



**TEXAS**  
**Health and Human Services**

**Dr. Courtney N. Phillips, Executive Commissioner**

**Request for Applications (RFA)**  
**for**  
**Title V Abstinence Education Program (AEP)**  
**Sexual Risk Avoidance Education (SRAE)**

**RFA No. HHS0002293**

**Date of Release: Tuesday, June 18, 2019**

**Responses Due: Tuesday, July 9, 2019 @ 2:00 p.m.**

**Class/Item:**

**948/48 - Health Related Services/Health Care Services (Not Otherwise Classified)**

**952/42 – Human Services/Family Planning**

**952/43 – Family and Social Services, Including Shopping and Buying Services**

**TABLE OF CONTENTS**

**ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY .....4**

1.1 Executive Summary ..... 4

1.2 Definitions..... 4

1.3 Authority..... 6

**ARTICLE 2. SCOPE OF GRANT AWARD .....7**

2.1 Program Background ..... 7

2.2 Grant Award and Term ..... 7

2.2.1 Available Funding..... 7

2.2.2 Allowable Costs..... 8

2.2.3 Method of Allocation..... 9

2.2.4 Funding Ranges ..... 10

2.2.5 Grant Term..... 10

2.3 Eligible Applicants..... 10

2.3.1 Applicant Eligibility Criteria ..... 10

2.4 Program Requirements..... 11

2.4.1 Purpose..... 11

2.5 Application Documents ..... 15

2.6 Required Reporting and monitoring ..... 16

2.6.1 Required Services ..... 17

2.7 Performance Monitoring..... 19

2.8 Prohibitions..... 20

2.9 Standards..... 22

**ARTICLE 3. ADMINISTRATIVE INFORMATION .....24**

3.1 Schedule of events ..... 24

3.2 Changes, Amendment or Modification To Solicitation..... 24

3.3 Irregularities..... 24

3.4 Inquiries ..... 24

3.4.1 Point of Contact ..... 24

3.4.2 Prohibited Communications..... 25

3.4.3 Questions..... 25

3.4.4 Clarification Request Made by Applicant..... 26

3.4.5 Responses..... 26

3.5 Solicitation response composition ..... 26

3.5.1 Generally..... 26

3.5.2. Submission in Separate Parts ..... 26

3.6 Solicitation response submission and delivery ..... 27

3.6.1 Deadline ..... 27

3.6.2	Labeling .....	27
3.6.3	Delivery.....	27
3.6.4	Alterations, Modifications, and Withdrawals .....	28
<b>ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS .....</b>		<b>28</b>
4.1	Generally.....	28
4.2	Eligibility Screening .....	28
4.3	Evaluation .....	28
4.3.1	Specific Selection Criteria .....	28
4.4	Final Selection .....	29
4.5	Negotiation and Award.....	29
4.5.1	Negotiations .....	29
4.6	Questions or requests for Clarification By the System Agency .....	30
<b>ARTICLE 5. NARRATIVE APPLICATION .....</b>		<b>30</b>
5.1	Narrative Application.....	30
5.1.1	Executive Summary .....	30
5.1.2	Grant Application.....	30
<b>ARTICLE 6. REQUIRED APPLICANT INFORMATION .....</b>		<b>31</b>
6.1	Administrative Entity Information.....	31
6.2	Litigation and Contract History .....	31
6.3	Conflicts.....	31
6.4	Affirmations and Certifications .....	31
6.5	Exceptions and Assumptions .....	31
<b>ARTICLE 7. EXPENDITURE PROPOSAL .....</b>		<b>33</b>
7.1	Expenditure Proposal.....	33
7.1.1	Budget Summary .....	33
7.1.2	Budget Requirements.....	33
7.1.3	Funding Request and Reimbursement Process .....	34
<b>ARTICLE 8. GENERAL TERMS AND CONDITIONS.....</b>		<b>35</b>
8.1	General Conditions .....	35
8.1.1	Costs Incurred .....	35
8.1.2	Contract Responsibility.....	35
8.1.3	News Releases .....	35
8.1.4	Additional Information .....	35
<b>ARTICLE 9. SUBMISSION CHECKLIST.....</b>		<b>36</b>

## ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

### 1.1 EXECUTIVE SUMMARY

The Health and Human Services Commission (HHSC) Abstinence Education Program Services (AEP) - Sexual Risk Avoidance Education (SRAE) announces the expected availability of funds for the Federal Fiscal Year (FY) 2020 in accordance with [HHS-2018-ACF-ACYF-SRAE-1359](#), which provides funding to support AEP activities for Sexual Risk Avoidance Education (SRAE) in Texas. This Request for Application (RFA) is not limited to this source of funding if other sources become available for this Project. The Project System Agency has discretion to change funding amounts.

In an effort to decrease the teen pregnancy rate and prevent the spread of Sexually Transmitted Infections (STI) for students ages 10 through 19, abstinence based sexual risk avoidance education provides youth with knowledge regarding the risks associated with non-marital sexual activity.

This RFA contains standardized requirements that all Applicants must meet to be eligible for potential contract opportunities that may result from this RFA. Failure to comply with these requirements may result in disqualification of the Applicant without further consideration. Each Applicant is solely responsible for the preparation and submission of an application in accordance with instructions contained in this RFA.

To be considered for award, Applicants must execute **Exhibit A, Affirmations and Solicitation Acceptance, Exhibit D, Signed Legislative Assurances, and Exhibit F, Signed Assurance Regarding Non-Affiliation Requirement** of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

### 1.2 DEFINITIONS

Refer to **Exhibit B, HHSC Uniform Terms and Conditions - Grant, v. 2.16.1, Exhibit C, Assurances-Non-Construction Programs, Exhibit C-1, Certification Regarding Lobbying, and Exhibit E, Supplemental and Special 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”** means a written clarification or revision to this Solicitation issued by the System Agency.

**“AEP”** means the Abstinence Education Program, a program that is administered by HHSC and funded through the Administration of Children and Families. Title V Grant funds are awarded through contracts to eligible applicants listed in Section 2.3 with the purpose of providing abstinence education services in communities with high teen pregnancy rates.

“Age Appropriate” means suitable in terms of topics, messages, and teaching methods to the developmental and social maturity of the specific age or age group of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

“Applicant” means the entity responding to this Solicitation; may also be referred to as Respondent.

“Apparent Awardee” means 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. May also be referred to as “Apparent Grant Recipient” or “Apparent Grantee.”

“Client” means a member of the target population to be served by the Applicant's organization. For the purposes of this grant, a client is a youth within the age of 10 through 19.

“Contractor” An individual or entity awarded a Contract pursuant to this Solicitation.

“Dating Violence” means physical, sexual, emotional, or verbal abuse from a romantic or sexual partner.

“Effectiveness” means the impact of a program under conditions that are likely to occur in a real-world implementation.

“Evidence Based” means interventions, strategies, approaches, and/or program models that have been evaluated using rigorous evaluation design such as randomized controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities.

“Educational Service Center” means regional Education Service Centers (ESCs) established to provide services to school districts throughout the state by the Texas Education Agency.

“Goal Setting” means the process of deciding what to accomplish and devising a plan to achieve the desired result(s).

“Healthy Relationships” means peer, romantic, marriage, family, and other interactions that are based on trust, honesty, and respect, and allow adolescents to feel supported, connected, and independent. In healthy relationships, key elements are communication, appropriate boundaries, empathy, effective conflict resolution, and resistance of peer pressure.

“HHSC” means the Health and Human Services Commission, an administrative agency established under Chapter 531, Texas Government Code or its designee.

“Key Personnel” means an Applicant organization's Project Contact, Fiscal Contact, and Executive Director and/or any other key stakeholders in the Proposed Project.

“Medically Accurate and Complete” means verified or supported by the weight of research conducted in compliance with accepted scientific methods and  
(A) Published in peer-reviewed journals, where applicable; or

(B) Comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete.

“Project” means the work and activities for which grant funding is awarded and information is provided as part of the response to this Solicitation. During the open application period and before selection of grant recipients are made, the Project will be known as the Proposed Project.

“Readiness” means a determination that Applicant has the specified attributes to support a given service, the ability to meet program and contractual requirements, and the capacity to achieve service levels based on services proposed to be provided with the funds awarded under a contract resulting from this procurement.

“Rigorous” means established scientific methods for measuring the impact of an intervention or program model in changing behavior (specifically sexual activity or other sexual risk behaviors), or reducing pregnancy, among youth;

“Self-Regulation” means the act of managing thoughts and feelings to enable goal directed actions, including a variety of actions necessary for success in school, relationships, and the workplace.

“SRA” means Sexual Risk Avoidance.

“SRAE” means Sexual Risk Avoidance Education

“Solicitation” means this Request for Applications including any Exhibits and Addenda, if any.

“State” means 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” means an organization that receives a grant award as a result of this RFA. May also be referred to as “Grantee,” “Awarded Applicant,” “Sub recipient” or “Grant Recipient.”

“System Agency” means the Texas Health and Human Services Commission, its officers, employees or authorized agents.

“Youth” one or more individuals who have attained age 10 but not age 20

### **1.3 AUTHORITY**

The AEP – SRAE is authorized and funded under Section 510 of the Social Security Act (42 U.S.C. § 710).

## ARTICLE 2. SCOPE OF GRANT AWARD

### 2.1 PROGRAM BACKGROUND

The Texas AEP-SRAE provides funding in support of abstinence education services to all youth age 10-19 statewide, with additional services provided to this population. In addition, SRAE programs may target services to vulnerable youth populations to include, but not limited to, youth living in under resourced regions and areas with high rates of teen births and STIs, culturally underrepresented youth populations, especially Hispanic, African American, or Native American teenagers, youth in or aging out of foster care or adjudication systems, youth who are victims of trafficking, runaway and homeless youth, and other vulnerable youth populations. The AEP-SRAE uses direct service contractors and statewide programming to implement evidence-based abstinence programs that emphasize a positive youth development approach to preventing adolescent pregnancy, STI, and HIV/AIDS and preparing youth for successful transitions to adulthood. This includes, but is not limited to, direct service contracts with community-based organizations; memorandums of understandings with school districts; statewide outreach efforts; sexual risk avoidance training for all contractors; and other positive youth development abstinence approaches.

The goal of this RFA is to encourage the implementation of evidence-based interventions that will delay initiation of sexual activity as part of a continuum of services to decrease the teen pregnancy rate and prevention of STI in youth ages ten (10) through nineteen (19). Project interventions will focus on grades 5 to 12 with attention to risk and protective factors that affect early initiation of sexual activity.

The Texas AEP-SRAE is funded in part by the federal AEP Sexual Risk Avoidance Education Grant authorized under Title V, Section 510 of the Social Security Act ([42 U.S.C. §710](#)). The Title V AEP Sexual Risk Avoidance Education Grant is administered through the Administration on Children, Youth and Families (ACYF), and Family and Youth Service Bureau. The purpose of the AEP-SRAE Program is to fund states and territories on the implementation of AEP-SRAE. The AEP-SRAE is designed to help today's youth obtain the skills necessary to refrain from sexual activity, while promoting positive youth development.

### 2.2 GRANT AWARD AND TERM

#### 2.2.1 Available Funding

The total amount of federal funding available for the Abstinence Education Program - State Sexual Risk Avoidance Education grant for fiscal year 2020 is **SIX MILLION NINE HUNDRED FIFTY-NINE THOUSAND TWO HUNDRED FORTY-SEVEN DOLLARS (\$6,959,247.00)**. It is HHSC's intention to make multiple awards. Applicants will be subject to adjustments in award amounts based on program performance as measured through number of clients served, utilization of funds, or other factors. Grants awarded as a result of this RFA will be funded on a cost reimbursement basis.

Under the cost reimbursement method of funding, grant recipients are required to finance operations with their own working capital. Adequate documentation is required in order to

obtain cost reimbursed payments. Requirements for documentation will be communicated and shared with all grantees within thirty (30) days of contract execution.

Costs charged to an HHS contract must meet the general allowability criteria established by [2 CFR 200 \(403\)](#) and [UGMS](#), as applicable to Federal and state funding sources. HHSC may restrict or limit the reimbursement of allowable costs.

A reimbursement grant provides funding to grant recipients after expenses have been incurred. Grantee must have incurred a cost within the contract term to be eligible for reimbursement. Reimbursement should not be requested for the cost of goods or services that will benefit a prior or future period or another program.

### **2.2.2 Allowable Costs**

Funds may only be used for the administration and implementation of SRAE activities. Funds may be used for expenses in compliance with 2 CFR 200.401-403 and UGMS. Some of those categories include personnel, fringe benefits, grant-related in state travel, out of state travel that is pre-approved by HHSC, equipment, supplies, sub-contractual personnel, approved curricula, training for presenters, service learning projects, other direct costs (such as phone, postage, facility rental, internet, printing), and indirect costs, as allowed in the budget. All expenses are subject to approval by the System Agency prior to payment.

- A. Allowable administrative functions/costs may include, but are not limited to:
  - 1. Usual and recognized overhead, including indirect rates for all organizations that have an approved indirect cost rate;
  - 2. Management and oversight of specific project components funded under this program; and
  - 3. Costs for recruitment and retention of participants in the program which does not include incentives or food (program advertising is allowable).
- B. Allowable activities may include:
  - 1. Costs to deliver the sexual risk avoidance curriculum including training and materials costs;
  - 2. Costs to deliver service learning opportunities (Up to \$10,000);
  - 3. Costs for key personnel to attend trainings approved by System Agency; and
  - 4. Costs to facilitate quality assurance and oversight of grant activities as well as submission or reports to HHSC.

Funds are awarded for the purpose specifically defined in this RFA and must not be used for any other purpose. Contracts will be awarded until all available funds are exhausted. Applicants that do not meet the requirements stated in Section 2.3 Eligible Applicants or in section 2.3.1 Applicant Eligibility Criteria will not be considered for an award.

Issuance of this RFA in no way constitutes a commitment by System Agency or the State of Texas to execute a contract or to pay any costs incurred by any provider who may submit an application.



The resulting contract will be subject to the availability of federal funds. Contracts awarded under this RFA and any anticipated contract renewals are contingent upon the continued availability of funding. System Agency reserves the right to alter, amend or withdraw this RFA at any time prior to the execution of a contract if funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or agencies, amendment of the appropriations act, health and human services agency consolidations, or any other disruption of current appropriations. If a contract has been fully executed and these circumstances arise, the provisions of the Termination Article in the contract will apply.

### **2.2.3 Method of Allocation**

Funding award decisions will be based on available funds and several evaluation criteria. Criteria include, applicant readiness, proposed number of clients to be served by the applicant, and assessment of teen pregnancy rates in service areas. HHSC will give applicants that provide services in the identified underserved counties, priority in funding determinations. Counties with high teen pregnancy rates are considered at-risk counties and have been identified using data from the Department of State Health Services, Vital Statistic Annual Reports. This information results in the following tiered risk levels.

Tier One: Bexar, Dallas, El Paso, Harris, Hidalgo, Tarrant

Tier Two: Cameron, Lubbock, Nueces, Travis, Webb

Tier Three: Bell, Brazoria, Collin, Denton, Ector, Fort Bend, Galveston, Jefferson, McLennan, Montgomery, Williamson

Tier Four: Anderson, Andrews, Angelina, Aransas, Archer, Atascosa, Austin, Bailey, Bandera, Bastrop, Baylor, Bee, Blanco, Bosque, Bowie, Brazos, Brewster, Brooks, Brown, Burleson, Burnet, Caldwell, Calhoun, Camp, Cass, Chamber, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collingsworth, Colorado, Comal, Comanche, Cooke, Coryell, Crane, Crocket, Crosby, Culberson, Dallam, Dawson, Deaf Smith, Delta, Dewitt, Dimmit, Donley, Duval, Eastland, Edwards, Ellis, Erath, Falls, Fannin, Fayette, Fisher, Floyd, Franklin, Freestone, Frio, Gaines, Garza, Gillespie, Goliad, Gonzales, Gray, Grayson, Gregg, Grimes, Guadalupe, Hale, Hall, Hamilton, Hansford, Hardeman, Hardin, Harrison, Hartley, Haskell, Hays, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Houston, Howard, Hudspeth, Hunt, Hutchinson, Jack, Jackson, Jasper, Jim Hogg, Jim Wells, Johnson, Jones, Karnes, Kaufman, Kendall, Kerr, Kimble, La Salle, Lamar, Lamb, Lampasas, Liberty, Maverick, Midland, Moore, Nacogdoches, Orange, Parker, Potter, Randall, San Patricio, Smith, Starr, Taylor, Tom Green, Uvalde, Val Verde, Victoria, Wharton, Wichita

#### **2.2.4 Funding Ranges**

Funding is based on final review of applicant's proposal with consideration of the proposed client counts. Awards will not exceed \$300,000.00 per Contractor per contract year.

#### **2.2.5 Grant Term**

It is anticipated that the grant term for this program will be **October 1, 2019** through **September 30, 2020**. Funds associated with this grant are available in accordance with the Federal Fiscal Years. The contract may be renewed for up to two (2) additional two (2) year periods with renewal initiated at the sole discretion of HHSC. Continued funding of the contract in future years is contingent upon the availability of funds and the satisfactory performance of the contractor during the prior contract period. Funding may vary and is subject to change each renewal period. Reimbursement will only be made for those allowable expenses that occur within the term of the grant. Funds will not be distributed for any costs incurred prior to the official start date of a fully executed contract.

### **2.3 ELIGIBLE APPLICANTS**

In order to be considered for a contract award as a result of this RFA, an Applicant must meet the following eligibility requirements and criteria listed in Section 2.3.1.

Eligible applicants include:

- A. Independent school districts;
- B. Charter schools;
- C. Alternative schools;
- D. Regional Educational Service Centers; and
- E. Non-profit community organizations;
- F. Clinics;
- G. Hospitals;
- H. Health departments;
- I. Universities;
- J. Faith-based organizations; and
- K. Cities, counties or other governmental entities.

Except as expressly provided below, applicant is not considered eligible to apply unless the applicant meets the eligibility conditions to the stated criteria listed in Section 2.3.1 at the time the application is submitted. In addition, if the Grantee is involved in litigation with System Agency or another state agency may be disqualified. Applicants must continue to meet these conditions throughout the selection and funding process. The System Agency expressly reserves the right to review and analyze the documentation submitted by the applicant to complete for the contract award.

#### **2.3.1 Applicant Eligibility Criteria**

- A. Must have served at-risk youth for a minimum of two years. Provide a summary of applicant's current or past experience serving at risk youth and previous enrollment

figures of at-risk youths served per year. Applicants must further explain the services provided in the **Form A-1, Grant Application for RFA HHS0002293.**

- B. Applicant must sign **Exhibit F, Signed Assurance Regarding Non-Affiliation Requirement** and agree to all of the Non-Affiliation requirements in the Exhibit. Failure to comply will disqualify Applicant.
- C. Applicant is ineligible to apply if the organization, or any of its legal affiliates:
  - 1. Has had a contract with System Agency terminated for cause prior to the original contract end date; or
  - 2. Has had performance issues previously with contracts from System Agency.
- D. In compliance with Comptroller of Public Accounts and Texas Statewide Procurement Division rules, a name search will be conducted using the websites listed in this section prior to the development of a contract. An Applicant is not considered eligible to contract with System Agency, regardless of the funding source, if a name match is found on any of the following lists:
  - 1. The General Services Administration's (GSA) System for 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. Using Google Chrome <https://www.sam.gov/SAM/>
  - 2. Texas Comptroller of Public Accounts (CPA) Debarment List located at <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>
  - 3. Applicants who wish to receive these federal SRAE Planning funds must also have a Data Universal Numbering System (DUNS) Number ([http:// fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)).

## **2.4 PROGRAM REQUIREMENTS**

To meet the mission and objectives of the AEP-SRAE, Applicants must utilize funding to implement approved abstinence education curricula and programs with students ranging in ages 10-19.

### **2.4.1 Purpose**

The purpose of this program is to reduce pregnancy rates amongst adolescents' ages 10 to 19. May target services to vulnerable youth populations to include, but not limited to, youth living in under resourced regions and areas with high rates of teen births and STIs, culturally underrepresented youth populations, especially Hispanic, African American, or Native American teenagers, youth in or aging out of foster care or adjudication systems, youth who are victims of trafficking, runaway and homeless youth, and other vulnerable youth populations.

Funds appropriated by the System Agency to the applicant must be used for abstinence education-sexual risk avoidance curricula and activities that are required under [42 USC §710\(b\)](#) and must strictly comply with each of the sections as listed below.

- A. Education on sexual risk avoidance required components under this section shall:
1. Ensure that the unambiguous and primary emphasis and context for each topic described in section (B) is a message to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity;
  2. Be medically accurate and complete;
  3. Be age-appropriate;
  4. Be based on adolescent learning and developmental theories for the age group receiving the education; and
  5. Be culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
- B. Education on sexual risk avoidance shall address each of the following topics:
1. The holistic individual and societal benefits associated with personal responsibility, self-regulation, goal setting, healthy decision making, and a focus on the future;
  2. The advantage of refraining from non-marital sexual activity in order to improve the future prospects and physical and emotional health of youth;
  3. The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity;
  4. The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe and stable families;
  5. How other youth risk behaviors, such as drug and alcohol usage, increase the risk for teen sex; or
  6. How to resist and avoid, and receive help regarding, sexual coercion and dating violence, recognizing that even with consent teen sex remains a youth risk behavior.
- C. Furthermore, the Applicant must certify the below requirements on **Exhibit D, Signed Legislative Assurances** and:
1. Engage in the implementation of an evidence-based sexual risk avoidance education intervention that will delay initiation of sexual activity as part of a continuum of services to decrease the teen pregnancy rate and prevention of STI;
  2. Applicants must understand and agree to the requirements that meets all of the program elements at [42 USC §710\(b\)](#);
  3. Materials used must meet all requirements at [42 USC §710\(b\)](#). All curricula will be reviewed for medical accuracy. Additionally, materials related to HIV and STIs must comply with [42 U.S.C. § 247b-17\(c\)\(2\)](#). Material cannot provide information that would be considered religious instruction, worship, prayer, or proselytizing;

4. Applicants must understand and agree to the requirements of Regulations Applicable to Administration of Grants (45 CFR Parts [75](#) and [92](#));
  5. Applicants must understand and agree that mass produced educational materials that are specifically designed to address sexually transmitted diseases (STDs) or STIs are required by ([42 U.S.C. §247b-17\(c\)\(2\)](#)) to contain medically accurate information regarding the effectiveness or lack of effectiveness of condoms in preventing the STDs/STIs. Information on contraceptives, if included, must be medically accurate and should include information on the effectiveness or lack of effectiveness of the type of contraception discussed in the curriculum. Should HHSC find medically inaccurate information at any time during the contract project period, Applicant will be required to correct inaccuracies;
  6. All AEP-SRAE projects must provide age appropriate information and activities to youth ages 10 - 19. Applicant must only use education materials that have been approved and certified by the Family and Youth Services Bureau Administration for Children and Families that are presented as factual and have been grounded by scientific research; and,
  7. Applicant must submit the names of top management and key employees with each person's duties, including the background and experience of these employees to the System Agency in Form A-1, section 1a. This information must include:
    1. An organizational structure with the roles and responsibilities of key individuals assigned to provide services under the contract;
    2. The names and résumés of individual(s) that will serve as a Supervisor for staff;
    3. Identify the signature authority; and,
    4. Teach an approved abstinence-based Curriculum to youths 10 - 19 years of age, below is the approved list of curriculums. Use of other curriculums not listed below will not be accepted.
- D. The following curricula have been pre-approved by the Health and Human Services Commission (HHSC) for use in the SRAE program. Any other curricula not listed below must be approved by HHSC prior to use. All curricula must be medically accurate and complete; age and culturally appropriate; evidence-based; proven effective in reducing sexual initiation among teens; include other positive research findings that impact the health and well-being of youth; and otherwise comply with the curriculum requirements at [42 U.S.C. §710](#).
1. Aspire ([www.ampartnership.org](http://www.ampartnership.org));
  2. Choosing the Best ([www.choosingthebest.com](http://www.choosingthebest.com));
  3. YOUR FUTURE-ON THE LINE ([www.operationkeepsake.com](http://www.operationkeepsake.com));
  4. Game Plan ([www.ampartnership.org](http://www.ampartnership.org));
  5. Heritage Keepers ([www.heritageservices.org](http://www.heritageservices.org)); or

6. Pure & Simple ([www.abstainpureandsimple.org](http://www.abstainpureandsimple.org)).
- E. Contractors will be required to:
1. Train and certify teachers to teach the curriculum;
  2. Order teacher and student workbooks, if applicable;
  3. Must obtain an informed consent form from parents for their youth to be involved in the program; and
  4. Teach the curriculum in classroom time in any setting (during school or after school)
- F. Must provide a minimum of 8 hours of Service Learning Opportunity to students in grades 5 - 12 involved in curriculum instruction. Service learning is a teaching and learning experience that integrates meaningful community service with instruction and reflection in ways that:
1. Enrich students' learning experience;
  2. Meet the needs of a community; and
  3. Help foster civic responsibility.
- G. Applicant may not affiliate with any entity that performs elective abortion procedures or any elective abortion provider affiliate at any time during the term of this contract. Applicant must complete **Exhibit F, Signed Assurance Regarding Non-Affiliation Requirement.**
- H. Applicant must ensure attendance at two separate program related trainings. First, all program staff directly involved with planning project activities and administering curricula must obtain the SRAE Certification prior to providing services to clients. Second, applicant must send required key staff and curriculum administrators to the HHSC Contractor Training for SRAE program participants, held in Austin, Texas. Final details will be determined upon close of this RFA.
- I. Entities must include costs of attendance in their budget for key staff including program coordinators as well as teachers who facilitate curriculum. Duplication of copyrighted materials provided during training and/or recording of HHSC provided training is not permitted.
- J. Contingency Plan - To ensure continuity of program implementation, Contractor shall provide a contingency plan in the event of key personnel will be absent for more than 10 calendar days during contract term. At a minimum, the plan should include the agency personnel that would be assigned to carry out the duties and responsibilities of the absentee. In addition, the Contractor shall provide a brief description of pertinent training and/or qualifications the substitute has for the functions they will perform. This information must be submitted to [Education\\_Services@HHSC.state.tx.us](mailto:Education_Services@HHSC.state.tx.us).
- K. Success Story Narrative is required to be submitted annually by Contractor of a highlight or achievement in a program or activity performed over the past year. This should include an authenticated method such as, but not limited to:

1. Success Pictures of the youth participating in the activity or project (parental consent must be acquired prior to taking pictures of youths);
  2. PowerPoints; and
  3. Testimonies.
- L. Required MOU: Prior to submitting an updated curriculum implementation plan for each confirmed location at a school district, an MOU will be required to establish service at each school district location. The MOU must be signed and on file before implementation of the program may begin. A school location may not be implemented that has an already established MOU with another Applicant. This is a measure to ensure there are no duplicated clients. Please submit MOUs for implementation locations with implementation plans to HHSC Education\_Services@HHSC.state.tx.us email mailbox. MOU's will not be required for locations not taking place within a school district.
- Per the Texas Education Code, school districts wishing to participate in the AEP-SRAE must first receive approval from their School Health Advisory Council. If approved, a school district will sign a MOU with HHSC to implement state approved abstinence education curriculum within their schools.

## 2.5 APPLICATION DOCUMENTS

In developing proposals in response to this RFA, applicants will be required to complete attached **Forms A through I** in their entirety to address the following activities of evidence-based sexual risk avoidance education intervention that will delay initiation of sexual activity as part of a continuum of services to decrease the teen pregnancy rate and prevention of STI in Texas.

A. **Form A - Respondent Information (Face Page)**

This page includes instructions to provide Applicant identifying information and must be signed by an authorized representative of the Applicant entity.

B. **Form A-1 - Grant Application for RFA HHS0002293**

The Applicant must use this form to describe the applicants ability to provide HHSC AEP-SRAE services that are in compliance with the Requirements of this RFA and the Title V AEP-SRAE statute and regulations, which are currently contained in Title V of the Social Security Act, Section 510 ([42 U.S.C. Section 710](#)), as currently enacted or as later modified; and all other applicable Texas statutes, HHSC Rules, and HHSC program policies in the provision of all AEP-SRAE services funded with HHSC AEP-SRAE funds. **All information that is requested in this Form must be provided. Failure to address any of the information requested in this Form may result in the Applicant deemed non-responsive and not eligible for consideration of an award.**

C. **Form B - Texas Counties and Regions**

Applicants must use this form to identify the counties in which it proposes to provide the Title V funded services.

D. **Form C - Contact Person Information**

Applicants will use this form to provide information on the appropriate contact in the Applicant's organization.

E. **Form D - Financial Management and Administration Questionnaire**

Applicant must fill out this form to identify the type of Accounting System and General administrative and Internal Controls. Applicants must further explain in the Form A-1 Grant Application for RFA HHS0002293.

F. **Form E - Governmental Entity**

This form identifies the officials who are authorized to enter into a contract on behalf of the respondent; or

**Form E-1 - Non-Profit or For-Profit Entity**

Identifies members of the Board of Directors or any other principal officers (e.g. chairperson, president, vice-president, treasurer, etc.).

G. **Form F - Curriculum Implementation Plan**

Describe how services will be delivered to the eligible population and includes specifics such as what types of clients will be served, who will be responsible for the work, timelines for completion of activities. Any changes to the approved implementation plan must be submitted to HHSC. Prior to implementation, the plan must be approved by HHSC. When applicable, the MOUs will need to be submitted with this form as stated in Section 2.4.1 L.

H. **Form G - Curriculum Site Letter of Participation Agreement**

Agreement(s) between site location (s) and applicant. This form needs to be included for each Curriculum Implementation Plan.

I. **Form H - Service Learning Implementation Plan**

Applicant must complete Form H for Service Learning Implementation Plan that describes how 15 hours of service learning opportunity will be offered to clients served in the following year. Prior to implementation, the plan must be approved by System Agency. Any changes to the approved service learning plan must be submitted to and approved by System Agency prior to implementation.

J. **Form I - Budget Summary**

Applicants shall complete the Form I to request HHSC AEP-SRAE Funds, using the budget categories listed in section 7.1.1.

This RFA contains the requirements that all Applicants must meet to be considered for contracts under this RFA. Failure to comply with these requirements may result in disqualification of the Applicant without further consideration. Each Applicant is solely responsible for the preparation and submission of a proposal in accordance with instructions contained in this RFA.

## **2.6 REQUIRED REPORTING AND MONITORING**

All entities awarded under this RFA solicitation are required to comply with all System Agency reporting and monitoring.



## 2.6.1 Required Services

HHSC staff members will conduct programmatic on-site visits to each Applicant to review activities and ensure compliance with federal requirements.

- A. Applicants will be required to track and report on the following efficiency measures every quarter:
1. Unduplicated number of clients served for each program year;
  2. Total number of class hours provided to adolescents and/or adults aged 10 to 20 years;
  3. Geographical areas in which the applicant has provided services;
  4. Total number of all service recipients who complete the program(s); and
  5. Applicant is required to survey at least 75% of the youth served that complete the curriculum program.
- B. Using approved HHSC AEP-SRAE forms Curricula facilitators will use curriculum forms to report each session's activities. Forms must be kept on file by the Applicant and are subject to submission by request from HHSC when monitoring visits are done.
1. Using **Form F - Curriculum Implementation Plan**, the Applicant will describe how services will be delivered to the eligible population and includes specifics such as what types of clients will be served, who will be responsible for the work, timelines for completion of activities. Any changes to the approved implementation plan must be submitted to HHSC. Prior to implementation, the plan must be approved by HHSC.  
Examples of potential changes to the implementation plan includes:
    - a. how services will be delivered to the eligible population;
    - b. types of clients to be served;
    - c. who will be responsible for the work; and
    - d. timelines for completion of activities; and how services will be evaluated when complete.
  2. Using **Form H - Service Learning Implementation Plan**, the Applicant will describe how 15 hours of service learning opportunity will be provided to clients served in the following year. Any changes to the approved service learning plan must be submitted to and approved by System Agency prior to implementation.
  3. Contingency Plan - A required plan submitted by Contractor to detail operations in the event of staff vacancies exceeding ten (10) calendar days to ensure continuity of program implementation within five business days prior to event of staff vacancy.
  4. Success Story Narrative – A narrative submitted annually by Contractor of a highlight or achievement in a program or activity performed over the past year.

This will include pictures of the youth participating in the activity or project.

- C. Applicants will also be required to report and track progress towards the following objective performance measures:
1. Measure 1: 90% of their projected number served with at least a 75% curricula hour;
  2. Measure 2: 75% of 15 hours of offered service learning need to be completed;
  3. Measure 3: 75% of client served must be surveyed;
  4. Measure 4: Required to submit all reports by due date; and
  5. Measure 5: Required to submit at least one success story highlighting a program achievement that occurred each year by end of fiscal year.
- D. Applicant will perform the following:
1. Submit Monthly progress reports indicating the total number of youths served by age group and provide a summary of the services provided, program expectations and or programmatic goals that were exceeded. Additional guidance to be provided during Orientation training;
  2. Submit Monthly Outreach Activity Logs only during Non-Instructional periods for that monthly reporting period;
  3. Shall submit a quarterly Financial Status Report (FSR) to HHSC by the last business day of the month following the end of each quarter of the contract term for review and financial assessment. The Recipient shall submit the final FSR no later than forty-five (45) calendar days following the end of the contract term. Recipients will be provided with FSR reporting templates post-award. The FSR must be submitted to the AEP-SRAE Services mailbox at [Education\\_Services@hhsc.state.tx.us](mailto:Education_Services@hhsc.state.tx.us). Additional guidance to be provided during Orientation training;
  4. Applicants must gather information using program forms to report the number of youth and parent participants in the program activities and how many hours each participant completes of each program. This information must be submitted to [Education\\_Services@HHSC.state.tx.us](mailto:Education_Services@HHSC.state.tx.us). Additional guidance to be provided during Orientation training;
  5. Contactors serving clients must submit completed Evaluation Survey Tools provided by University of Texas Health Science Center at Houston, to assess the difference in scores between pre-tests and post-tests on mediating variables influencing sexual behaviors for clients completing the program during that biannual reporting period;
  6. Applicant is required to copy HHSC at [Education\\_Services@HHSC.state.tx.us](mailto:Education_Services@HHSC.state.tx.us) to indicate the date when evaluations are mailed to the University of Texas Health Science Center. Contractor is required to survey at least 75% of the youth served that complete the curriculum program Instructions on submitting forms by mail will be included in Applicant's Evaluation Survey Tool shipment;
  7. Applicant must submit semiannual reports by April 1, 2020 and October 1, 2020, reporting the number of youth and parent participants in the program activities and

how many hours each participant completes of each program. Each contractor is required to meet at least 90% of their projected number served with at least a 75% program completion rate for curricula activities using information gathered from the Participant Tracking Logs. This information must be submitted to [Education\\_Services@HHSC.state.tx.us](mailto:Education_Services@HHSC.state.tx.us); and

8. Applicant shall submit plans by October 3, 2020, for all service learning projects to [Education\\_Services@HHSC.state.tx.us](mailto:Education_Services@HHSC.state.tx.us), no more than 5 business days after the project has been implemented.

## **2.7 PERFORMANCE MONITORING**

Applicant agrees that HHSC staff and its representatives may monitor and/or audit applicant's performance under the awarded contract.

- A. Applicant agrees to cooperate fully and assist with the coordination of these activities, including but not limited to:
  1. periodic site visits to monitor for compliance with federal and state requirements;
  2. efficient use of public funds;
  3. grant performance; and
  4. adhere to the requirements as required in the RFA.
- B. Execution of requirements includes but is not limited to:
  1. program staffing;
  2. staff implementation training;
  3. evaluation of administrators and program facilitators;
  4. implementation of curricula and program core components;
  5. curricula medical accuracy;
  6. community assessment and collaboration effectiveness;
  7. referral policy use;
  8. outcome effectiveness; and
  9. cost effectiveness and/or the use of program resources.
- C. If individual program compliance or performance is lacking; individual contract corrective action recommendations are made through contract performance improvement plans;
- D. Should HHSC find medically inaccurate information including information subject to 42 U.S.C. § 247b-17(c)(2), materials or programming that contradicts Section 510 of the Social Security Act (42 U.S.C. § 710), or information that would be considered religious instruction, worship, prayer, or proselytizing, funding may be held while inaccuracies, contradictions, or non-compliance is corrected. These corrections may include a required change in chosen curriculum;

- E. HHSC reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfall. HHSC Program will monitor Applicant's expenditures on a quarterly basis;
- F. Contractors will be monitored on a quarterly basis. Contractor performance as captured in the quarterly reports as indicated in section 2.6 will be utilized as part of the contract performance reporting. Monitoring will be conducted for fiscal, programmatic, and administrative components of the contract. All services and deliverables under the contract shall be provided at an acceptable quality level and in a manner consistent with HHSC contract and program requirements and **Exhibit B - HHS Uniform Terms and Conditions - Grant, v. 2.16.1;**
- G. Acceptable quality level will be evaluated by either the standards provided in this Section 2.6, by Applicants accepted offer, or by the final negotiated standard; whichever is most advantageous to the client or HHSC. HHSC reserves the right to impose remedial measures including, but not limited to:
  - 1. Written corrective action plans;
  - 2. Additional reporting;
  - 3. Withholding/offsetting payments; and
  - 4. Termination or suspense of the contract.
- H. Applicant agrees to adhere to the applicable federal guidance at 45 CFR Part 75, et al; the Uniform Grant Management Standards (UGMS), including but not limited to referenced material in the HHSC Grant Technical Assistance Guide (GTAG) and work with HHSC staff regarding the management of funds received under this Contract.

## **2.8 PROHIBITIONS**

Funds must not be used to supplant other local, state, or federal funds.

- A. For Grantees that provide religious programs:

In accordance with the United States Department of Health and Human Services' (HHS) Title V State Abstinence Education Grant Program HHS-2018-ACF-ACYF-AEGP-SRAE - 1359, Section III Eligibility Information, subsection C. Other- Unallowable Activities: Neither the state nor any of its sub-awardees may use federal funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 CFR Part 87). If an organization offers both a federally funded program and a religious program that provide the same social service, or the clients served are children, it is very important that the separation between the programs be accentuated.

- 1. All religious materials must be eliminated from the presentation of the federally funded program. This includes:
  - a. Bibles or other books of worship;
  - b. Registration materials that include religious inquiries or references;

- c. Follow up activities that include or lead to religious outreach; and
  - d. Religious content in materials.
2. Any program with religious content must be a separate and distinct program from the federally funded program, and the distinction must be completely clear to the consumer.
  3. Some of the ways in which this may be accomplished include, but are not limited to, the following examples:
    - a. Creating separate and distinct names for the programs;
    - b. Creating separate and distinct looks for the promotional materials used to promote each program; and
    - c. Promoting only the federally funded program in materials, websites, or commercials purchased with any portion of the Federal funds.
  4. In addition, Grantee must completely separate the presentation of any program with religious content from the presentation of the federally funded program by time or location in such a way that it is clear that the two programs are separate and distinct. If separating the two programs by time but presenting them in the same location, one program must completely end before the other program begins. Some of the ways in which separation of presentations may be accomplished include, but are not limited to, the following examples:
    - a. The programs are held in completely different sites or on completely different days.
    - b. The programs are held at the same site at completely different times. Separation may be accomplished through such means as:
      - i. Have sufficient time between the two programs to vacate the room, turn down the lights, leave the stage, etc. in order to reasonably conclude the first program before beginning the second;
      - ii. Completely dismiss the participants of the first program; and/or
      - iii. The second program could follow in the same room or, where feasible, in a different room to further distinguish the difference between the programs.
    - c. The programs are held in different locations of the same site at the same time. Separation may be accomplished through such means as:
      - i. Completely separate registration locations; and/or
      - ii. Completely separate areas where programs are held, such as by room, hallway, or floor, etc.
- B. Other Non-Allowable Activities include:
1. purchase or improve land, or to purchase, construct, or make permanent improvements to any building;
  2. fundraising activities, political education, or lobbying;
  3. supplant or replace current public or private funding;
  4. supplant ongoing or usual activities of any organization involved in the project;
  5. purchase or improve land, or to purchase, construct, or make permanent

- improvements to any building;
6. decoration of space needed to implement the program;
  7. inherently religious activities, including, but not limited to, religious instruction, worship, prayer, proselytizing;
  8. Reimburse pre-award costs;
  9. Activities or services for youth that are not part of curriculum implementation or Service Learning Implementation;
  10. Providing food or incentives;
  11. Advertising of an organization (program advertising is allowable);
  12. Activities religious in nature including the mention of religious themes during HHSC funded activities;
  13. Supplies for Service Learning Projects that exceed \$5000 HHSC; and
  14. Staff salaries not directly related and/or necessary to the implementation of the program.

## **2.9 STANDARDS**

Applicants 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 CFR 200); the Uniform Grant Management Standards (UGMS), and all statutes, requirements, and guidelines applicable to this funding.

Applicants are required to conduct Project 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: <http://www.hhs.state.tx.us/aboutHHS/CivilRights.shtml>.

Upon request, an Applicant must provide the HHSC Civil Rights Office with copies of all the Applicant's civil rights policies and procedures. Applicants 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

Applicants must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Applicant'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.

Applicants must comply with regulations at 45 CFR Part 87, which provide that any organization that participates in programs funded by direct financial assistance from the 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.

**The remainder of this page is intentionally left blank.**

ARTICLE 3. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	Tuesday, June 18, 2019
Deadline for Submitting Questions	Friday, June 28, 2019 by 5:00 p.m.
Estimated Deadline for Posting Questions & Answers	Wednesday July 3, 2019
<b>Deadline for submission of Solicitation Responses [NOTE: Responses must be <u>RECEIVED</u> by HHSC by the deadline.]</b>	Tuesday, July 9, 2019 at 2:00pm
Anticipated Notice of Award	September 2019
Anticipated Contract Start Date	October 1, 2019

Note: These dates are a tentative schedule of events. HHSC reserves the right to modify these dates at any time upon notice posted to the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites.

sites. Any dates listed after the Solicitation Response deadline will occur at the discretion of HHSC and may occur earlier or later than scheduled without notification on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites.

3.2 CHANGES, AMENDMENT OR MODIFICATION TO SOLICITATION

HHSC 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 HHSC and will post such on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. It is the responsibility of the Respondent to periodically check the [ESBD](#) and [HHSC Grants](#) websites 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 Applicants.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to the System Agency's Point of Contact addressed to the person listed below. All



communications between Applicants and other System Agency 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 Applicant's Solicitation Response.**

Name: Carolyn R DeBoer, CTPM, CTCM  
Title: Procurement Manager  
Address: 1100 West 49<sup>th</sup> Street, Austin, TX 78756  
Phone: 512-406-2447  
Email: [Carolyn.deboer@hhsc.state.tx.us](mailto:Carolyn.deboer@hhsc.state.tx.us)

### 3.4.2 Prohibited Communications

All communications between Applicants and other System Agency staff members concerning the Solicitation may not be relied upon and responded should send all questions or other communications to the point-of contact. 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 Applicant'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. Applicants' 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
- F. Question

**Note: 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. Please provide entity name, address, phone number; fax number, e-mail address, and name of contact person when submitting questions.**

### **3.4.4 Clarification Request Made by Applicant**

Applicants must notify the Point of Contact 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 will be posted on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. HHSC reserves the right to amend answers prior to the deadline for Solicitation Responses. Amended answers may be posted on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. It is Respondent's responsibility to check the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites or contact the Point of Contact for updated responses. HHSC also reserves the right to provide a single consolidated response to similar questions at the HHSC's sole discretion.

## **3.5 SOLICITATION RESPONSE COMPOSITION**

### **3.5.1 Generally**

All Applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the Applicants name at the top of each page;
- C. Organized in the sequence outlined in Article 9 - Submission Checklist;
- D. In Verdana, size 11, no less than size 10 for tables, graphs, and appendices;
- E. Blank forms provided in the Attachments must be used (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;
- F. Correctly identified with the RFA number and submittal deadline;
- G. Responsive to all RFA requirements; and
- H. Signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

### **3.5.2. Submission in Separate Parts**

Paper documents (i.e. the original and all hard copies) must be separated by parts. Electronic submissions must be separated by electronic medium used for submission (i.e. flash drive).

- A. Administrative Information, including all forms;
- B. Narrative Proposal Forms
- C. Expenditure Proposal; and
- D. Applicable Exhibits, Required Forms and Signed Addendums.

The entire Solicitation Response – all separated paper documents and 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.

### 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 the System Agency no later than the date and time specified in Section 3.6.1 and 3.6.2.

#### 3.6.2 Labeling

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

<u>SOLICITATION NO.:</u>	RFA HHS0002293
<u>SOLICITATION NAME:</u>	Sexual Risk Avoidance Education (SRAE)
<u>RESPONSE DEADLINE:</u>	Tuesday, July 9, 2019 @ 2:00 p.m.
<u>PURCHASER’S NAME:</u>	Carolyn R. DeBoer
<u>APPLICANT’S NAME:</u>	_____

The System Agency will not be held responsible for any Solicitation Response that is mishandled prior to receipt by the System Agency. It is Applicant’s responsibility to mark appropriately and deliver the Solicitation Response to the System Agency by the specified date and time.

#### 3.6.3 Delivery

Applicant must deliver Solicitation Responses 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 considered.

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

<b>U.S. Postal Service/Overnight/Express Mail/Hand Delivery</b>
Health and Human Services Commission Procurement and Contracting Services Building ATTN: Response Coordinator 1100 W 49th. MC 2020 Austin, Texas 78756

**Note: All Solicitation Responses become the property of HHSC after submission and will not be returned to Applicant.**

### 3.6.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, an Applicant 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.

The System Agency may request Solicitation Response Modifications at any time.

## ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

### 4.1 GENERALLY

The specific dollar amount awarded to each successful Applicant will depend upon the merit and scope of the application and negotiations. Funded amounts may differ from those requested. Not all Applicants who are deemed eligible to receive funds are assured of receiving an award. The final funding amount and the provisions of the contract will be determined at the sole discretion of HHSC.

### 4.2 ELIGIBILITY SCREENING

Applications will be reviewed for minimum qualifications and completeness. All complete applications meeting the minimum qualifications will move to the Evaluation stage.

### 4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by the RFA and other factors deemed relevant by HHSC and Exhibit G, Evaluation Score Tool.

#### 4.3.1 Specific Selection Criteria

Grant applications shall be evaluated based upon the Evaluation Criteria described in the Evaluation Criteria below:

- A. **Respondent demonstrates the ability to provide the services required under this RFA - 50%**

(Form A-1 - Program Grant Application for RFA HHS0002293, Section 1)

- B. **Respondent demonstrates Internal Controls - 10%**

(Form A-1 - Program Grant Application for RFA HHS0002293, Section 2a, b, and c)

- C. **Respondent demonstrates Key Personnel and Qualifications - 10%**

(Form A-1 - Program Grant Application for RFA HHS0002293, Section 3)

- D. **Respondent demonstrates the Evidence of Readiness - 20%**

(Form A-1 - Program Grant Application for RFA HHS0002293, Section 4)

- E. **Respondent demonstrates the ability to provide a proposed budget that is reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements - 10%**

(Form I - Budget Summary and Section 7.1.1)

Funds are awarded for the purpose specifically defined in this RFA and must not be used for any other purpose. Contracts will be determined without regard to whether or not Applicants have previously had a contract with HHSC under the AEP program. Applicants that do not meet the requirements will not be considered for award

#### **4.4 FINAL SELECTION**

HHSC intends on making multiple awards. After initial screening for eligibility, application completeness, and initial scoring of the elements listed in Section 4.2.1, a selection committee will look at all eligible Applicants to determine which applications 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, who will make the final award approval.

HHSC will make all final funding decisions based on eligibility, geographic distribution across the state, state priorities, reasonableness, availability of funding, and cost-effectiveness. **Appendix A** contains the **Exhibit G, Evaluation Score Tool** that will be used to Evaluate Responses.

#### **4.5 NEGOTIATION AND AWARD**

The specific dollar amount awarded to each successful Applicant will depend upon the merit and scope of the Application, the recommendation of the Selection Committee, and the decision of the Executive Commissioner. Not all Applicants who are deemed eligible to receive funds are assured of receiving an award.

##### **4.5.1 Negotiations**

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

- A. An in-depth discussion of the submitted application and budget; and
- B. Requests from HHSC for clarification or additional detail regarding submitted Application.

The final funding amount and the provisions of the contract will be determined at the sole discretion of HHSC staff.

HHSC may announce tentative or apparent grant recipients once the Executive Commissioner has given approval to initiate negotiation and execute contracts.

HHSC will post to the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites and may publicly announce an Apparent Awardee selected for final contract award. This posting does not constitute HHSC's agreement with all the terms of any Respondent's proposal

and does not bind HHSC to enter into a contract with any Respondent announced for final contract award.

#### **4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY THE SYSTEM AGENCY**

The System Agency reserves the right to ask questions or request clarification from any Applicant at any time during the application process.

### **ARTICLE 5. NARRATIVE APPLICATION**

#### **5.1 NARRATIVE APPLICATION**

##### **5.1.1 Executive Summary**

HHSC AES Program is seeking applicants to engage in the implementation of an evidenced-based sexual risk avoidance education intervention as part of a continuum of services to decrease the teen pregnancy rate and prevention of STIs in accordance with HHS-2018-ACF-ACYF-SRAE-1359 funding to support abstinence education activities for SRAE in Texas.

##### **5.1.2 Grant Application**

Utilizing the Forms attached to this RFA, Applicants will describe the proposed services, processes, and methodologies for meeting all components described in Article 2.4, **Form A-1, Grant Application for HHS0002293** including the Applicant's approach to meeting the timeline and associated milestones. Applicant should identify all tasks to be performed, including all project activities, to take place during the grant funding period. Applicant will also include all documents requested as part of completing Forms to demonstrate fulfilling Article 2 requirements.

**The remainder of this page is intentionally left blank.**

## ARTICLE 6. REQUIRED APPLICANT INFORMATION

### 6.1 ADMINISTRATIVE ENTITY INFORMATION

Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation by completing Form, A-1 Grant Application.

### 6.2 LITIGATION AND CONTRACT HISTORY

Applicant must include in its Solicitation Response a complete disclosure of any alleged or significant contractual failures

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant.

Solicitation Response may be rejected based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance or significant failure(s) to meet contractual obligations.

### 6.3 CONFLICTS

Applicant 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 Applicant must disclose all potential conflicts of interest. The Applicant 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.

### 6.4 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return **Exhibits A, C, C-1, D and F**, found in **Appendix A**.

### 6.5 EXCEPTIONS AND ASSUMPTIONS

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA or General Provisions, sought by the Applicant must be specifically detailed in writing by the Applicant on Form J, Exceptions and Assumptions in this application and submitted to HHSC for consideration. HHSC will accept or reject each proposed exception. HHSC will not consider exceptions submitted separately from the Applicant's application or at a later date.

Failure to sign or take exception to any of the Forms and Exhibits, shall automatically render the Applicant's Application as Non-Responsive.

Applicants must return **Form J, Exceptions and Assumptions Form**, even if there are no Exceptions taken.

**The remainder of this page is intentionally left blank.**



## ARTICLE 7. EXPENDITURE PROPOSAL

### 7.1 EXPENDITURE PROPOSAL

#### 7.1.1 Budget Summary

**Form I, Budget Summary** will be used to submit the Expenditure Proposal. Applicants must complete this form and place it in a separate, sealed package, clearly marked with the Applicant's name, the RFA number, and the RFA submission date.

Applicants must:

- A. Base their Expenditure Application on the Program Requirements described in Article 2, section 2.4;
- B. Applicants must demonstrate that project costs outlined in the Expenditure Application are reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements;
- C. Utilize the HHSC template provided and identify costs to be requested from HHSC; and
- D. 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.

Costs will be reviewed for compliance with UGMS and federal grant guidance found in 45 CFR Part 75, as modified by UGMS at:

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), with effective given to whichever provision imposes the more stringent requirement in the event of a conflict.

Costs included in the Expenditure Application 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.

#### 7.1.2 Budget Requirements

In accordance with the requirements contained in **Form I – Budget Summary** Applicants must develop a categorical budget, where costs may be allocated to any of the following categories the Applicant identifies during its budget development process:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Other (Rent, electricity, etc.)
- H. Indirect Costs

NOTE: Indirect Costs are costs incurred for a common or joint purpose benefiting more than one project or cost objective of Applicant's organization and not readily identified with a particular project or cost objective. Typical examples of Indirect Costs may include general administration and general expenses such as salaries and expenses of executive officers, personnel administration and accounting; depreciation or use allowances on buildings and equipment; and costs of operating and maintaining facilities.

Applicants shall base their budget and funding request on the Budget Requirements contained in this Section and must separately identify value-added benefits, cost-savings and cost-avoidance methods and measures, and the effect of such methods on the budget, requested funding, and program requirements.

### **7.1.3 Funding Request and Reimbursement Process**

In **Form A, Respondent Information (Face Page)**, the Applicant must indicate the number of Youths it will serve during the term of the contract resulting from this RFA. Applicants awarded HHSC AEP-SRAE grant funds shall provide HHSC Abstinence Education Program (AEP) - Sexual Risk Avoidance Education (SRAE) Services during the entire term of the contract, to the number of proposed Youths to be served.

Applicants awarded a contract for HHSC AEP-SRAE funds will be reimbursed for eligible costs that are within the HHSC Abstinence Education Program - Sexual Risk Avoidance Education Grant requirements for the use of HHSC AEP-SRAE funds. HHSC AEP-SRAE will be reimbursed as follows:

HHSC AEP-SRAE Education sub-recipients may seek reimbursement for project costs by submitting HHSC prescribed monthly Reimbursement vouchers for expenses outlined in the categorical budget included in their contract for cost reimbursement of the HHSC AEP-SRAE Program. The monthly vouchers will be sent to the awarded sub-recipient upon contract execution.

HHSC AEP-SRAE Education sub-recipients shall request reimbursement by using a reimbursement voucher and providing supporting documentation as required. Documents must be submitted to the AEP-SRAE Services mailbox at [Education\\_Services@hhsc.state.tx.us](mailto:Education_Services@hhsc.state.tx.us).

Sub-recipients shall submit Vouchers and supporting documentation monthly, by the last business day of the month following the month in which the costs were incurred. If the last business day of the month falls on a weekend or State holiday, the Voucher must be submitted upon the first business day following the weekend or State holiday.

## ARTICLE 8. GENERAL TERMS AND CONDITIONS

### 8.1 GENERAL CONDITIONS

#### 8.1.1 Costs Incurred

Applicants 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 an Applicant in the preparation of a response to this Solicitation. The System Agency is not liable for any costs incurred by an Applicant prior to issuance of or entering into a formal agreement, contract, or purchase order. Costs of developing Solicitation Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of the Applicant, 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 Applicant for the performance of all contractual obligations that may result from an award based on this Solicitation. Applicant shall not be relieved of its obligations for any nonperformance by its contractors.

#### 8.1.3 News Releases

Prior to final award an Applicant 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.

#### 8.1.4 Additional Information

By submitting an application, the Applicant grants HHSC the right to obtain information from any lawful source regarding the Applicant'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 an application, an Applicant generally releases from liability and waives all claims against any party providing HHSC information about the Applicant. HHSC may take such information into consideration in evaluating applications.

## ARTICLE 9. SUBMISSION CHECKLIST

This checklist is provided for Applicant's convenience only and identifies documents that must be submitted with this Solicitation in order to be considered responsive. **Any Solicitation Response received without these requisite documents may be deemed nonresponsive and may not be considered for contract award.**

### **Original Solicitation Response Package**

The Solicitation Package must include the “Original” Solicitation Response in **hard-copy** consisting of the four parts described in detail below, each under separate cover but packaged together and clearly labeled “Original” on each.

#### **A. Administrative Information and Required Forms**

1. Form A: Respondent Information (Face Page)
2. Form B: Texas Counties and Regions
3. Form C: Contact Person Information
4. Form D: Financial Management and Administrative Questionnaire
5. Form E: Government Entity or  
Form E-1: Non-Profit or For-Profit Entity

#### **B. Narrative Proposal Forms**

1. Form A-1: Grant Application for RFA HHS0002293
2. Form F: Curriculum Implementation Plan
3. Form G: Curriculum Site Letter of Participation Agreement
4. Form H: Service Learning Implementation Plan
5. Form J: Exceptions and Assumptions

#### **C. Expenditure Proposal**

Form I: Budget Summary

#### **D. Applicable Exhibits, Required Forms, and Signed Addendums**

1. Exhibit A: Affirmations and Solicitation Acceptance
2. Exhibit C: Assurances - Non-Construction Programs
3. Exhibit C-1: Certification Regarding Lobbying
4. Exhibit D: Signed Legislative Assurances
5. Exhibit F: Signed Assurance Regarding Non-Affiliation Requirement
6. Signed Addendums (if applicable)

## **Copies of Solicitation Response Package**

The Solicitation Package must include the “Original” Solicitation Response in **hard-copy** consisting of all of the Forms and Exhibits listed in the **Article 9, Submission Checklist**.

Respondent must provide the following number of **electronic** copies (all clearly labeled as “copy”) in addition to the hard-copy “Original” Solicitation Response.

Electronic copies must be submitted on a USB Drive and separated by folders.








- **1** Electronic copy of the **Application Response Package** (which includes Required **Forms, Exhibits and Addendums** submitted to support the response.











The electronic copies shall be submitted on a USB Flash drive that is not encrypted. If the Respondent feels the need to encrypt the Flash Drive, **printed** Instructions for de-encryption shall accompany the Flash Drive,




**The remainder of this page is intentionally left blank.**

**APPENDIX A - Document Library**

**Appendix A** represents the “Document Library” for the applicable Attachments and Exhibits referenced in this RFA. Respondents must sign and return all of these documents to be considered responsive to this RFA. Failure to return any of the documents will be automatic grounds for disqualification from further consideration for award.

NAME	DESCRIPTION	Document
<b>Exhibit A</b>	<b>Affirmations and Solicitation Acceptance, Version 1.4</b> Section 1.1 and Section 6.4	 Exhibit A Affirmations and So
<b>Exhibit B</b>	<b>HHSC Uniform Terms and Conditions - Grant, Version 2.16.1</b> Section 1.2 and Section 2.7	 Exhibit B HHSC Uniform Terms and c
<b>Exhibit C</b>	<b>Assurances - Non- Construction Programs</b> Section 1.2	 Exhibit C Assurances - Non- C
<b>Exhibit C-1</b>	<b>Certification Regarding Lobbying</b> Section 1.2	 Exhibit C-1 Certification Regard
<b>Exhibit D</b>	<b>Signed Legislative Assurances</b> Section 1.1 and Section 2.4.1	 EXHIBIT D Signed Legislative Assuranc
<b>Exhibit E</b>	<b>Supplemental and Special Conditions, Version v.2.28.18</b> Section 1.2	 Exhibit E Supplemental and :
<b>Exhibit F</b>	<b>Signed Assurance Regarding Non-Affiliation Requirement</b> Section 1.1, Section 2.3.1, and Section 2.4.1	 Exhibit F Signed Assurance Regardin

<b>Exhibit G</b>	<b>Evaluation Score Tool</b> Section 4.3	 Exhibit G Evaluation Score Tool
<b>FORMS</b>		
<b>Form A</b>	<b>Respondent Information (Face Page)</b> Section 2.5 and Section 7.1.3	 FORM A Respondent Information
<b>Form A-1</b>	<b>Grant Application for RFA HHS0002293</b> Section 2.3.1, Section 2.5, Section 4.3.1, and Section 5.1.2	 FORM A-1 Application for RFA
<b>Form B</b>	<b>Texas Counties and Regions</b> Section 2.5	 Form B Texas Counties and Regions
<b>Form C</b>	<b>Contact Person Information</b> Section 2.5	 FORM C Contact Person Information.
<b>Form D</b>	<b>Financial Management and Administrative Questionnaire</b> Section 2.5	 FORM D - Financial Management and Administrative
<b>Form E</b>	<b>Governmental Entity</b> Section 2.5	 FORM E - Governmental Entity.d
<b>Form E-1</b>	<b>Nonprofit or For-Profit Entity</b> Section 2.5	 Form E-1 Nonprofit or For-Profit Entity.c
<b>Form F</b>	<b>Curriculum Implementation Plan</b> Section 2.5 and Section 2.6.1	 FORM F - Curriculum Implementation Plan.c
<b>Form G</b>	<b>Curriculum Site Letter of Participation Agreement</b> Section 2.5	 Form G Curriculum Site Letter of Participation

<p><b>Form H</b></p>	<p><b>Service Learning Implementation Plan</b> Section 2.5 and Section 2.6.1</p>	 <p>FORM H - Service Learning Implementat</p>
<p><b>Form I</b></p>	<p><b>Budget Summary</b> Section 2.5, Section 4.3.1 and Section 7.1</p>	 <p>Form I Budget Summary.xlsx</p>
<p><b>Form J</b></p>	<p><b>Exceptions and Assumptions</b> Section 6.5</p>	 <p>Form J Exceptions and Assumptions.dc</p>