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Applicant Conference

**Emergency Medical Task Force (EMTF) State
Coordinating Organization (SCO)**

Request for Applications (RFA) HHS0013403



October 20, 2023, at 10:00 AM

Introduction

Speaker

Dedra Williams, Grants Specialist,
Procurement and Contacting Services
(PCS), Health and Human Services
Commission (HHSC)



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Applicant Conference Agenda

- Grant Opportunity Activities
- Emergency Medical Task Force (EMTF)
State Coordinating Organization (SCO)
RFA Overview
- Questions Submittal Process
- Closing Comments



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Grant Opportunity Activities

Procurement and Contracting Services (PCS)



Grant Opportunity Roles

- **Procurement and Contracting Services (PCS)**
Responsible for all procurement and grant opportunity activities.
- **Preparedness Management Unit (PMU)**
Responsible for project scope, grant requirements, performance and programmatic results.
- **Contract Management Section (CMS)**
Responsible for all contract management activities, development of contract templates and resulting contract documents.



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Schedule of Events

Deadline for Submitting Questions

October 27, 2023 by 5:00PM

Any questions arising from today's webinar or anytime prior to the questions deadline, must be submitted in writing to Dedra.Williams@hhs.texas.gov



HHSC Posts Responses to Applicant Questions

Estimated Deadline **November 3, 2022**



Deadline for Submission of Solicitation Responses

November 17, 2023 at 10:30AM



Anticipated Contract Start Date



July 1, 2024



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Solicitation Access



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- 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://resources.hhs.texas.gov/rfa>
- 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 Methods



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- Applicants must correctly deliver Solicitation Responses by one of the methods below:
 - Option #1: Applicant shall submit the following through the Online Bid Room utilizing the procedures in [Exhibit I, HHS Online Bid Room Instructions](#).
- OR
 - Option #2: Applicant shall submit responsive applications via USB on three USB drives – One (1) labeled “Original” and One (1) labeled “Copy” and one labeled “Public Information Copy” to the correct mailing address at:

Overnight/Express/Priority Mail	Hand Delivery
Health and Human Services Commission ATTN: Response Coordinator Tower Building, Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: Response Coordinator Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756



Submission Methods

Please note:

To gain access to the Online Bid Room, current grantees will need to register on the Enterprise Portal again, using a different email address. Please register at the link below and make sure to choose the fourth option (I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, TCCO solicitation using the HHS Online Bid Room). This will ensure current grantees get access to the Online Bid Room. Once the current grantees have re-registered, PCS will process the grantee's account immediately and the credentials for the Portal and Online Bid Room will be sent to the applicant by PCS's system.



<https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/reqappaccess/>



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HHS Sole Point of Contact

- Please direct all communication regarding administration of this RFA to the HHSC Sole Point of Contact, Dedra Williams, in writing at Dedra.Williams@hhs.texas.gov.
- To promote fairness in the application process, HHSC prohibits all communication between applicants and other HHSC-PCS or DSHS staff members concerning administration of this RFA.



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Project Overview

**Emergency Medical Task Force (EMTF)
State Coordinating Organization (SCO)**





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PURPOSE

- This funding opportunity invites grant applications requesting funding under the Hospital Preparedness Program (HPP). Grant funding will be utilized to enhance the ability of the healthcare system to prepare for health and medical emergencies and disasters with a primary focus on the development, maintenance and coordination of the EMTF components. It will also enhance acute care medical surge Capacity and community preparedness for health and medical emergencies by conducting activities related to the U.S. Administration for Strategic Preparedness and Response (ASPR) Health Care Preparedness and Response Capabilities. Ensure the healthcare system can maintain operations and surge to provide acute medical care during all hazards and emergencies in accordance with the specifications contained in this RFA. Program – Is this purpose correct for the SCO portion of the scope? In my opinion, the opening should be different to speak to what is being requested for functions under the SCO requirements.



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ELIGIBLE POPULATION

- The eligible population under this RFA consists of governmental entities, non-governmental, not-for-profit organizations, for-profit entities, associations and public and or private entities.
- Individuals are not eligible to apply.



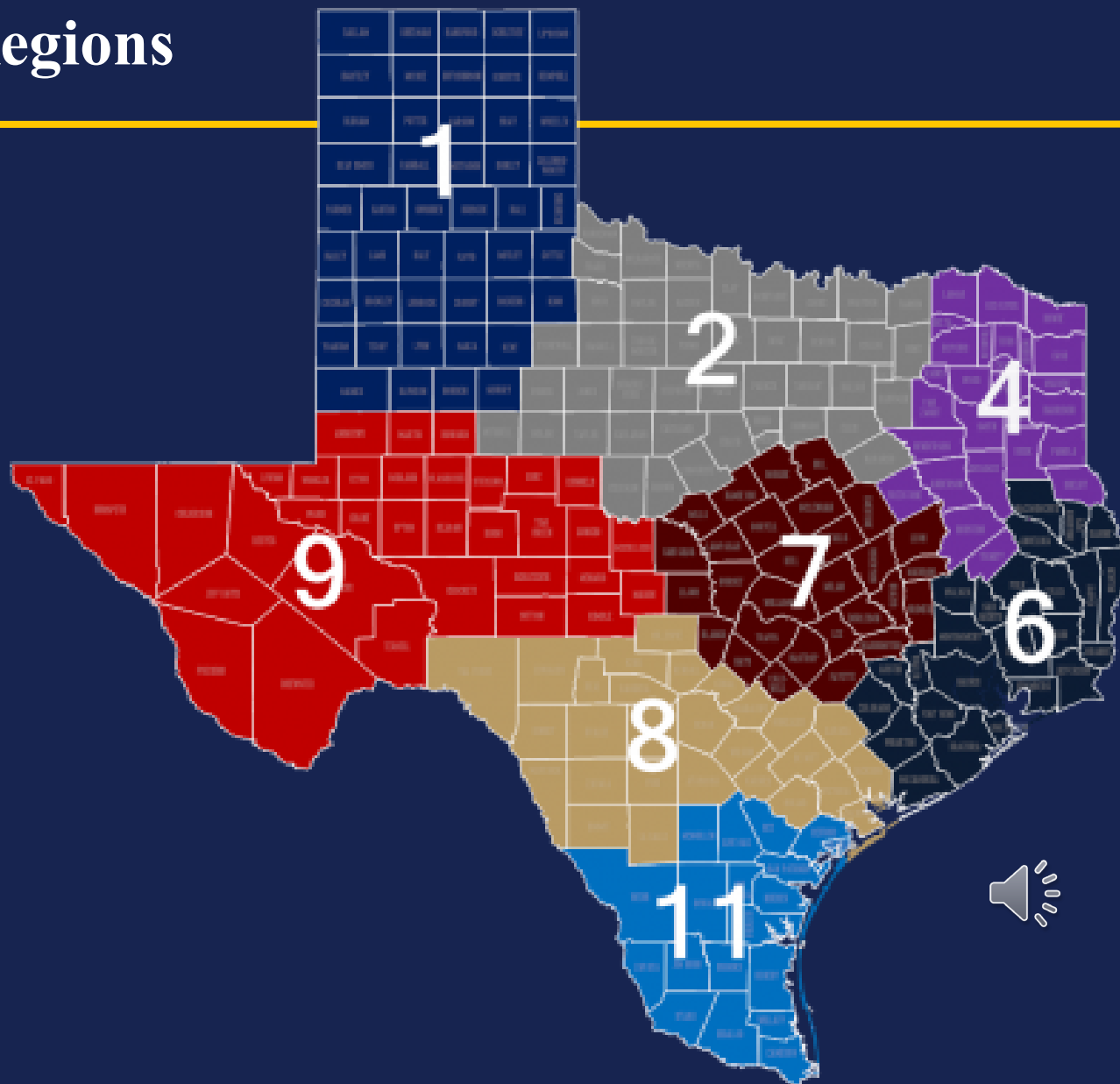


SERVICE AREA

- The SCO service area encompasses the entire state. The specific service areas of responsibility under this RFA are:
 - Emergency Medical Task Force (EMTF) 1 [Healthcare Coalition (HCCs) A and B]
 - EMTF 2 [HCCs C, D, and E]
 - EMTF 4 [HCC F and G]
 - EMTF 6 [HCC H, Q, and R]
 - EMTF 9 [HCC I, J, and K]
 - EMTF 7 [HCC L, M, N, O]
 - EMTF 8 [HCC S and P]
 - EMTF 11 [HCC T, U, and V]



Emergency Medical Task Force (EMTF) Regions



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ELIGIBLE ACTIVITIES

- The System Agency will select one Applicant to serve as the SCO for the statewide EMTF System. The SCO is responsible for providing overall coordination and oversight to the unique components of the EMTF System, as directed by the System Agency. Grantee serving as the SCO shall provide the following program activities:
 - Maintain situational awareness and response readiness status of the EMTF System components and assets across the State. Grantee will update and maintain resource typing guidelines for all EMTF assets.
 - Provide technical assistance, training, and support to regional EMTF coordinators, as necessary and as directed by DSHS.
 - Support regional EMTF Planning, Organizing, Equipping, Training and Exercising (POETE) and facilitate multi-regional involvement to ensure that each EMTF rostered component participates in a functional or full-scale exercise at least once during the five-year Grant Project period. A real-world response may qualify in lieu of an exercise with prior approval from CHEPR. Grantee will submit status reports for all the covered EMTF components, which will include details about completed and planned exercises and trainings.

ELIGIBLE ACTIVITIES



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Plan and facilitate EMTF strategic governance and EMTF operational governance meetings and calls, including scheduling, coordinating meeting locations, and handling other logistics needs such as the purchase of relevant supplies and materials, as directed by DSHS.

As directed by DSHS, provide administrative support for the EMTF strategic governance and EMTF operational governance meetings and calls, including developing and distributing the agendas, producing meeting minutes, maintaining the committee member distribution and notification lists, documenting workgroup activities, sending electronic meeting invitations, and providing other support identified by the workgroup.

Provide overall coordination and oversight to unique components of the EMTF System, as requested by DSHS. These components include, but are not limited to, IDRU, TMORT, Wildland Fire Support Unit, air ambulance contractors, and/or other current and emerging needs.



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ELIGIBLE ACTIVITIES

- Support the State Medical Operations Center (SMOC) during an Activation . Grantee will support the SMOC virtually or in-person, at the discretion and request of the SMOC Director.
- Activation may occur at any time, day, or night, including weekends and holidays. The Grantee serving as the SCO must be accessible (24/7) for emergency or disaster-related needs. Grantee will, upon award, provide DSHS with after hours and weekend contact information for the primary point of contact for SCO activities.
- Complete other activities as set forth in the resulting Contract, or authorized SMA's. Defined terms should be capitalized throughout document unless referring to general use of the term.





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PROGRAM REQUIREMENTS

- Grantees will be provided in the resulting Contract with a list of required Deliverables for each Contract year of the award but may be asked to submit additional information outside of the listed Deliverables. Some Deliverables may require the Grantee to project or plan for dates beyond the resulting Contract term. These requests are for planning purposes only and will not obligate the Grantee to undertake those activities outside of their Contract term.
- This grant Program may fund activities and costs as allowed by the state and federal laws, regulations, rules, and guidance governing funds identified in the relevant sections of this RFA. Only grant-funded activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded under this RFA.





PROGRAM REQUIREMENTS

- Employ a full- time State Coordinator for EMTF who will serve as the single point-of-contact for DSHS to mobilize and activate EMTF components as well as demobilizing those components, following completion.
- Plan and facilitate EMTF strategic governance and EMTF operational governance meetings and calls, including scheduling, coordinating meeting locations, and handling other logistics.
- Provide administrative support for the EMTF strategic governance and EMTF operational governance meetings and calls.
- Review and approve, with DSHS CHEPR, deliverables submitted by EMTF regional coordinators.
- Maintain a current list of 24/7 contact information for all eight EMTF Coordinators.



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PROGRAM REQUIREMENTS

- Conduct quarterly, no-notice telephone call-down drills of the eight (8) regional EMTF coordinators. At least one drill per Budget Period must be conducted during non-work hours. Report to DSHS CHEPR outcomes of the drills. Real-world events may be used to meet this requirement with approval.
- Work with DSHS to schedule and conduct EMTF availability rostering drills for each of the EMTF components annually and submit the status reports to DSHS.
- Provide oversight and technical assistance to regional EMTF coordinators on the maintenance of the regional iPhone caches in deployment-ready condition.
- Represent the EMTF system on the Texas Disaster Medical System (“TDMS”) Steering Committee, including attending meetings and participating in relevant workgroups.





PROGRAM REQUIREMENTS

- Review and update standardization documents as needed, including training requirements, for a) Ambulance Strike Teams, b) AmBuses, c) Nurse Strike Teams, d) Medical Incident Support Teams, and e) deployable Mobile Medical Units. Submit updated standardization documents to DSHS CHEPR as they are finalized.
- Maintain situational awareness and response readiness status of the EMTF System components and assets across the State. Ensure WebEOC boards are updated on required schedules. Submit report to DSHS detailing frequency and content expectations for WebEOC updates in regular times and disasters. State Coordinating Organization (“SCO”) will immediately notify DSHS CHEPR if EMTF Coordinators fail to report data at required intervals.
- Collect information from the EMTF coordinators and submit semi-annual AmBus maintenance reports, utilizing the approved template.
- Collect information from the EMTF coordinators and submit a report about the unannounced semi-annual call-down drills for each of the EMTF components.



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PROGRAM REQUIREMENTS

- Update and maintain resource typing guidelines for all EMTF assets and components. Develop typing guidelines for newly acquired assets and newly developed components. Where possible, typing will be aligned with or cross-walked to federal mission-ready packages to ensure interoperability. Provide DSHS with current versions of the documents as changes are finalized and progress report on addressing gaps in rostering components.
- Provide technical assistance (“TA”), training, and support to regional EMTF coordinators, as need arises or as directed by DSHS. Provide DSHS with reports on TA provided.
- Produce a comprehensive annual report on the state of the EMTF system in Texas. Report will be suitable for broad distribution to stakeholders, partners, and government leaders. Report will include details about EMTF activities from across Texas. Grantee will submit report to DSHS for review and approval prior to publication. Grantee will work with DSHS CHEPR to determine content.



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PROGRAM REQUIREMENTS

- Support the SMOC including but not limited to:
 - Meeting at least quarterly, in person, with SMOC leadership to discuss response issues/plans;
 - Supporting the SMOC during an Activation or the state exercise, virtually or in person, at the discretion of the SMOC Director; and
 - Serving, in conjunction with the SMOC Operations Section, as the central coordinating point for all phases of EMTF resource deployment.





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PROGRAM REQUIREMENTS

- Be prepared for Activations that can occur at any time, day or night, including weekends and holidays. Designated SCO contact must be accessible at all times (24/7) for emergency or disaster-related needs. Grantee must provide and maintain current after-hours and weekend contact information for the primary point-of-contact and a secondary contact should the primary contact be unavailable for SCO activities and notify DSHS of any temporary or permanent changes immediately.
- Comply with the State Mission Assignment (SMA) Requirements document. The SMA Requirements document will describe items required only when activated and issued a mission assignment. These requirements may include but are not limited to levels of Activation, triggers for Activation, allowable and unallowable costs, photographs of mission, mission reports, and reimbursement packet processes and requirements. Failure to comply with SMA, reimbursement requirements and other processes may result in DSHS implementing a payment hold or taking other such remedies as allowed and authorized under any resulting Contract.
- Adhere to and support regional EMTFs with all DSHS EMTF deployment resource requirements, reimbursement policies, and allowable cost guidelines for deployment posted on the DSHS website located at <https://www.dshs.texas.gov/disaster-response-recovery> DSHS website. DSHS reserves the right to update and maintain this website with current agency guidance and policy, as applicable.



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PROGRAM REQUIREMENTS

- Execute and maintain agreements for air ambulance providers:
 - a. Provide regular updates on the progress of agreements executed annually. Notify DSHS of any significant changes (coverage gaps, major provider dropping off, etc.) immediately;
 - b. Ensure that detailed records of expenditures including personnel costs, are complete, accurate, and have adequate supporting documentation as required by DSHS;
 - c. Submit to DSHS proof of denial, proof of payment, or request for reimbursement for each patient that is transported by air ambulance within ninety (90) days of such transport;



PROGRAM REQUIREMENTS



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d. Reimburse the air ambulance provider the amount authorized to the SCO by DSHS within forty-five (45) days, after submission of completed required documentation per any resulting Contract agreement, for actual costs allowable by DSHS, incurred in order to make the air ambulance and/or resources ready for deployment and all allowable costs incurred under the State Mission Assignment, from the time of Activation through demobilization. Resource requirements, reimbursement information, and allowable costs are currently available online and located at: <http://www.dshs.texas.gov/commprep/response/costsandrequirements/emtf.aspx>.





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PROGRAM REQUIREMENTS

- Support the advancement of other existing or developing EMTF components, as required and approved by DSHS CHEPR.
- Provide additional information/reports to DSHS CHEPR, upon request within 48-72 hours. This may include short turn-around requests such as during an active response or during legislative session.
- Applicant must be able to acquire, have, or have access to, technology to perform statewide patient transfer capabilities as related to SCO/EMTF response activities




Application Exhibits

- There are multiple exhibits that must be submitted to ensure a complete Application.
- **Article IX, Submission Checklist**, contains a complete list of exhibits the Application must contain to be considered responsive.
- Exhibits include a **Program Narrative** and **Project Work Plan**, which includes a list of exhibits that must be attached to the Project Work Plan and submitted with the Application:
 - See RFA Section 5.1.3, Project Work Plan, to determine if these exhibits apply.
 - See **Article X, List of Exhibits**, for the complete list and notice regarding available exhibit templates.
- Evaluation and final selection criteria are detailed in the RFA; see Sections 9.4 and 10.1.



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Exceptions

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA, including terms and conditions, sought by the Applicant must be specifically detailed in writing by the Applicant on Exhibit H, Exceptions Form, in this Application and submitted to HHSC for consideration. DSHS will accept or reject each proposed exception. **DSHS will not consider exceptions submitted separately from the Application or at a later date** 



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Questions Submittal Process

Procurement and Contracting Services (PCS)



Questions Submittal Process

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from **Section 7.3, Questions and Requests for Clarification**, of the RFA HHS0013404:

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

Submit via email to: Dedra.Williams@hhs.texas.gov by **5PM on October 27, 2023**.

HHSC and DSHS cannot respond to questions received after this deadline.

Tentative date answers to questions posted on HHS Grants website as an addendum to the RFA HHS0013404 is **November 3, 2023 by 5PM**.



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Closing Comments

Procurement and Contracting Services (PCS)



Closing Comments

- In the event of any conflict between this presentation and the RFA, the RFA language controls.
- 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 the HHS Grants website frequently for any Addenda that may have been added to this solicitation.

HHS Grants Website Link:

<https://resources.hhs.texas.gov/rfa/hhs0013403>



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Sole Point of Contact

Dedra Williams

HHSC Procurement and
Contracting Services (PCS)

Dedra.Williams@hhs.texas.gov



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Thank you

Emergency Medical Task Force (EMTF)
State Coordinating Organization (SCO)

RFA No. HHS0013403

