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Applicant Conference

**Zoonosis Control Animal Friendly Spay and Neuter Program for
Cats and Dogs
Request for Applications No. HHS0012167**

December 2, 2022 at 10:00 AM

RFA HHS0012167

Applicant Webinar Agenda

- Welcome and Introductions
- Grant Opportunity Activities
- Zoonosis Control Animal Friendly Spay and Neuter Grant Program for Cats and Dogs RFA Overview
- Questions Submittal
- Closing Comments



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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).



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Schedule of Events

Deadline for Submitting Questions or Requests for Clarification

December 9, 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

December 29, 2022



Deadline for Submission of Applications

January 10, 2023 by 10:30AM



Anticipated Project Start Date

August 31, 2023

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

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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 G, HHS Online Bid Room Instructions**. Applicants should review Exhibit G 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



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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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Zoonosis Control Animal Friendly Spay and Neuter Grant Opportunity Overview

- The Project Period is anticipated to be August 31, 2023 through August 30, 2024.
- The Grant may be renewed for up to one (1) additional one-year terms at the discretion of the System Agency.
- DSHS estimates the total amount of funding for the TVFC IQIP Grant is \$275,000 for the Project Period.
- DSHS anticipates making 15 awards.
- Grants awarded from this RFA are on a cost-reimbursement basis.



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

Eligibility and Minimum Qualifications

1. Respondents must be established as a legal entity;
2. Respondents must have a physical business address in Texas, located within the proposed service area;
3. Respondents must have the authority to do business in the State of Texas;
4. Respondents must be in good standing with the U.S. Internal Revenue Service; and



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Eligibility and Minimum Qualifications (continued)

5. Respondents must be at least one of the following:

- A private (for-profit or non-profit) entity;
- A public Releasing Agency (animal shelter);
- An organization qualified as a charitable organization under Internal Revenue Code Section 501(c) and that must provide animal welfare services or services that provide for Sterilization of dogs and cats owned by the general public at minimal or no cost as its primary purpose; or
- A Local Non-Profit Veterinary Medical Association that has an established program for sterilizing animals owned by the general public at minimal or no cost.

*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)**

Zoonosis Control Animal Friendly Purpose

The purpose of the Program is to provide spay/neuter services for cats and dogs owned by the public at no- or low-cost for the period of August 31, 2023 through August 30, 2025.

See Section 2.1



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Program Background

Due to pet overpopulation in Texas, over half a million animals are euthanized annually at a cost of over \$20 million. This does not include animals that are abandoned and die from starvation, disease, or trauma. Stray animals represent public health threats through a variety of diseases such as rabies, toxoplasmosis, plague, and parasitic infections. Failure to sterilize pets is a major cause of pet overpopulation.

See Sections 2.2



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Program Background (continued)

The costs of Sterilization is considered cost prohibitive to many pet owners. As a response to these problems, the 75th Texas Legislature designated funds derived from the sale of Animal Friendly license plates to be used for sterilization programs.

In an effort to reduce pet overpopulation, Animal Friendly Program funds will be made available for community-based programs for the spaying and neutering or Sterilizations of cats and dogs.



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Eligible Service Areas

The service areas eligible for Project funding under this RFA are all counties as long as Respondents meet the requirements of this RFA.

See Section 2.3



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Eligible Activities

This grant program may fund activities and costs as allowed by the laws, regulations, rules, and guidance governing fund use identified in relevant sections of this RFA.

The primary focus of the RFA is providing spay/neuter Sterilization services for cats and dogs owned by Texas residents at no- or low-cost. Grants awarded will be funded on a Cost Reimbursement basis.

See Section 2.4



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Program Requirements

All Grant Projects funded under this RFA must meet the following program requirements as referenced in [Exhibit H, Program Requirements \(see Section 2.5\)](#):

1. Sterilize dogs and cats owned by Texas Residents based on the Grantee's approved funding request.
2. Have access to or maintain a computer, e-mail address, and internet connectivity throughout the contract period.
3. Submit quarterly performance measure reports utilizing [Exhibit J, Zoonosis Quarterly Performance Measure Report](#). Submit quarterly performance measure reports after the work has been done to the DSHS Program.
4. Complete [Exhibit I, Client Information](#), for each dog and cat that is spayed or neutered. The information must be available to DSHS in the case of an audit or upon request and submitted.



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Required Reports

The following Reports must be submitted by the noted due dates in **Section 2.6, Required Reports:**

| REPORT | DUE DATE |
|--|---|
| Financial Status Report (FSR) – Bi-annually | First semi-annual FSR, to include August 31 st through February, due no later than March 31 st . Second semi-annual FSR, to include months form March through August 30 th , due no later than October 15 th . |
| Performance Measure Report - Quarterly | The 30 th calendar day following the end of the quarter being reported. |



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Performance Measures and Monitoring

Grantees are subject to performance monitoring activities throughout the duration of the Grant Project Period. This evaluation may include a reassessment of Project activities and services to determine whether they continue to be effective.

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities in the manner, and within the timeframes, specified in this RFA and resulting Grant Agreement, or as otherwise specified. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables, and will be expected to issue a quarterly report regarding such.

See Section 2.7



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Performance Measures and Monitoring (continued)

If requested, the Grantee shall report on the progress towards completion of the Grant Project and other relevant information during the Grant Project Period. To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of the services and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve the Project's stated purpose.



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Financial Status Reports (FSR) and Final Billing Submission

1. Grantee shall submit biannual FSRs. The first biannual report will cover August 31 through February, and shall be submitted no later than March 31. The second biannual report will cover March through August 30, and shall be submitted no later than October 15.
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.

See Sections 2.8 and 2.9



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.



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Evaluation Criteria

- Applications will be evaluated and scored using **Exhibit F, Evaluation Tool**.
- Qualified Applications shall be evaluated based on:
 1. Respondent Background (Form E, Applicant Respondent Background) – 10%;
 2. Target Area (Form F, Assessment Narrative) - 35%;
 3. Strategy for Marketing (Form F, Assessment Narrative) – 25%;
 4. Coordination and Collaboration (Form F, Assessment Narrative) – 10%; and
 5. Target Cost Estimate (Form F, Assessment Narrative, Exhibit C, Requested Budget Template) – 20%



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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 HHS0012167 RFA:

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



Questions Submittal

- Submit via email to John.Norton2@hhs.Texas.gov by 5PM on **December 9, 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 RFA HHS0012167 is **December 29, 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.



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HHS Grants Website Link:

<https://apps.hhs.texas.gov/pcs/HHS0012167/>

Sole Point of Contact

John Norton

HHSC Procurement and Contracting Services

John.Norton2@hhs.texas.gov



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Thank you

**Zoonosis Control Animal Friendly Spay and Neuter
Program for Cats and Dogs**

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