to support Clubhouses and the Substance Abuse and the Mental Health Services Administration Mental Health Block Grant authorized under Title 42 United States Code, Chapter 6A, Subchapter XVII, Part B: Block Grants Regarding Mental Health and Substance Abuse.

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ARTICLE II. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

Behavioral health services in Texas – including both mental health and substance use disorders (SUD) – have evolved and transformed over the past decade. Much of this transformation is due to the large investment and stewardship of the Texas Governor and Legislature to improve the behavioral health service delivery system.

Part of this investment included allocating funding to implement the Clubhouse model during the 84th Legislature, Regular Session, 2015. Initially, four Clubhouses were funded by HHSC to serve San Antonio, Austin, Houston, and San Angelo. This Solicitation builds on the groundwork laid by the initial funding as it seeks to expand Clubhouse services in Texas. Those initially funded may apply to expand or maintain existing services. Other organizations that have been implementing the model are also eligible to apply.

The Clubhouse model is well aligned with the five-year Texas Statewide Behavioral Health Services Strategic Plan, Fiscal Years 2017-2021 (strategic plan), which identified a vision for Texas: **to ensure that all Texans have access to care at the right time and place.** The strategic plan was developed by the Statewide Behavioral Health Coordinating Council pursuant to the 2016-2017 General Appropriations Act, House Bill 1, 84th Regular Session 2015 (Article IX, Section 10.04)

The System Agency certifies that it has statutory authority to contract for services described in this Solicitation pursuant to Health and Safety Code Section § 12.051 as transferred under Texas Government Code 531, Sec.531.02014.

2.2 GRANT AWARD AND TERM

2.2.1 Grant Term

The initial grant funding period for each Grantee will **begin upon execution of the grant contract and will continue through August 31, 2021**. This period is subject to change and will be determined by HHSC through the negotiation and award process. The System Agency, at its sole discretion, and contingent on the continued availability of funding, may renew or extend any grant awarded without re-procurement through August 31, 2025.

If a Grantee is unable to make use of all state-funded awards and complete grant activities on or before August 31, 2025, HHSC may, at its sole discretion, extend contracts beyond the grant term to allow for the full expenditure of awarded funding and completion of grant activities. No additional grant funds will be awarded to the Grantee during the grant extension period.

2.2.2 Available Funding

HHSC anticipates issuing six (6) to ten (10) grant awards totaling approximately **$1.37 million** for the initial grant term. (i.e., September 1, 2020 through August 31, 2021). Funds allocated for subsequent grant terms could be more or less than the original award, depending on availability of

funds. If a clubhouse currently funded by HHSC is not selected for funds through this RFA, the clubhouse may, if funds allow, be awarded ramp-down funding at an amount determined by HHSC for a period not to exceed six months.

Funds are awarded for the purpose specifically defined in this RFA and must not be used for any other purpose. Funds may be used for personnel, fringe benefits, staff travel, contractual services, equipment, supplies, and other direct/indirect costs as allowed in the approved budget.

2.2.3 Matching Funds

Matching, or cost-sharing, reflects a community's commitment to supporting people living with mental illness. To be considered eligible for this funding, applicants must provide a 20 percent match requirement of the total project cost from a non-state and non-federal source. Matching funds are part of the overall total project budget and are considered grant funds. As a result, all rules and policies that apply to the HHSC award amount also apply to the matching funds. Match contributions may only be used for eligible, approved budget items that are necessary and reasonable to accomplish program objectives.

2.3 ELIGIBLE RESPONDENTS

A. This RFA is intended to support organizations seeking to expand or maintain a developed clubhouse. A developed clubhouse is defined as having:

    1. Dedicated resources to serve individuals with mental health challenges through the Clubhouse Model and standards (http://clubhouse-intl.org/resources/quality-standards/);
    2. A charter stating the dedication to securing resources to serve eligible populations in accordance with the International Clubhouse models;
    3. An established Board of Directors or Advisory Board (that is the liaison between the Clubhouse and auspice agency) that meets regularly;
    4. A clubhouse currently operating services a minimum of five days a week;
    5. Clubhouse International accreditation or a stated commitment to become accredited; and,
    6. A plan to seek ongoing funding to sustain, support, and expand the Clubhouse.

B. Organizations wishing to expand existing operations into more than one physical location may propose more than one clubhouse in one single application.

C. Clubhouses may be a part of an auspice organization or stand-alone. Day or Drop-in centers that are transitioning to the Clubhouse model are not eligible for this offering;

D. Additionally, to be eligible for an award under this Solicitation, a Respondent must:

    1. Be established as a legal entity and have the authority to do business in Texas;
    2. Have a physical business address in Texas located within the service area proposed to be served;

3. Be a local government entity, public or private non-profit 501(c)(3), or religious-based organization, and may also have received prior awards from System Agency to operate a Clubhouse;
4. Meet and comply with the criteria listed below at the time the Application is submitted and continue to meet the eligibility conditions throughout the grant term. HHSC expressly reserves the right to review and analyze the documentation submitted and to request additional documentation to determine Respondent's eligibility for contract award.

    a. Respondent must not be ineligible to apply for funds under this RFA due to being currently debarred, suspended, or otherwise excluded or ineligible for participation in Federal or State assistance programs. As part of the pre-compliance check for responsiveness to this RFA, HHSC will perform a check for debarment/suspension through the Federal System for Award Management (SAM) and the Comptroller of Public Accounts (CPA). In compliance with CPA's rules, HHSC's verification of eligibility will also conduct a name search of all Grantees during the contract award phase using the websites listed in this section. A Respondent will be considered ineligible to contract with HHSC, regardless of the funding source, if a name match is found on any of the following lists:
    b. CPA's list of Vendors Debarred from doing business with the State of Texas;
    c. CPA's Franchise Tax Check (for status of good standing);
    d. CPA's Divestment Statute Lists:
        i. list of companies that boycott Israel;
        ii. list of Scrutinized Companies with Ties to Sudan;
        iii. list of Scrutinized Companies with Ties to Iran.
        iv. list of Designated Foreign Terrorist Organization, and
        v. list of Scrutinized Companies with Ties to Foreign Terrorist Organizations.
    e. The System of Award Management (SAM) for parties excluded from receiving federal contracts, certain subcontracts and from certain types of federal financial and non-financial assistance and benefits; and
    f. The Office of the Inspector General (OIG) List of Excluded Individuals/Entities.

5. Respondent must have demonstrated financial history to fund activities/cover project costs prior to receiving reimbursement. Respondent may not be eligible for award if audit reports or financial statements submitted with the application identify concerns regarding the future viability of the Respondent, material non-compliance, or material weaknesses that are not satisfactorily addressed, as determined by HHSC.

2.4 PROGRAM DESIGN

The Clubhouse International Model is a federal Substance Abuse and Mental Health Service Administration (SAMHSA) evidence-based day program for the support of adults with mental illness (members).

Clubhouses are local community centers that provide members with opportunities to build long-term relationships that, in turn, support them in obtaining employment, education and housing, including:

- Social connections with others in recovery;
- Employment opportunities within and outside the clubhouse;
- Assistance accessing community-based health, mental health, and education resources;
- Access to crisis intervention services when needed;
- Assistance in securing and sustaining safe, habitable, and affordable housing; and,
- Health and wellness education and support

Clubhouse members are additionally empowered to participate in consensus-based decision-making regarding all important matters relating to the running of the Clubhouse. Clubhouse members do not pay dues or membership fees. Their attendance is voluntary, and they can participate as little or as much as they choose.

Clubhouses are accredited and coordinated internationally through the Clubhouse International. Clubhouse staff maintain a caseload, including managing employment placements, housing issues, and access to community supports. They also are responsible for the ongoing work of the Clubhouse and help organize and participate in social activities. Staff have diverse life experiences and backgrounds in a variety of disciplines, including psychology, counseling, social work, and education.

Programs supported by grant funds must:

A. Provide services to individuals who have mental health challenges with fidelity to the Clubhouse International model and standards (Attachment A).

B. Identify specific entities in the community who can fill Clubhouse service gaps and build partnerships to assist individuals to gain access to needed recovery services.

C. Currently utilize or have a stated plan to utilize individuals with lived experience with mental health challenges in key leadership roles for the organization.

D. Adhere to the clubhouse value that every member has the potential to recover from the effects of mental health challenges and to lead a personally satisfying life as an integrated member of society.

2.5 AWARD CONSIDERATION

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance** of this Solicitation and provide all other required information and documentation set forth in this Solicitation.

A. In developing a response to this RFA, all Respondents must complete and submit the following information as described in **Articles 5, 6, 7,** and **9**.
    1. Administrative Packet (Form A)
    2. Project Narrative (Form B)
    3. Cost Proposal (Forms C and D and financial document submission)
    4. Exhibits that require submission (not exhibits that are informative for information purposes)

Any exceptions the Applicant seeks to RFA requirements, terms, conditions, or certifications, or attachments, addendums, or revisions to the RFA or General Provisions, must be specifically detailed in writing on **Exhibit D, Exception and Assumptions Form** and submitted by the Applicant to HHSC for consideration. HHSC reserves the right to accept or reject each proposed exception.

HHSC will not consider exceptions submitted separately from a Response or after Application due date.

2.6 PERFORMANCE MEASURES AND REPORTING REQUIREMENTS

In alignment with the Statewide Behavioral Health Strategic Plan, the Recovery-Focused Clubhouse Program promotes evidence-based practices and best available research in providing and coordinating recovery-oriented mental health and supportive services.

Grantees will:

A. Track and measure implementation progress and performance using HHSC-approved performance measures and HHSC-approved reporting formats.
B. Agree to implement Program activities at quality levels consistent with industry standard and practice.

2.6.1 Performance Reports

Grantees will submit a Performance Report no later than the due date of each State Fiscal Quarter, which comprises the reporting period for that report. First quarter is due December 15, second quarter is due March 15, third quarter is due June 15, and fourth quarter is due September 15 of each fiscal year. Tracking tools and templates may be adapted by HHSC throughout the grant period, if needed.

A. Grantees will collect operational information to be reported quarterly using the **Clubhouse Performance Measures Tracking Template (Attachment B).**

B. Grantees will administer the **Clubhouse Member Survey (Attachment C)** tool (Mental Health Recovery Measure, Young and Bullock, 2003) to members every February 1st and August 1st of each fiscal year and must provide all survey results to HHSC.

C. Grantees must meet the required performance level target of 15% for employment for active members as stated in the Clubhouse International Accreditation Employment Guidelines.

2.6.2 Expenditure Reporting

Grantee will submit a completed Expenditure and Match Report each month throughout the grant term using a system chosen by HHSC, such as CMBHS. This report is generally expected on or before the 15th calendar day after close of the reporting month for state fiscal year September through August. Expenditure and Match Reports include:

A. Expenses the Grantee incurred and paid for during the reporting period, to be reimbursed from state funds,
B. Matching funds or resources expended during the reporting period,
C. Adequate supporting documentation and any additional information as requested by HHSC.

2.7 PROHIBITIONS

These prohibitions apply to state-awarded funds **and** match. State and federal funds and resources may **not** be used as match for this grant. Grant funds may not be used to support the following services, activities, and costs:

A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
B. Lobbying;
C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
D. Vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e. mobile data terminals, body cameras, in-car video systems, or radar units, etc. for officers assigned to routine patrol);
E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives (exceptions may be granted when explosives are used for bomb squad training);
F. Admission fees or tickets to any amusement park, recreational activity or sporting event;
G. Promotional gifts;
H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where pre-approved for meeting a specific programmatic objective;
I. Membership dues for individuals;
J. Any expense or service that is readily available at no cost to the grant project;
K. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
L. Fundraising as defined by 2 CFR 200;
M. Costs of advertising and public relations designed solely for promotional purposes;
N. Costs to support any activity that has as its objective funding of sectarian worship, instruction, or proselytization;
O. Other unallowable costs as listed under Chapter II of the Uniform Grant Management Standards (UGMS) where applicable;
P. Any other prohibition imposed by federal, state, or local law; and;
Q. The acquisition or construction of facilities.

2.8 REMEDIES FOR NON-COMPLIANCE

If HHSC determines that the applicant materially fails to comply with any term of this solicitation, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, HHSC, in its sole discretion and consistent with UGMS Subpart C.43(a)-(d), may take actions including:

1. Temporarily withholding cash payments pending correction of the deficiency or more severe enforcement action by HHSC;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by HHSC until repayment to HHSC is made and any other compliance or audit finding is satisfactorily resolved;
7. Reducing the grant award maximum liability of HHSC;
8. Terminating this Contract;
9. Imposing a corrective action plan;
10. Withholding further awards; or
11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless HHSC expressly authorizes them in the notice of suspension or termination or subsequently.

HHSC, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

2.9 STANDARDS

Respondents must comply with the requirements applicable to this funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards (2 Code of Federal Regulations [CFR] 200); and the *Uniform Grant Management Standards (UGMS)*, and all statutes, requirements, and guidelines applicable to this funding.

Grantees are required to conduct grant activities in accordance with federal and state laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHSC) Civil Rights Office website at https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office.

Upon request, a Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than 10 calendar days after receipt of the complaint. Notice must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751
Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Grantees must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.10 DATA USE AGREEMENT

To receive funds under a contract resulting from this RFA, Respondent agrees to be bound by the terms of the Data Use Agreement (DUA) attached as **Exhibit C.1 Data Use Agreement** and **Exhibit C.2 Data Use Agreement - Attachment 2, Security and Privacy Inquiry Form**.

2.11 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

The System Agency makes no guarantee of volume, usage, or total compensation to be paid to any Respondent under any awarded Grant, if any, resulting from this Solicitation. Any awarded Grant is subject to appropriations and the continuing availability of funds.

HHSC reserves the right to cancel, make partial award, or decline to award a Grant under this Solicitation at any time at its sole discretion. There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

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ARTICLE III. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	Monday, March 9, 2020
Deadline for Submitting Questions	Friday, March 20, 2020 @ 4:00 PM CST
Answers to Questions Posted	Friday, March 27, 2020
Deadline for submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHSC by the deadline.]	Friday, April 17, 2020 @ 2:00 PM CST
Anticipated Contract Start Date	Tuesday, September 1, 2020

Note: These dates are a tentative schedule of events. The System Agency reserves the right to modify these dates at any time upon notice posted to the HHS Grants Website and Texas eGrants Website. Any dates listed after the Solicitation Response deadline will occur at the discretion of the System Agency and may occur earlier or later than scheduled without notification on the HHS Grants Website.

3.2 SOLICITATION CHANGES, AMENDMENT OR MODIFICATION

The System Agency reserves the right to change, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of the System Agency and will post such on the HHS Grants Website. It is the responsibility of Respondent to periodically check the HHS Grants Website to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in **Section 3.4.1** as soon as possible so corrective addenda may be furnished to prospective Respondents.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to HHSC's Procurement Project Manager addressed to the person listed below. All communications between Respondents and other HHSC staff members concerning the Solicitation are strictly prohibited, unless noted elsewhere in this RFA. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

Name:	Amy Pearson
Title:	PCS Grants Specialist
Address:	1100 West 49th Street, Mail Code: 2020, Austin, TX 78756
Phone:	512-406-2638
Email:	amy.pearson@hhsc.state.tx.us

3.4.2 Prohibited Communications

All communications between Respondents and other System Agency staff members concerning the Solicitation may not be relied upon and respondent should send all questions or other communications to the Point of Contact listed in **Section 3.4.1** above. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

3.4.3 Questions

The System Agency will allow written questions and requests for clarification of this Solicitation. Questions must be submitted in writing and sent by U.S. First class mail or email to the Point of Contact listed in **Section 3.4.1** above. Respondents' names will be removed from questions in any responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

A. Identifying Solicitation number;
B. Section Number;
C. Paragraph Number;
D. Page Number;
E. Text of passage being questioned; and
F. Question.

Questions or other written requests for clarification must be received by the Point of Contact by the deadline set forth in **Section 3.1** above.

3.4.4 Clarification Request Made by Respondent

Respondents must notify the Point of Contact listed in **Section 3.4.1** above of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions.

3.4.5 Responses

Responses to questions or other written requests for clarification may be posted on the HHS Grants Website. The System Agency reserves the right to amend answers prior to the deadline of Solicitation Responses. Amended answers may be posted on the HHS Grants Website. It is Respondent's responsibility to check the HHS Grants Website or contact the Point of Contact listed in **Section 3.4.1** above for updated responses.

3.5 APPLICATION PACKAGE SUBMISSION COMPOSITION

3.5.1 Generally

In developing responses to this RFA, Respondents must complete attached **Forms A** through **D.** Failure to comply with one or more of the above criteria may result in disqualification of the application. All Solicitation Responses **must**:

A. Be clear and legible;
B. Be sequentially page-numbered and include the Respondent's name at the top of each page;
C. Be organized in the sequence outlined in **Article 9** - Submission Checklist;
D. Use Arial or Times New Roman font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
E. Be completed using blank forms provided in Attachments (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided. Supporting documents, including forms, letters of commitment, or written agreements developed and submitted as part of this RFA will not be counted as part of the page limit. Page is defined as front only print. A paper with print on front and back is considered two pages;
F. Correctly identified with the RFA number and submittal deadline;
G. Ensure compliance with noted word or page limits;
H. Be responsive to all RFA requirements; and
I. Be signed by an authorized official in each place a signature is needed (copies must be signed but need not bear original signatures).

3.5.2 Submission in Separate Sections

In developing Applications in response to this RFA, Respondents must complete the following:

1. **Administrative Packet (Form A) |** Please note, this excel workbook has six tabs that include:
    1. Respondent Information;
    2. Counties Served;
    3. Governing Body;
    4. Agency Information and Litigation History
    5. Fiscal Management and Administrative Controls; and,
    6. Project Summary

2. **Project Narrative (Form B)**

3. **Cost Proposal (Forms C and D, and submission of financial documents)**

4. **Exhibits that are required with submission of application including:**
    - Exhibit A (Affirmations and Solicitation Acceptance)
    - Exhibit C.2 (Data Use Agreement, Attachment 2: Security and Privacy Inquiry)
    - Exhibit D (Exceptions and Assumptions), if applicable
    - Exhibit E (Assurances Non-Construction Programs)
    - Exhibit F (FFATA)

The entire Solicitation Response – Electronic copies – must then be submitted in one package to HHSC at the address listed in **Section 3.6.3**. The number of copies and directions for submitting an "Original" and "Copies" are outlined in **Article 9**.

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addenda, or revisions to the RFA or Uniform Terms and Conditions, sought by the Respondent must be specifically detailed in writing by the Respondent on Exhibit D, Exceptions and Assumptions Form. HHSC will accept or reject each proposed exception. HHSC will not consider exceptions submitted separately from the application or at a later date.

3.6 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

Solicitation Responses must be received at the address in **Section 3.6.3,** time stamped by HHSC no later than the date and time specified in **Section 3.1**.

3.6.2 Labeling

Solicitation Responses shall be placed in a sealed box and clearly labeled as follows:

SOLICITATION NO.:	HHS0000632
SOLICITATION NAME:	Recovery-Focused Clubhouses
SOLICITATION RESPONSE DEADLINE:	Friday, April 17, 2020 at 2:00 p.m. CST
PURCHASER:	Amy Pearson
RESPONDENT NAME:	_____

HHSC will not be held responsible for any Solicitation Response that is mishandled prior to receipt by HHSC. It is Respondent's responsibility to mark appropriately and deliver the Solicitation Response to HHSC by the specified date and time.

3.6.3 Delivery

Respondent must deliver Solicitation Response by one of the methods below to the address noted. Solicitation Responses submitted by any other method (e.g., facsimile, telephone, email) will NOT be evaluated or considered for award.

To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to:

HHSC Procurement and Contracting Services (PCS)
Bid Room
Attn: Bid Room Coordinator
1100 W. 49th Street, MC 2020
Service Building (Building S)
Austin, Texas 78756

All Solicitation Responses become the property of HHSC after submission and will not be returned to Respondent.

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, a Respondent may:

1. Withdraw its Solicitation Response by submitting a written request to the Point of Contact identified in **Section 3.4.1;** or
2. Modify its Solicitation Response by submitting a written amendment to the Point of Contact identified in **Section 3.4.1**.

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ARTICLE IV. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 ELIGIBILITY SCREENING

Solicitation Responses will be reviewed for eligibility. All complete Solicitation Responses meeting the minimum qualifications will move to the Evaluation stage. Minimum qualifications for eligibility are:

A. Solicitation Response is received by published deadline;
B. Solicitation Response is complete and includes required attachments per **Article 9 Submission Checklist**.
C. Solicitation Response is signed by Authorized Representative.
D. Applicant must:
   1. Be established as a legal entity,
   2. Have the authority to do business in Texas,
   3. Be either a nonprofit organization, religious-based organization, or governmental entity (i.e. an agency as defined in Texas Government Code Chapter 771, Interagency Cooperation Act, or "local government" as defined in Texas Government Code Chapter 791, Interlocal Cooperation Contracts), and
   4. Have a physical business address in Texas located within the proposed service area as identified in the response to this RFA.
E. Applicant does not have an exclusion record in the System for Award Management.

4.2 EVALUATION

Solicitation Responses will be evaluated and scored in accordance with the factors required by program criteria listed in this RFA, which must be included in the forms listed below.

A. Agency capacity (Form A | agency history and controls): 5%
B. Project Narrative (Form B): 80%
C. Cost Proposal (Forms C and D and submitted financial statements): 15%

4.3 FINAL SELECTION

After initial screening for eligibility, application completeness, and evaluation scores of the elements in **Section 4.2**, a selection committee will determine which proposals should be awarded in order to most effectively accomplish state priorities. The selection committee will recommend grant awards to be made to the HHSC Executive Commissioner or designee, who will make the final award approval.

HHSC will make all final funding decision based on eligibility, evaluation scores, geographic distribution across the state, state priorities, reasonableness, availability of funding, past performance, cost-effectiveness, or other relevant factors.

4.4 NEGOTIATION AND AWARD

4.4.1 Award

HHSC will notify each Successful Applicant of its selection to receive an award. The dollar amount awarded to each Apparent Awardee depends on the:

A. Available funding,
B. Response merit and scope, and
C. Executive Commissioner or designee decision.

Each contract resulting from this RFA will be funded:

A. On a **cost-reimbursement** basis, and
B. Only to the extent the grantee commits, uses, and reports state funds and required matched funds within each expenditure and match reporting period.

Under the cost-reimbursement method, the Grantee must initially pay for Proposed Project activities using its own funds. HHSC then issues reimbursement payments to the Grantee monthly for reported actual cash disbursements supported by adequate documentation. Upon execution of a contract resulting from this RFA, HHSC may disburse an initial payment of a percentage of the state award to the Grantee in accordance with Texas Uniform Grant Management Standards.

Not all Applicants deemed eligible to receive funds are assured of receiving Awards. HHSC will post to the HHS Grants Website and may publicly announce Applicants whose Applications are selected for award. Neither activity constitutes HHSC agreement with all terms of any Response and does not bind HHSC to enter into a contract with any Applicant whose award is posted.

4.4.2 Negotiation

Before executing contracts, HHSC may enter into negotiations with each Successful Applicant to determine:

A. The award period,
B. The final award amount, and
C. The grant contract terms.

Reimbursement is made only for allowable and reported expenses the Grantee incurs within the grant term.

The negotiation phase may involve direct contact between the successful Respondent and HHSC representatives via phone and/or email. During negotiations, successful Respondents may expect:

A. An in-depth discussion of the Solicitation Response; and
B. Requests from HHSC for clarification or additional detail regarding the Solicitation Response.

The final funding amount and the provisions of the contract will be determined at the sole discretion of HHSC. HHSC may announce Apparent Awardees once the Executive Commissioner or designee has given approval to initiate negotiation and execute contracts. HHSC will post to the HHS Grants Website and/or may publicly announce a list of Respondents whose Solicitation Responses are selected for final award. This posting does not constitute HHSC's agreement with all the terms of any Respondent's Solicitation Response and does not bind HHSC to enter into a contract with any Respondent whose award is posted.

4.5 QUESTIONS OR REQUESTS FOR CLARIFICATION BY HHSC

HHSC reserves the right to ask questions or request clarification from any Respondent at any time during the application process. Requests for clarification are designed to pose clarifying questions, and to resolve conflicting information, apparent ambiguities, or minor clerical errors within the Solicitation Response.

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ARTICLE V. PROJECT NARRATIVE

Respondent must complete the Project Narrative (Form B). The project narrative should not exceed 20 pages.

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ARTICLE VI. REQUIRED RESPONDENT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

Applicant must provide:

A. Satisfactory evidence of its ability to manage and coordinate the Proposed Project and types of activities described in this Solicitation.
B. The following information using **Form A, Administrative packet**

6.2 LITIGATION AND CONTRACT HISTORY

Respondent must use **Form A, tab entitled "Agency Information & Litigation History"** for disclosure of any alleged or significant contractual failures and submit with response. In addition, Respondent must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Respondent. Solicitation Responses may be rejected based upon Respondent's prior performance history with the State of Texas, or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations.

Applicant must **complete the tab in Form A named "Agency Information and Litigation History" to:**

A. Include complete disclosures of any alleged or significant contractual failures
B. Disclose any civil or criminal litigation or investigation pending over the last five (5) years involving Applicant or in which Applicant has been judged guilty or liable.
C. Failure to comply with terms of this provision may disqualify Applicant. HHSC may reject a Response based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation:
   1. Unsatisfactory performance,
   2. Adversarial or contentious demeanor, or
   3. Significant failure(s) to meet contractual obligations.

6.3 CONFLICTS

The Applicant must use **Form A, tab titled "Agency Information and Contract and Litigation History" to**:

A. Certify it has no personal or business interests that may present conflict(s) of interest with respect to the RFA and any resulting Contract.
B. Disclose all potential conflicts of interest.
C. Describe measures it will take to ensure there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained.

HHSC will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the contract term. Failure to identify actual and potential conflicts of interest may result in disqualification of an Application Package or contract termination.

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract. Additionally, if applicable, the Respondent must disclose all potential conflicts of interest. The Respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. The System Agency will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the contract. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Contract, if any.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful respondent awarded a Contract with a value of at least $1 million dollars or awarded a Contract that would require the successful respondent to register as a lobbyist under Texas Government Code, Chapter 305 must submit a disclosure of interested parties to the System Agency at the time the business entity submits the signed Contract.

6.4 GRANT APPLICATION DISCLOSURE

To maximize state resources and reduce duplication of effort, HHSC, at its discretion, may require Respondent to disclose information regarding the application for or award of state, federal, and/or local grant funding by Respondent or community partner organization within the past two (2) years to provide for development of a recovery-focused Clubhouse.

6.5 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return the following exhibits as listed in Article 10 and attached to this solicitation package.

1. **Exhibit A, Affirmations and Solicitation Acceptance**;
2. **Exhibit C.2 Data Use Agreement, Attachment 2: Security and Privacy Inquiry Form**;
3. **Exhibit D, Exceptions and Assumptions**;
4. **Exhibit E, Assurances - Non-Construction Programs**;
5. **Exhibit F, Fiscal Federal Funding Accountability and Transparency Act Form**;
6. **Exhibit G, Certification Regarding Federal Lobbying**

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ARTICLE VII. EXPENDITURE PROPOSAL

7.1 FORMS TO BE COMPLETED

The Cost Proposal consists of three parts:

1. Project Budget (Form C)
2. Indirect Cost Rate Questionnaire (Form D)
3. Financial statement submission

Each of these three pieces is described more in detail below.

Project Budget (Form C). Respondent must utilize the HHSC template provided and **identify costs to be requested from HHSC and costs to be matched**. The budget should include any business, economic, legal, programmatic, or practical assumptions that underlie the Expenditure Application. HHSC reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the contract resulting from this RFA are deemed rejected by HHSC. Utilizing this form to create the budget, Respondents must:

1. Ensure costs identified support and align with program requirements as listed in this RFA in **Article 2** and with the Respondent's Project Narrative (Form B);
2. Demonstrate project costs are reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements. Costs must be broken out to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the project; and
3. Identify costs to be requested from HHSC and costs to be matched for the initial grant funding period. Respondents proposing in-kind match must specify the sources of in-kind funding on Tab 8.
4. Support costs with narrative descriptions that outline the need for the requested cost and a calculation demonstrating how the cost was determined.

   Costs will be reviewed for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, as modified by UGMS, with effective given to whichever provision imposes the more stringent requirement in the event of a conflict.

   Costs included in the Expenditure Proposal will be entered into budget tables and supported by narrative descriptions describing the need for the requested cost and a calculation demonstrating how the cost was arrived at.

HHS Indirect Cost Rate Questionnaire (Form D). This form includes an assessment designed to approve an Indirect Cost Rate, or Federally Approved Cost Allocation Plan for HHS System contracts.

Financial statement submission. Applicant must submit with the cost proposal:

- Financial statements for the most recently completed fiscal year or a period of 12 months; **and,**
- Most recently audited financial report (within the past two years) including all supplements

7.2 FUNDING MATCH

A. Each awarded Grantee must demonstrate use of non-state and non-federal match equivalent to **20 percent of the total project cost** through the grant term (e.g., a Total Project Cost equal to $125,000 requires a Grantee Match of $25,000).

B. Neither state nor federal funds can be used to satisfy the match requirement. This includes contracts, grants, goods, services and any other funding allocated by, awarded to, or passed-through from state or federal governmental entities.

C. Respondents are not required to have 100 percent of matching funds committed as part of the application process. However:
   1. State awards must ultimately be matched by the grant recipient through the reporting of utilized match during the grant period.
   2. No state funds are released before the Grantee demonstrates an equivalent amount of committed, expended match to HHSC.
   3. The Grantee must report matching funds monthly as they are used.
   4. All match must be used within the contract period. Matching funds to be used outside of the Project period may not be counted.

D. Matching funds may be provided through local philanthropic, private, city or county funds, pooled or braided funds from partner organizations, donated resources, or in-kind contributions committed specifically for the project.

E. To document matching funds, the Applicant must provide documentation listed and determination of the value of donated materials, professional services, and volunteer time calculated in accordance with Section .24, Subpart C, of Uniform Grant Management Standards (UGMS) and Title 2, Part 200, §200.306 of the Code of Federal Regulations, which includes any amendment/revision to these provisions during the grant term.
   1. For cash contributions:
      a. A letter from the donor on the donor's letterhead to the Applicant demonstrating donor intent to meet the Applicant's match,
      b. A written resolution or consent from the Applicant's governing board or senior official that a donation obtained by the Applicant will meet the Applicant's match, or
      c. A donor's notation on a check reflecting the purpose of the donation, and
      d. Copies of cancelled donor checks or bank statement showing the transfer of funds by wire or receipt of credit card payments.
   2. For donated or discounted materials or services: a commitment of resources and their retail or fair market value described on the donor's letterhead.
   3. For in-kind resources, including donated professional services: a letter from the donor organization on the donor's letterhead committing specific resources and stating the retail or fair market value of the specific resources.
   4. For volunteer labor: a signed letter of commitment from the Respondent's governing board or senior official outlining:
      a. The number of volunteers,
      b. The number of volunteer hours,
      c. Volunteer activity description, and
      d. The rate at which volunteer labor will be valued.

5. Volunteer labor to be provided to a Respondent by individuals will be valued at rates consistent with those ordinarily paid for similar work in the Respondent's organization. If the Respondent does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market.

7.3 INDIRECT COSTS

As referenced in the Cost Proposal Section, all Respondents are required to complete and submit **Form D: Indirect Cost Rate Questionnaire** (ICR), along with the required supporting documentation, with the Respondent's Solicitation Response. This questionnaire will initiate the use and approval of an indirect cost rate for System Agency contracts. HHS will recognize the following pre-approved Indirect Cost Rates:

A. Federally Approved Cost Allocation Plan;
B. Federally Approved Indirect Cost Rate Agreement; or
C. State of Texas Cognizant Agency Indirect Cost Rate.

If the Respondent does not have one of the options listed above, then Respondent may be eligible for the 10 percent de minimis or an indirect cost rate. HHSC System Contracting will outreach to applicable Respondents after contract award to complete the ICR process. Respondents should respond to the COS request timely to ensure that the ICR is issued as timely as possible.

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ARTICLE VIII. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Costs Incurred

Respondents understand that issuance of this Solicitation in no way constitutes a commitment by any System Agency to award a contract or to pay any costs incurred by a Respondent in the preparation of a Solicitation Response. The System Agency is not liable for any costs incurred by a Respondent prior to issuance of or entering into a formal agreement, contract, or purchase order. Costs of developing Solicitation Response, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

8.1.2 Contract Responsibility

The System Agency will look solely to Respondent for the performance of all contractual obligations that may result from this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its contractors.

8.1.3 Public Information Act

Solicitation Responses are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Respondents who wish to protect portions of the Solicitation Response from public disclosure should familiarize themselves with this law. Information pertaining to the Solicitation will be withheld or released only in accordance with the PIA. Amendments to the PIA passed during the 86th Legislative Session, specifically make "contracting information" public information that must be disclosed in response to a public information request unless otherwise excepted by the Act. Tex. Gov't Code §§ 552.003(7), 552.0222. In addition, pursuant to Texas Government Code Section 2261.253(a), HHSC is required to post executed contracts and the associated solicitation documents on the agency website. Contract documents posted to the web may include the Solicitation Response of any Respondent receiving a Contract.

HHSC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. If it is necessary for Respondent to include proprietary or confidential information (which may include, but is not limited to, trade secrets or privileged information), Respondent must clearly mark in bold red letters the term "CONFIDENTIAL" using at least 14-point font, on that specific part or page of the submittal which Respondent believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy, the content should be marked in the same manner as the original as stated above.

In addition, Respondent should mark the medium with the word "CONFIDENTIAL." If HHSC receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act.

If HHSC receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. Note that pricing is not generally considered confidential under the Texas Public Information Act. Merely making a blanket claim that the entire Solicitation Response is protected from disclosure because it contains any amount of proprietary or confidential information is not acceptable and may make the entire Solicitation Response subject to release under the PIA.

8.1.4 News Releases

Prior to final award a Respondent may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the HHSC Point of Contact identified in **Article 3**.

8.1.5 Additional Information

By submitting a Solicitation Response, Respondent grants HHSC the right to obtain information from any lawful source regarding the Respondent's and its directors', officers', and employees':

A. Past business history, practices, and conduct;
B. Ability to supply the goods and services; and
C. Ability to comply with contract requirements.

By submitting a Solicitation Response, Respondent generally releases from liability and waives all claims against any party providing HHSC information about Respondent. HHSC may take such information into consideration during evaluation.

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ARTICLE IX. SUBMISSION CHECKLIST

This checklist is provided for Respondent's convenience only and identifies documents that must be submitted to be considered responsive. Any Solicitation Response received without these requisite documents may be deemed nonresponsive and may not be considered for contract award. Respondent's Solicitation Response must include a USB drive marked "Original" **and** a USB drive marked "Copy" consisting of the four parts described in detail below, each under separate cover, but packaged together, and clearly labeled "Original" on each.

1. **Administrative Packet (Form A) excel document including six tabs:**
   1. Respondent Information _____
   2. Counties Served _____
   3. Governing Body _____
   4. Agency Information & Litigation History _____
   5. Fiscal Management & Administrative Controls _____
   6. Project Summary _____

2. **Project Narrative (Form B)** _____

3. **Cost Proposal including:**
   1. Form C: Project Budget _____
   2. Form D: Indirect Cost Rate Questionnaire _____
   3. Required Financial Statements _____

4. **Required Exhibits** (to be included in Solicitation Package) **(Section 6.4)**
   1. Exhibit A: Affirmations and Solicitation Acceptance _____
   2. Exhibit C.2: Data Use Agreement, Attachment 2: Security and Privacy Inquiry Form _____
   3. Exhibit D: Exceptions and Assumptions Form (as applicable) _____
   4. Exhibit E: Assurances - Non-Construction Programs _____
   5. Exhibit F: Fiscal Federal Funding Accountability and Transparency Act (FFATA) _____
   6. Exhibit G: Certification Regarding Federal Lobbying _____

Electronic Copy of Solicitation Response Package

Respondent will provide the following number of **electronic** copies (all clearly labeled as "copy") in addition to the USB drive marked "original" Solicitation Response. Electronic copies must be submitted on a USB Drive and separated by folders.

- **1** Electronic copy of Administrative Packet and applicable attachments
- **1** Electronic copy of Project Narrative (in native Microsoft Word format) and applicable attachments
- **1** Electronic copy of Cost Proposal (Project Budget, Indirect Cost Rate Questionnaire and Financial statements)
- **1** Electronic copy of Applicable Exhibits

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ARTICLE X. LIST OF ATTACHMENTS, EXHIBITS AND FORMS

Fiscal Federal Funding Accountability and Transparency Act (**The remainder of this page is intentionally left blank.**