



TEXAS

Health and Human Services

Dr. Courtney N. Phillips, Executive Commissioner

**Request for Applications
for
Special Services to Persons with Disabilities (Region 07)**

RFA No. HHS0004875

**Date of Release: Monday, June 3, 2019
Responses Due: Monday, June 21, 2019, at 2:00 p.m.**

**NIGP Class/Item Code:
952-15, Human Services/Case Management
952-85, Human Services/Support Services**

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Table of Contents

Article 1. Executive Summary, Definitions, And Authority 4

- 1.1 Executive Summary4
- 1.2 Definitions4
- 1.3 Authority5

Article 2. Scope of Grant Award 5

- 2.1 Program Background5
- 2.2 Grant Award and Term6
 - 2.2.1 Available Funding 6
 - 2.2.2 Grant Term 6
- 2.3 Eligible Applicants6
- 2.4 Program Requirements6
- 2.5 Scope.....6
 - 2.5.1 Contract Monitoring Questionnaire 7
 - 2.5.2 Formal Communication 8
- 2.6 Key Performance Requirements8
- 2.7 Prohibitions9
- 2.8 Standards.....9
- 2.9 Data Use Agreement10
- 2.10 No Guarantee of Volume, Usage or Compensation10

Article 3. Administrative Information 11

- 3.1 Schedule of Events.....11
- 3.2 Changes, Amendment or Modification to Solicitation11
- 3.3 Irregularities11
- 3.4 Inquiries11
 - 3.4.1 Point of Contact 11
 - 3.4.2 Prohibited Communications..... 12
 - 3.4.3 Questions..... 12
 - 3.4.4 Clarification request made by Respondent 12
 - 3.4.5 Responses..... 12
 - 3.4.6 Respondents Conference..... 13
 - 3.5.1 Generally..... 13
 - 3.5.2 Submission in Separate Parts 13
 - 3.5.3 Page Limit and Supporting Documentation..... 13
- 3.6 Solicitation Response Submission and Delivery14
 - 3.6.1 Deadline 14
 - 3.6.2 Labeling 14
 - 3.6.3 Delivery..... 14
 - 3.6.4 Alterations, Modifications, and Withdrawals 14

Article 4. Solicitation Response Evaluation And Award Process..... 15

- 4.1 Generally.....15
- 4.2 Eligibility Screening15
 - 4.2.1 Minimum Qualifications 15
- 4.3 Evaluation15
 - 4.3.1 Specific Selection Criteria 15
 - 4.3.2 Final Selection 16
- 4.4 Negotiation and Award16
- 4.5 Questions or Requests for Clarification By HHSC16

Article 5. Narrative Proposal	17
5.1 Narrative Application	17
5.1.1 Executive Summary	17
5.1.2 Plan of Operation	17
Article 6. Required Respondent Information.....	17
6.1 Administrative Entity Information.....	17
6.2 Litigation and Contract History	17
6.3 Conflicts.....	17
6.4 Grant Application Disclosure	18
6.5 Affirmations and Solicitation Acceptance.....	18
Article 7. Expenditure Proposal	18
7.1 Expenditure Proposal.....	18
7.2 Financial Capacity	21
Article 8. General Terms and Conditions.....	21
8.1 General Conditions	21
8.1.1 Costs Incurred	21
8.1.2 Contract Responsibility.....	21
8.1.3 Public Information Act	21
8.1.4 News Releases	21
8.1.5 Additional Information	22
Article 9. Submission Checklist	22
Article 10. Forms and Exhibits	23

ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

The Health and Human Services Commission (“**HHSC**”) seeks qualified respondents to provide Specialized Services to Persons with Disabilities (“**SSPD**”) services in Travis County (“**Region 07**”). Services shall be provided in accordance with the specifications contained in this Request for Application (“**RFA**”) and in compliance with the SSPD contract requirements.

To be considered for award, respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance- HHSC v 1.4**, of this solicitation and provide all other required information and documentation as set forth in this RFA.

1.2 DEFINITIONS

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

“Addendum” means a written clarification or revision to this solicitation issued by the HHSC.

“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.

“Consumer” means a member of the target population to be served by the respondent’s organization. For the purposes of this grant, a consumer is a person who is disabled and requires specialized services.

“ESBD” means Electronic Business Daily, the electronic marketplace where State of Texas contract opportunities over \$25,000.00 are posted. The ESBD may currently be accessed at <http://www.txsmartbuy.com/sp>

“HHS Grants Website” means the website where HHSC announces the availability of grant funds. The HHS Grants website may currently be accessed at <https://apps.hhs.texas.gov/pcs/rfa.cfm>.

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

“Key Personnel” means a respondent organization’s project contact, fiscal contact, and executive director and any other key stakeholders in the proposed project.

“Procurement Library” means the procurement file or folder, which is attached hereto as Exhibit L, that houses additional items to assist the applicant with program requirements of the statement of work.

“Project” means specific activities of the Grant Recipient that are supported by funds provided under this Contract.

“Solicitation” or “RFA” means the document issued by the System Agency under which applications for Program funds were requested, which is incorporated herein by reference for all purposes in its entirety, including all Amendments and Attachments.

“SSPD” means Specialized Services to Persons with Disabilities.

“State” means the State of Texas and its instrumentalities, including HHSC, and any other state agency, its officers, employees, or authorized agents.

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

“Texas eGrants” means the website where grant opportunities are posted using <https://txapps.texas.gov/tolapp/egrants/search.htm>

1.3 AUTHORITY

HHSC is soliciting the services listed herein pursuant to the Social Security Act, Title XX, 42 U.S.C, §§ 1397a-1397f, Texas Human Resources Code § 161.071(1) and (3), Texas Administrative Code, Title 40, Part 1, Chapter 58, and in accordance with Texas Government Code § 531.0011.

ARTICLE 2. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

HHSC’s mission is to improve the health, safety and well-being of Texans with good stewardship of public resources. HHSC seeks to obtain a Successful Respondent(s) for Region 07 to provide services to Consumers in the SSPD program. HHSC’s fundamental commitment is to contract for results. HHSC defines a successful result as the generation of defined, measurable, and beneficial outcomes that satisfy the contract requirements and support the HHSC mission and objectives. This RFA describes what is required of the Respondent in terms of services, deliverables, and performance requirements.

Under the SSPD program, HHSC contracts with agencies to provide services to help people with disabilities achieve habilitative or rehabilitative goals according to individualized service plans developed by the Successful Respondent. The service plan contains the services, tasks, and frequency of services for each particular Consumer. Services must be included in the respondent’s Plan of Operation.

SSPD serves people ages 18 or older who qualify for Medicaid or meet the Title XX income and resource limits set by HHSC. The goal of the SSPD program is to enable Consumers with intellectual and developmental disabilities (“**IDD**”) to achieve and/or maintain personal self-sufficiency in regard to activities of daily living.

The SSPD program grant awarded as a result of this RFA will be governed by various federal and state statutes and rules, including, and without limitation, “Contract to Provide Special Services to

Person with Disabilities,” Texas Administrative Code (“TAC”), Title 40, Part 1, Chapter 58. In addition, all terms and conditions in this RFA and parts of the Successful Respondent’s responses may be incorporated by reference into any resulting contract.

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

The total amount of funding available for a single contract awarded under this solicitation is **\$35,040.00** per state fiscal year, with a projected maximum five-year budget total of **\$175,200.00**. If feasible, it is HHSC’s intention to make one award for Region 07.

2.2.2. Grant Term

It is anticipated that any contract awarded under this solicitation will begin **September 1, 2019** and continue through **August 31, 2022**. HHSC, at its sole option, may extend any contract awarded pursuant to this Solicitation with the option to extend for one (1) year for up to two (2) additional years. Notwithstanding the limitation in the preceding sentence, HHSC, at its sole discretion, also may extend any resulting contract beyond five years as necessary to ensure continuity of service, for purposes of transition, or as otherwise determined by HHSC to serve the best interest of the State.

Reimbursements will only be made for those allowable expenses that occur after contract execution and within the term of the grant. No pre-award spending will be reimbursed.

2.3 ELIGIBLE APPLICANTS

To be awarded a contract as a result of this RFA, respondents must be eligible to apply for the grants as more specifically set forth in **Section 4.2.1** (Minimum Qualifications), **Exhibit M, Procurement Library**, and “Requirements of a Contractor,” TAC, Title 40, Chapter 49, Subchapter C, § 49.302.

2.4 PROGRAM REQUIREMENTS

To meet the mission and objectives of SSPD, Successful Respondents must be in compliance with the requirements of **Exhibit C, Contract Requirements**.

2.5 SCOPE

HHSC seeks qualified respondents to provide services under the SSPD program.

The purpose of the SSPD program is to provide services to help persons with disabilities achieve habilitative or rehabilitative goals according to individualized service plans developed by the Successful Respondent, as outlined in **Exhibit C, Contract Requirements**.

The Successful Respondent shall, in accordance with the terms identified within any resulting contract and SSPD contract requirements, provide all necessary personnel, supplies, and services as specifically identified within the contract and SSPD contract standards. respondents may submit applications to provide one or more of the following types of services in one or multiple service areas.

Services provided by this program may include the following:

- A. Intensive vocational training in a structured, sheltered workshop environment including a computer lab;
- B. Employment and job skill development (which may include area businesses providing employment and wages for the Consumer, connecting with vocational assistance such as Texas Workforce Commission or Goodwill);
- C. Job coaching and post-employment services;
- D. Transportation or assistance with using city transportation or transporting to and from work or facilities or both;
- E. Life skills training (communication, socialization, problem-solving, health and hygiene, emotional maturity, job readiness);
- F. Social and recreational activities;
- G. Case management;
- H. Money management;
- I. Assistance with meals (including nutrition planning and table preparation);
- J. Housing and living assistance (assistance with landlords for such things as apartment repairs, applying for benefits such as Supplemental Security Income (SSI), Medicare, or Section 8 housing assistance) and securing reliable transportation for various reasons (e.g. vocational training, doctor appointments);
- K. Health and wellness (assistance finding doctors, scheduling medical appointments, walking/exercising, and planning long-term wellness); and
- L. Education assistance (assistance applying for additional schooling or training, e.g. GED).

The Successful Respondent must, at a minimum, continue to provide the same services currently being provided to Consumers in Region 07. For a more thorough list of services currently being offered in Region 07, please see **Exhibit M, Procurement Library**, “List of Services Currently Provided to SSPD Consumers for HHSC Region 07.”

The SSPD program currently has a total of fifteen Consumers located in HHSC Region 07.

Respondent applications/proposals are to address the requirements outlined in **Exhibit C, Contract Requirements**.

2.5.1 Contract Monitoring Questionnaire

The Successful Respondent must comply with all applicable cost principles, audit and contract monitoring, and administrative requirements in accordance with any contract resulting from this solicitation, contract management guidelines, and state and federal regulations.

To ensure compliance with these requirements, HHSC utilizes a risk-based contract monitoring process. **Exhibit D, Contract Monitoring Questionnaire (CMQ)**, is part of the risk-based contract monitoring process and provides detailed information to HHSC regarding the Grantee’s internal and financial controls and other general contracting processes.

The Successful Respondent shall submit an initial CMQ within 30 calendar days after full execution of a contract and an annual CMQ to certify controls thereafter 60 calendar days prior to the end of each state fiscal year.

2.5.2 Formal Communication

The Successful Respondent must establish formal communication with HHSC for receipt and response to requests for information, work products, deliverables, updates, and other required correspondence related to performance of contract requirements. HHSC will issue State Action Requests (“SAR”) to the Successful Respondent following established procedures and timelines. The Successful Respondent will issue Vendor Action Requests (“VAR”) to HHSC following established procedures and timelines, inclusive of the submission of contract deliverables and key performance requirements. The Successful Respondent’s response must describe how it will establish and manage formal communication with HHSC.

In addition to the requirements stated above, the Successful Respondent must:

- A. Submit complete and accurate responses to any SAR or VAR responses memos no later than ten calendar days after the Successful Respondent’s receipt of the request unless a specific date is specified in the request.
- B. Submit written requests for extension of a SAR or VAR response deadline that specify the estimated date of completion and reasons for the extension no later than three business days after the Successful Respondent receives the SAR or VAR response.
- C. Provide ad hoc reports and respond to Legislative inquiries and other high priority requests within thirty-six hours from the time of the request or by the date specified by HHSC for data or reports that already exist.
- D. Submit written request for extension of a High Priority deadline that specifies the estimated date of completion and reasons for extension no later than three hours after grantee receives the SAR or VAR Response.

2.6 KEY PERFORMANCE REQUIREMENTS

HHSC will actively monitor the performance of any contract awarded under this RFA. All services and deliverables under any contract awarded under this RFA shall be provided at an acceptable quality level and in a manner consistent with acceptable industry standard, custom, and practice. The Successful Respondent shall ensure services are provided at least at the level established by HHSC and set forth within the SSPD program approved minimum goals and outcomes in accordance with Exhibit C, Contract Requirements. The Successful Respondent shall report on key performance requirements and outcomes in accordance with **Exhibit E, Key Performance Requirements**, and **Exhibit E, Deliverables**, as outlined below:

- A. All services and deliverables provided under the agreement will be provided in a manner consistent with the standards of quality and integrity as outlined in the any resulting contract, the Solicitation, and the Successful Respondent’s application and proposal;
- B. All services and deliverables must meet or exceed the required level of performance specified in or under the ant resulting contract, and will meet or exceed HHSC’s Mission and Objectives, as set forth in the Solicitation; and
- C. The Successful Respondent will perform the Services in a workmanlike manner, in accordance with best practices and high professional standards used in well-managed operations performing services similar to the services described in aby resulting contract.

HHSC's Formal Communication Process will be utilized for the submission of all Key Performance Requirements and Deliverable Reports. HHSC shall provide comments and approval of each report provided in support of this agreement via the Formal Communication Process.

2.7 PROHIBITIONS

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 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. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable, unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- G. Promotional gifts;
- H. Membership dues for individuals;
- I. Any expense or service that is readily available at no cost to the grant Project;
- J. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- K. Fundraising; and
- L. Any other prohibition imposed by federal, state, or local law.

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in non-federally-and non-state-sponsored activities unless state law prescribes otherwise.

2.8 STANDARDS

Successful Respondents must comply with the requirements applicable to this funding source cited in the Uniform Grant Management Standards ("UGMS"), and all statutes, requirements, and guidelines applicable to this funding.

Grantees 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 HHSC Civil Rights Office website at: <http://www.hhs.state.tx.us/aboutHHS/CivilRights.shtml>.

Upon request, a Successful Respondent must provide the HHSC Civil Rights Office with copies of all of its civil rights policies and procedures. Successful Respondents must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than ten 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 Successful Respondent must ensure that its policies do not have the effect of excluding or limiting the participation of persons in its 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, to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Successful Respondents must comply with Executive Order 13279, and its implementing regulations at 45 Code of Federal Regulations (“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.

2.9 DATA USE AGREEMENT

By entering into a grant contract with HHSC, as a result of this Solicitation, the respondent agrees to be bound by the terms of **Exhibit G, Data Use Agreement**. All respondents are also required to complete **Exhibit G, Attachment 2, Texas HHS System Data Use Agreement Security and Privacy Initial Inquiry (“SPI”)**.

2.10 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

HHSC makes no guarantee of volume, usage, or total compensation to be paid to any Successful Respondent under any awarded contract, if any, resulting from this Solicitation. Grants and any resulting contracts are subject to appropriations and the continuing availability of funds.

HHSC reserves the right to cancel, make partial award, or decline to award a contract 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 Successful Respondent. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE 3. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	June 3, 2019
Respondent Conference (option) Webinar link https://attendee.gotowebinar.com/register/4291891261608882433	June 13, 2019 at 10:30am
Deadline for Submitting Questions	June 14, 2019 by 5:00 PM Central Time
Answers to Questions Posted by	June 18, 2019
Deadline for submission of Solicitation Responses <i>[NOTE: Responses must be RECEIVED by HHSC by the deadline.]</i>	June 21, 2019 by 2:00 PM Central Time
Anticipated Notice of Award	August 2019
Anticipated Contract Start Date	September 1, 2019

Note: The above referenced 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. 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, HHS 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 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 HHSC's 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 designated sole Point of Contact addressed to the person listed below. All other communications between the respondents and HHSC staff members concerning the solicitation are strictly prohibited, unless noted elsewhere in this RFA.

HHSC Point of Contact
Carolyn R. DeBoer, CTCD, CTCM Purchaser

1100 West 49th Street, Austin, TX 78756
(512) 406-2447
carolyn.deboer@hhsc.state.tx.us

3.4.2 Prohibited Communications

All communications between respondents and HHSC staff members concerning the Solicitation may not be relied upon and respondents should send all questions or other communications to the HHSC 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 the requirements set forth within Sections 3.4.1-2 may result in disqualification of the respondent's Solicitation Response.**

3.4.3 Questions

HHSC 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 HHSC 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
- F. Question

Note: Questions or other written requests for clarification must be received by the HHSC 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 Respondent

Respondents must notify the HHSC 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 may 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 HHSC 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.

3.4.6 Respondents Conference

HHSC will conduct a respondent's conference through a Webinar, tentatively scheduled for June 13, 2019 10:30am. The respondents conference is voluntary. All prospective respondent's may register for the RFA HHS0004875 respondents conference Webinar at: <https://attendee.gotowebinar.com/register/4291891261608882433>. Any changes to this date and time will be submitted via an addendum.

3.5.1 Generally

All Applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the respondent's name at the top of each page;
- C. Organized in the sequence outlined in **Article 9** (Submission Checklist);
- D. In Arial or Times New Roman font, size 12 or larger for normal text, 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

- A. Narrative Proposal;
- B. Required Respondent Information;
- C. Expenditure Proposal; to be included separately from the submission of the RFA. See **Section 7.1**, "Expenditure Proposal;" and
- D. Applicable Exhibits.

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

The entire Solicitation Response, including 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**.

3.5.3 Page Limit and Supporting Documentation

The Narrative Proposal should not exceed 40 pages in length, not including appendices or attachments, and should be formatted as follows: 8 ½" x 11" paper; in Arial or Times New Roman font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices; and single-sided.

3.6 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

Solicitation Responses must be received at the address in **Section 3.6.3** and time-stamped by the 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.: HHS0004875
SOLICITATION NAME: Special Services to Persons with Disabilities (Region 07)
RESPONSE DEADLINE: Monday, June 21, 2019 at 2:00 PM
PURCHASER'S NAME: Carolyn R. DeBoer
RESPONDENT'S NAME: _____

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

3.6.3 Delivery

Respondents 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:

U.S. Postal Service/Overnight/Express Mail/Hand Delivery
Health and Human Services Commission Procurement and Contracting Services Building Attn: Response Coordinator 1100 W. 49 th Street; Mail Code 2020 Austin, Texas 78756

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

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 HHSC Point of Contact identified in **Section 3.4.1**; or

- (2) modify its Solicitation Response by submitting a written amendment to the HHSC Point of Contact identified in **Section 3.4.1**.

ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 GENERALLY

A three-step selection process will be used:

- A. Eligibility screening;
- B. Evaluation based upon specific selection criteria; and
- C. Final Selection based upon State priorities.

4.2 ELIGIBILITY SCREENING

Respondents applications and proposals will be reviewed for minimum qualifications and completeness. All complete applications and proposals meeting the minimum qualifications will move to the Evaluation stage. The Solicitation Response must appear realistic in terms of technical commitment, show technical competence, and indicate comprehension of the risk and complexity of a potential contract.

4.2.1 Minimum Qualifications

Respondents must meet the minimum qualifications as follows:

- A. The respondent must be financially solvent and adequately capitalized;
- B. The respondent must be authorized to do business in the State of Texas; and
- C. The respondent's prior history shall be in good standing with the State of Texas and not demonstrate limitations, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet their contractual obligations.

4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by the Texas Procurement and Contract Management Guide - Version 1.1 and other factors deemed relevant by HHSC and **Exhibit L, Evaluation Score Tool**.

4.3.1 Specific Selection Criteria

Grant applications must address the criteria listed below and shall be evaluated as weighted below:

- A. Respondent demonstrates the ability to provide a detailed, quality, approach in providing necessary service delivery to eligible consumers - **30%**
- B. Response demonstrates the respondent's ability to meet all expenditure requirements as outlined in **Section 7.1, Expenditure Proposal** - **25%**
- C. Response demonstrates the respondent's ability to administer staffing and service requirements - **20%**

- D. Respondent demonstrates the ability to develop and maintain a written plan for developing and enhancing the performance of staff responsible for providing the SSPD services to consumers - **15%**
- E. Response demonstrates the respondent's ability to meet Key Performance Requirements (KPRs) – **10%**

4.3.2 Final Selection

HHSC intends on making one award in Region 07. After initial screening for eligibility, application completeness, and initial scoring of the selection criteria listed above in **Section 4.3.1**, a selection committee will look at all eligible Solicitation Responses to determine which proposal(s) should be awarded to most effectively accomplish state priorities. The selection committee will recommend the grant award 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, state priorities, reasonableness, availability of funding, and cost-effectiveness.

4.4 NEGOTIATION AND AWARD

The negotiation phase will involve direct contact between the respondent and HHSC representatives via phone, email, or both. During negotiations, the respondent may expect:

- A. An in-depth discussion of the submitted proposal 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, dependent upon services provided for Region 07.

HHSC may announce a Tentative or Apparent Awardee once the Executive Commissioner has given approval to initiate negotiation and execute contracts.

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 respondent must be specifically detailed in writing by the respondent on Exhibit I, Exceptions and Assumptions Form in this proposal and submitted to HHSC for consideration. HHSC will accept or reject each proposed exception. HHSC will not consider exceptions submitted separately from the respondent's proposal or at a later date.

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.

4.5 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. Any questions to respondents and clarification of responses do not include the opportunity to cure substantive defects (e.g., missing documents) in the submitted responses.

ARTICLE 5. NARRATIVE PROPSAL

5.1 NARRATIVE APPLICATION

5.1.1 Executive Summary

Provide a high-level overview of the respondent's approach to meeting the RFA's requirements. The summary must demonstrate an understanding of the goals and objectives of the grant.

5.1.2 Plan of Operation

Respondents will describe the proposed services, processes, and methodologies for meeting all components described in this RFA, including the respondent's approach to meeting the timeline and associated milestones. The respondent must identify all tasks to be performed, including all Project activities, to take place during the grant funding period. The respondent will also include all documents requested as part of completing Forms to demonstrate fulfilling **Article 2** and requirements listed in **Exhibit C, Contract Requirements, Section 8, "Plan of Operation"** and acknowledgement of meeting all other requirements after contract execution. HHSC's expectations are for the respondent to provide a clear and concise application and proposal.

ARTICLE 6. REQUIRED RESPONDENT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

The respondent must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation. As a part of the Solicitation Response requested in **Article 3**, the respondent must provide **Form A, Respondent Information (Face Page)** and all required exhibits in **Article 9**.

6.2 LITIGATION AND CONTRACT HISTORY

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

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

A Solicitation Response may be rejected based upon the respondent's prior 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.

6.3 CONFLICTS

The 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. HHSC 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 any resulting contract.

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

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a Successful Respondent awarded a contract greater than \$1 million dollars, or that requires an action or vote of the governing body, must submit a disclosure of interested parties to the state agency at the time the business entity submits the signed contract. Rules and filing instructions may be found on the Texas Ethics Commissions public website and additional instructions will be given by HHSC to Successful Respondents.

6.4 GRANT APPLICATION DISCLOSURE

In an effort to maximize state resources and reduce duplication of effort, HHSC, at its discretion, may require the respondent to disclose information regarding the application for or award of state, federal, and local grant funding by the respondent or Community Collaborative member organization within the past two years to provide SSPD or similar services.

6.5 AFFIRMATIONS AND SOLICITATION ACCEPTANCE

The respondent must complete and return all the following listed forms and exhibits. Exhibits are listed within **Article 10**.

- A. **Exhibit A, Affirmations and Solicitation Acceptance -HHSC v 1.4**
- B. **Exhibit J, Assurances Non-Construction Programs**
- C. **Exhibit K, Certification Regarding Lobbying**

ARTICLE 7. EXPENDITURE PROPOSAL

7.1 EXPENDITURE PROPOSAL

The template for submitting the Expenditure Proposal is attached hereto as **Exhibit H, Expenditure Proposal**. Respondents must complete this form and place it in a separate, sealed package, clearly marked with the respondent's name, the RFA number and the RFA submission date. Instructions are outlined in the **SSPD Expenditure Proposal Instructions and Examples** document included in **Exhibit M, Procurement Library**.

Respondents shall base their Expenditure Proposal on the Scope of Work described in **Article 2**. This section should include any business, economic, legal, programmatic or practical assumptions that underlie the Expenditure Proposal. HHSC reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into any contract resulting from this RFA are deemed rejected by HHSC.

The Respondent shall submit the initial Expenditure Proposal as a part of the sealed package for the full five-year term of the agreement, beginning September 1, 2019, through August 31, 2022 for the initial term, with the options to extend for one (1) year for up to two (2) additional years, ending on August 31, 2024, as referenced in **Section 2.2.2**.

The Successful Respondent will be required to submit the first expenditure report within 30 calendar days after execution of the Contract or by the date specified in writing by HHSC; and annually, thereafter, no less than 60 calendar days prior to the end of each state fiscal year.

The Successful Respondent shall demonstrate that Project costs outlined in the Expenditure Proposal are reasonable, allowable, and developed in accordance with applicable state and federal grant requirements.

Successful Respondents shall provide quarterly reports to HHSC on both expenditures and projections by the 20th calendar day after the end of the quarter. The quarters for reporting are as follows:

- A. September – November due by the 20th of December
- B. December – February due by the 20th of March
- C. March – May due by the 20th of June
- D. June – August due by the 20th of September

If the Successful Respondent exceeds 10% of the projection report for 2 consecutive months, it shall provide an explanation of corrective actions to stay within grant maximum funding available for the remaining state fiscal year.

The respondent shall utilize **Exhibit H, Expenditure Proposal**, provided by HHSC, and identify costs to be requested from HHSC and costs to be matched. 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, as indicated in **Appendix XI Allowable and Non-Allowable Expenditures** included in the **Exhibit M, Procurement Library**. The requested budget should include supporting documentation and a justification that describes the following:

- A. **Personnel.** The actual cost of employee salaries devoted to working on activities directly related to the SSPD program. These costs are allowable to the extent that they are identified in any resulting contract budget and conform to “Uniform Administrative Requirements, Cost Principles, and Audit Requirements,” 45 CFR Part 75, for HHS Awards. Specify by title or name the positions that will support the SSPD services and indicate how many positions you intend to have with the same title or name, and the percentage of time each position will allocate to each service. Do not include the costs of consultants. The costs of consultants must be included in a separate category under “Other”.
- B. **Fringe Benefit.** Specify the costs of fringe benefits, including the amount budgeted for Federal Income Contributions Act (“FICA”), State Unemployment Tax Account (“SUTA”), health insurance, worker’s compensation, retirement, leave, etc. The fringe benefit rate should be based on your organization's actual expenditures. The fringe benefit rate is typically calculated by dividing your organizations total fringe benefit costs by total wage/salary costs. Provide specific calculations that show how these costs were derived.

- C. **Travel.** The cost of transportation, lodging, meals and related expenses incurred by employees of the organization while performing duties relevant to SSPD. Out-of-State travel is travel outside of the local area to attend conferences and training. Out-of-State travel must have HHSC's prior approval at least 30 days in advance. Other/Local Travel costs are incurred in direct support of SSPD program and includes items such as traveling to outlying counties at least once per month, tolls, parking fees, etc. Costs related to conference registration fees should be classified under the "Other" cost category. HHSC will only reimburse travel costs up to the maximum travel rates as identified in HHSC Travel Policy and Rates. State of Texas Travel Policies and Procedures are available at: <https://fmx.cpa.texas.gov/fmx/travel/textravel/rates/current.php>. Do not enter costs for consultant's travel or local transportation. This information will be included under "Other."
- D. **Materials and Supplies.** Supplies are defined as consumable items necessary to carry out the services under this HHSC program including office supplies, Consumer educational supplies, software and any items of tangible items other than those defined under equipment.
- E. **Equipment.** Enter the cost of any equipment purchases. Equipment is defined as an article of non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. NOTE: If the item does not meet the \$5,000 threshold, include it in your budget under "Supplies." Items such as maintenance for copiers or postage meters should be included as part of "Other" costs.
- F. **Units and Rates.** List line item details regarding the costs of activities directly associated with carrying out the statement of work that directly applies to the total rate and number of units to provide services for a Consumer.
- G. **Professional Services and Sub-Contractors.** List each known contractor, indicating the names of the organizations or individuals, the purposes of the contracts and the estimated dollar amounts of the awards as part of the budget justification. If the name of the contractor, exact scope of work and estimated total costs are not available or have not been negotiated, enter something such as "Contractor A" as the contractor name, include the best estimate of the cost of the work, as well as the best available description of the nature of the work to be purchased. A Successful Respondent must obtain prior written approval from HHSC before entering into any third-party contract that is equal to or exceeds \$100,000.00 over the life of the contract.
- H. **Other.** Specify all other costs. Examples of these costs include: non-contractual fees and travel paid directly to individual consultants; local transportation, which means all travel which does not require per diem; space rentals; utility and telephone expenses; printing and publication costs; training costs, including tuition and stipends; training service costs, including wage payments to individuals and supportive service payments; and staff development costs.
- I. **Indirect Costs.** Enter the total amount of indirect costs, if any. If no indirect costs are requested, enter "none." The respondent may request indirect costs if it has a current indirect cost rate agreement. A respondent without an Indirect Cost Rate Letter can use a 10% rate until such letter is provided to HHSC.

HHSC will review the costs for compliance with UGMS and federal grant guidance found in 45 CFR Part 75 and 2 CFR Part 200, as modified by UGMS, with preference given to whichever provision imposes the more stringent requirement in the event of a conflict.

The respondent's costs must be included in the Expenditure Proposal within the budget tables and supported by narrative descriptions describing the need for the requested cost and a calculation demonstrating how the cost were derived.

7.2 FINANCIAL CAPACITY

A respondent must supply evidence of financial stability sufficient to demonstrate reasonable stability and solvency appropriate to the requirements of this solicitation. Respondents must submit a current financial statement plus two years of audited financial reports including all supplements, management discussion and analysis, and actuarial opinions. At a minimum, such financial statements and reports shall include: a balance sheet; a statement of income and expense; a statement of changes in financial position; and cash flows. If the respondent is a corporation that is required to report to the Securities and Exchange Commission, it must submit its two most recent SEC Forms 10K and Annual Reports. If any change in ownership is anticipated during the twelve months following the Solicitation Response due date, the respondent must describe the circumstances of such change and indicate when the change is likely to occur.

ARTICLE 8. 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 HHSC to award a contract or to pay any costs incurred by a respondent in the preparation of a response to this Solicitation. HHSC 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 Responses, 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

HHSC will look solely to the Grant Recipient for the performance of all contractual obligations that may result from an award based on this Solicitation. The Grant Recipient shall not be relieved of its obligations for any nonperformance by its sub-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.

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. Questions should be directed to the HHSC Point of Contact identified in **Article 3**.

8.1.5 Additional Information

By submitting an application and proposal, the respondent grants HHSC the right to obtain information from any lawful source regarding the respondent’s and its directors’, officers’, and employees’, (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with contract requirements. By submitting an application and proposal, a respondent generally releases from liability and waives all claims against any party providing HHSC information about the respondent. HHSC may take such information into consideration in evaluating applications.

ARTICLE 9. SUBMISSION CHECKLIST

This checklist is provided for the respondent’s convenience only and identifies documents that must be submitted with this Solicitation to be considered responsive. Any Solicitation Response received without these requisite documents may be deemed nonresponsive, and HHSC may choose not to consider the respondent for contract award.

Original Solicitation Response Package

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








- A. Narrative Application**
 - 1. Executive Summary (Section 5.1.1) _____
 - 2. Plan of Operation (Section 5.1.2) _____
- B. Required Respondent Information**
 - 1. Form A: Respondent Information (Face Page) (Section 6.1) _____
 - 2. Litigation and Contract History (Section 6.2) _____
 - 3. Conflicts (Section 6.3) _____
 - 4. Grant Application Disclosure (Section 6.4) _____
 - 5. Financial Capacity (Section 7.2) _____
- C. Expenditure Proposal**
 - 1. Exhibit H: Expenditure Application (Section 7.1) _____
- D. Applicable Exhibits** (Section 1.1 and 6.5)
 - 1. Exhibit A - Affirmations and Solicitation Acceptance _____
 - 2. Exhibit G – Data Use Agreement and Attachment 2 DUA Security and Privacy Inquiry (SPI) _____
 - 3. Exhibit I – Exceptions and Assumptions Form (if applicable) _____
 - 4. Exhibit J – Assurances Non-Construction Programs _____
 - 5. Exhibit K –Certifications Regarding Lobbying _____
- E. Applicable Signed Addendums** _____









Copies of Solicitation Response Package

Respondents will 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 **Administrative Information**
- 1 Electronic copy of **Narrative Proposal**
- 1 Electronic copy of **Expenditure Proposal**
- 1 Electronic copy of **Applicable Exhibits**

ARTICLE 10. FORMS AND EXHIBITS

<p>FORM A: RESPONDENT INFORMATION (FACE PAGE)</p> <p>SECTION 6</p>	 <p>Form A Respondent Information.docx</p>
<p>EXHIBIT A: AFFIRMATIONS AND SOLICITATION ACCEPTANCE, HHSC VERSION 1.4</p> <p>SECTIONS 1.1 AND 6.5</p>	 <p>Exhibit A Affirmations and So</p>
<p>EXHIBIT B: HHSC UNIFORM TERMS AND CONDITIONS – GRANT, VERSION 2.6.1</p> <p>SECTION 1.2</p>	 <p>Exhibit B HHSC UTCs Grant.pdf</p>
<p>EXHIBIT C: CONTRACT REQUIREMENTS</p> <p>SECTION 2.4, 2.5, 4.3 AND 5.1</p>	 <p>Exhibit C Contract Requirements.docx</p>
<p>EXHIBIT D: CONTRACT MONITORING QUESTIONNAIRE</p> <p>SECTION 2.5.1</p>	 <p>EXHIBIT D - Contract Monitoring</p>
<p>EXHIBIT E: KEY PERFORMANCE REQUIREMENTS</p> <p>SECTION 2.6 AND 4.3.1</p>	 <p>Exhibit E Key Performance Require</p>
<p>EXHIBIT F: DELIVERABLES</p> <p>SECTION 2.6 AND 4.3.1</p>	 <p>Exhibit F Deliverables.doc</p>

<p>EXHIBIT G: DATA USE AGREEMENT</p> <p>SECTION 2.9</p>	 <p>Exhibit G - HHS Data Use Agreement</p>
<p>EXHIBIT G ATTACHMENT 2: SECURITY AND PRIVACY INQUIRY (SPI)</p> <p>SECTION 2.9</p>	 <p>Exhibit G Att 2 - DUA Security and Pr</p>
<p>EXHIBIT H: EXPENDITURE PROPOSAL TEMPLATE</p> <p>SECTION 4.3.1 AND 7.1</p>	 <p>Exhibit H - Expenditure Propos:</p>
<p>EXHIBIT I: EXCEPTIONS AND ASSUMPTIONS FORM</p> <p>SECTION 4.4 AND 6.5</p>	 <p>Exhibit I Exceptions and Assumptions Fc</p>
<p>EXHIBIT J: ASSURANCES NON-CONSTRUCTION PROGRAMS</p> <p>SECTION 6.5</p>	 <p>Exhibit J Assurances Non-Construction P</p>
<p>EXHIBIT K: CERTIFICATIONS REGARDING LOBBYING</p> <p>SECTION 6.5</p>	 <p>Exhibit K Certifications Regar</p>
<p>EXHIBIT L: EVALUATION SCORE TOOL</p> <p>SECTION 4.3</p>	 <p>Exhibit L Evaluation Score Tool PDF.pdf</p>
<p>EXHIBIT M: PROCUREMENT LIBRARY</p> <p>SECTION 2.5</p>	 <p>Procurement Library.zip</p>