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Services

Applicant Conference

**Texas Vaccines for Children (TVFC) Immunization Assurance and
Quality Improvement for Providers (IQIP) Program
Request for Applications No. HHS0011844**

September 15, 2022 at 1:00 PM

Applicant Webinar Agenda

- Welcome and Introductions
- Grant Opportunity Activities
- Texas Vaccines for Children (IQIP) RFA Overview
- Questions Submittal
- Closing Comments



Introduction

Speaker

- **John Norton**, Grants Specialist
Sole Point of Contact for RFA
Health and Human Services Commission (HHSC)
Procurement and Contracting Services (PCS)



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Grant Opportunity Activities

Procurement and Contracting Services (PCS)

Grant Opportunity Roles

Grant Opportunity Team

- **Procurement and Contracting Services (PCS)**
Responsible for all procurement and grant opportunity activities. Part of Health and Human Services Commission (HHSC).
- **Laboratory and Infectious Disease Services (LIDS)**
Responsible for project scope, requirements, performance, results, and contract management and monitoring. Part of Department of State Health Services (DSHS).



Schedule of Events

Deadline for Submitting Questions or Requests for Clarification

September 22, 2022 by 5:00PM

Any questions arising prior to the question deadline must be submitted in writing to John.Norton2@hhs.Texas.gov



Tentative Date Answers to Questions or Requests for Clarification Posted

October 7, 2022



Deadline for Submission of Applications

November 8, 2022 by 10:30AM



Anticipated Project Start Date

July 1, 2023

See RFA Section 7.1, Schedule of Events, for additional details.



Solicitation Access

- HHSC will post all official communication regarding this RFA on the following website, including the notice of award:

The HHS Grants website is located at
<https://apps.hhs.texas.gov/pcs/rfa.cfm>

- DSHS reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.
- DSHS may, in its discretion, reject any and all applications or portions thereof.



Submission Method

- Applicant must correctly deliver Solicitation Responses by submitting through the Online Bid Room utilizing the procedures in **Exhibit E, HHS Online Bid Room Instructions**. Applicants should review Exhibit E and set up their account in order to submit via the OBR weeks ahead of the deadline.
- Applications submitted by any other method (e.g., facsimile, email, mail) will **not** be considered and will be disqualified.
- See RFA Section 8.3, Required Submission Method, for additional details, file size limitations, and required documents



HHSC Sole Point of Contact

- All communications relating to this RFA must be directed in writing to John Norton, Sole Point of Contact at John.Norton2@hhs.Texas.gov.
- To promote fairness in the application process, HHSC prohibits all communication between applicants and other HHSC-PCS or DSHS-LIDS staff members concerning administration of this RFA.

See RFA Section 7.2, Sole Point of Contact for additional details.



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TVFC Grant Opportunity Overview

- The Project Period is anticipated to be July 1, 2023 through June 30, 2024.
- The Grant may be renewed for up to four (4) additional one-year terms at the discretion of the System Agency.
- DSHS estimates the total amount of funding for the TVFC IQIP Grant is \$1,700,000 for the Project Period.
- DSHS anticipates making one award to one applicant.
- Grants awarded from this RFA are on a cost-reimbursement basis.

See [RFA Section 4.1, Project Period](#) and [Section 4.2 Grant Term](#)



Eligibility and Minimum Qualifications

- Respondents must have been in business for at least five (5) years and must have contracted with state and/or local government within the last five (5) years;
- Respondents must have experience reviewing medical records and files;
- Respondents must be financially solvent and adequately capitalized; and
- Respondent must conduct business in the State of Texas.
- *Applications that do not meet the criteria above will be ineligible to evaluate.



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Project Overview

**Laboratory and Infectious Disease
Services (LIDS)**

TVFC IQIP Purpose

The purpose of the Program is to conduct site visits to assess, support, and educate the enrolled providers regarding TVFC obligations, policies, procedures, and assess providers' implementation status in the four Center for Disease Control and Prevention (CDC) developed core strategies of:

- a. Scheduling the next vaccination visit before the patient leaves the provider site
- b. Leveraging Immunization Information System (IIS) functionality to improve immunization practice,
- c. Giving a strong vaccine recommendation, and
- d. Strengthening vaccination Communications.



TVFC IQIP Purpose

This is done to evaluate immunization of children and adolescents to promote and support the implementation of provider-level immunization quality improvement strategies designed to increase vaccine uptake among children and adolescents in adherence to the routine schedule recommended by the Advisory Committee On Immunization Practices at twenty-four (24) through thirty-five (35) months and thirteen (13) years of age.



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Program Background

TVFC enables over 4.3 million Texas children to have access to immunizations. This is accomplished through a network of support provided by DSHS and with assistance from DSHS Public Health Regions (PHRs) and contracted Local Health Departments (LHDs). These organizations function as Responsible Entities (RE) to ensure compliance with state and federal standards and the effectiveness of vaccine distribution.



Eligible Population

The eligible population to be served consists of individuals who are Private healthcare providers (Medical Doctors, Doctor of Osteopathy, Nurse Practitioner, Certified Nurse Midwife, Physician Assistant, Registered Pharmacist) who are:

1. Enrolled in the Texas Vaccines for Children Program; and
2. Located in the eligible service areas.



Eligible Service Areas

The service areas eligible for Project funding under this RFA are Statewide, excluding:

1. City of Houston and San Antonio Metropolitan Health District service areas (TVFC provider PIN numbers that begin with 06 and 25, subregion 49; or 00, subregion 84), and
2. Shall also exclude DSHS Public Health Region clinics, local health department public health clinics, Women, Infants and Children Program (WIC) clinics, Unaccompanied Children (UAC) sites, and select school-based clinics.



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Eligible Activities

The purpose of this program is to conduct compliance and quality improvement site visits to eligible TVFC providers. There are two types of site visits:

1. Compliance site visits (see Section 2.5.1)
 - Site visits will follow the online PEAR databases questions as determined by DSHS,
 - Grantee shall provide required corrective action.
2. Compliance and IQIP site visits (see Section 2.5.2).
 - Follow the Grantee responsibilities;
 - Use the online CDC PEAR and REDCap databases;
 - Perform approximately 2,300 site visits;
 - May not subcontract with other entities to perform contractual obligations unless directed by DSHS in writing.



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Program Requirements

Grantees must:

1. Provide a Work Plan, Contingency Plan, Staffing Plan, and ensure minimum qualifications.
2. Prepare and present materials relating to activities when directed by DSHS.
3. Assist with distribution of TVFC and IQIP materials.
4. Review all data entry for accuracy, completeness, and quality
5. Attend and/or host weekly and/or monthly meeting with DSHS.
6. Promote and inform the TVFC provider of the TVFC Provider Satisfaction Survey during site visits.

See **RFA Section 2.6, Program Requirements**



Required Reports

The following Reports must be submitted by the noted due dates **Section 2.8, Required Reports**

REPORT	DUE DATE
Upcoming Scheduled Site Visits	By the 15 th of each month prior to the month in which the visits occur
Staff Contact Information Report	The 15th calendar day following the end of the quarter being reported
Provider Issue Report	As necessary due to severity of issue. Submitted using DoneDone application.
Historical Site Visit List	The 5 th calendar day following the end of the month being reported
TVFC/IQIP Training Certifications	Submitted within thirty (30) days of award or within thirty (30) days of new Grantee staff hire date



Performance Measures and Monitoring

Grantees must submit the necessary information and documentation regarding the following measures:

1. Conduct approximately 2,300 site visits. At least 50% shall be done by December 31, 2023.
2. TVFC provider feedback submitted using the TVFC Provider Satisfaction Survey.
3. Provide retraining or additional training to reviewers with unsatisfactory quarterly evaluations, or if DSHS Central Offices is alerted to failures by a site reviewer.
4. All site visits must discuss the Satisfaction Survey.
5. Contact DSHS during a site visit if a provider is out of compliance, correct identification and document issues, and notify Responsible Entity of out of compliance provider within 24 hours.



Performance Measures and Monitoring (continued)

6. Percentage of Upcoming site visit Scheduled reports submitted weekly to DSHS.
7. Percentage of Historical site visit List reports submitted weekly to System Agency.
8. Percentage of TVFC/IQIP Training certifications submitted weekly to DSHS.
9. Percentage of submitted site visits in the CDC PEAR database within 24 hours of the conclusion of either type of site visit.
10. Percentage of completed site visits in the REDCap database within 24 hours of the conclusion of the TVFC compliance and IQIP of site visit.



Financial Status Reports (FSR) and Final Billing Submission

1. Grantee shall submit quarterly FSRs by the last business day of the month following the end of each federal fiscal quarter (beginning July 1, 2023), except as otherwise provided.
2. Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than 45 calendar days following the end of the term of the Grant Agreement. Requests received after the deadline may not be paid.



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Application Forms and Exhibits

- There are multiple forms and exhibits that must be submitted to ensure a complete Application.
- **Article XIII, Submission Checklist** contains a complete list of forms and exhibits the Application must contain to be considered responsive.
- **Article XIV, List of Forms and Exhibits Attached to RFA** includes a complete list of available Exhibit and Form templates.
- Evaluation and Final Selection criteria are detailed in the RFA, see Sections 9.4 and 10.1.



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Submission Checklist

- Failure to submit requested documentation by the deadline will result in disqualification. Applications that do not include Exhibit A, HHS Solicitation Affirmations (completed and signed), and Form E Budget Request Template (completed) will be disqualified.
- See Section **9.2, Initial Compliance Screening** of Applications, for further detail.
- The Application must be organized in the order specified in **Article XIII. Submission Checklist**, and include each required section and the forms and exhibits identified within each section.



Evaluation Criteria

- Applications will be evaluated and scored using Exhibit F, Evaluation Tool.
- Qualified Applications shall be evaluated based on:
 1. Organizational capacity, qualifications, and experience (25%);
 2. Background (25%);
 3. Proposed Budget and justification (cost effectiveness) (25%); and
 4. Quality of proposed Program approach (25%)





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Questions Submittal

Procurement and Contracting Services (PCS)

Questions Submittal

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from **Section 7.3 RFA Questions and Requests for Clarification** of the HHS0011844 RFA:

1. RFA number;
2. Section or paragraph number;
3. Page number of this solicitation;
4. Exhibit or other attachment and section or paragraph;
5. Page number;
6. Language, topic, section heading being questioned;
7. Question.

The following contact information **must** be included in the e-mail submitted with questions or requests for clarification:

1. Name of individual submitting question or request for clarification;
2. Organization Name;
3. Phone Number;
4. Email address.



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Questions Submittal

- Submit via email to John.Norton2@hhs.Texas.gov by 5PM on **September 22, 2022**.
- Questions received after this deadline cannot be responded to.
- Tentative date answers to questions are posted on HHS Grants website as an addendum to HHS0011844 is **October 7, 2022**.



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Closing Comments

- Applicants are responsible for meeting the RFA requirements, including any Addenda.
- All Addenda must be signed and submitted with the original Application.
- Applicants must check HHS Grants website frequently for any Addenda that may have been added to this solicitation.

HHS Grants Website Link:

<https://apps.hhs.texas.gov/pcs/HHS0011064/>



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Sole Point of Contact

John Norton

HHSC Procurement and Contracting Services

John.Norton2@hhs.texas.gov



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Thank you

Texas Vaccines for Children IQIP Program
RFA No. HHS0011844