



# **TEXAS**

## **Health and Human Services**

**Cecile E. Young, Executive Commissioner**

**Request for Applications (RFA)  
For**

**Supplemental Nutrition Assistance Program Education (SNAP-Ed)  
Health Care Priority Project  
RFA No. HHS0004919**

**Date of Release: December 18, 2020  
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**NIGP Class/Item Codes:**

948-43 Health Information Services  
948-73 Physical Fitness Programs  
952-19 Community Garden Program  
952-84 Supplemental Food Services  
952-95 Youth Care Services

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# **ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY**

## **1.1 EXECUTIVE SUMMARY**

The Health and Human Services Commission (HHSC) seeks qualified applicants to provide Supplemental Nutrition Assistance Program Education (SNAP-Ed) Services.

The SNAP-Ed mission is to improve the likelihood that persons eligible for the Supplemental Nutrition Assistance Program (SNAP) will make healthy food choices within a limited budget and choose physically active lifestyles consistent with current **Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition** and any further issuance from the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The SNAP-Ed vision is to educate, connect, and support individuals as they attempt to live healthier lives on a budget through direct education, targeted social marketing efforts, environmental strategies to encourage healthy food selection, and use of technology to reach people and communities.

Services must be provided in accordance with the specifications contained in this Request for Applications (RFA) and in compliance with **Appendix A, Contract Requirements**.

HHSC will make funds available to Awarded Respondents to deliver SNAP Nutrition Education and Obesity Prevention Services throughout the State of Texas. It is expected that Awarded Respondents have the demonstrated experience, expertise, and infrastructure to perform the work outlined in this RFA.

To be considered for award, Applicants must execute **Exhibit A, HHS Solicitation Affirmations** of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

## **1.2 DEFINITIONS**

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

**“Addendum”** means a written clarification or revision to this Solicitation issued by the System Agency. May also be referred to as **“Addenda.”**

**“Apparent Grant Recipient”** 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.

“Client” means a member of the target population to be served by the Respondent’s organization. For the purposes of this grant, a Client is a person or group that uses the services listed within this RFA.

“FPL” means Federal Poverty Level.

“Federally-Qualified Health Centers” means community-based health care providers that receive funds from the Health Resources & Services Administration (HRSA) Health Center Program to provide primary care services in underserved areas.

“Health and Human Services Commission” or “HHSC” has the same meaning as the definition in **Exhibit B, HHSC Grantee Uniform Terms and Conditions**. May also be referred to as “System Agency.”

“HUB” has the same meaning as the definition in **Exhibit B, HHSC Grantee Uniform Terms and Conditions**.

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

“Partnership” means a specific form of a business association. Partnerships can work as subrecipient/subcontractors, and subrecipient/subcontractors can be entities other than Partnerships. May also be referred to as “Partner.”

“Priority Project” means a discrete unit of nutrition education or obesity prevention intervention at the local level, which is distinguished by a specifically identified low-income target population, that includes a specific set of evidence-based, behaviorally-focused activities and/or actions to promote healthy eating and active lifestyles. This RFA offers one (1) Priority Project option in **Section 2.5.1, Priority Project**. During the open Application period and before selection of Grant Recipients are made, the Project will be known as the proposed Priority Project. May also be referred to as “Health Care Priority Project.”

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

“SNAP” means the Supplemental Nutrition Assistance Program, formerly and commonly known as the Food Stamp Program, which provides food-purchasing assistance for low- and no-income people living in the United States.

“SNAP-Ed” means the program which teaches people to shop for and cook healthy meals. SNAP-Ed can help people learn how to make their SNAP dollars stretch. SNAP-Ed works with Partners to make the healthy choice the easy choice.

“SNAP Nutrition Education and Obesity Prevention Services” means a combination of educational strategies, accompanied by supporting policy, systems, and environmental interventions, that have been shown to facilitate adoption of food and physical activity choices and other nutrition-related behaviors.

“Solicitation” means this RFA including exhibits and Addenda, if any.

“Solicitation Response” means an Application submitted by a Respondent to respond to this this RFA. May also be referred to as “Solicitation Application,” “Application,” “Proposal,” or “Solicitation Package.”

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

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

“System Agency” has the same meaning as the definition in **Exhibit B, HHSC Grantee Uniform Terms and Conditions**. May also be referred to as “HHSC.”

“TANF” means Temporary Assistance for Needy Families.

“Target Audience” means SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families, as well as individuals residing in communities with a significant low-income population.

“USDA Nutrition Programs” means the roughly six (6) program areas of the United States Department of Agriculture Nutrition Programs, although specifically referencing the SNAP -Ed program in this RFA.

### **1.3 AUTHORITY**

HHSC and Grantee each agree this Solicitation is authorized by and in compliance with the provisions of 7 CFR 272.2 (d)(2) for which the United States Department of Agriculture (USDA) provided Supplemental Nutrition Assistance Program-Education funds.

Further, each Party agrees this Solicitation is fully intended to promote the legislative goals of HHSC as set forth in [Section 531.003 of the Texas Government Code](#) in the context of providing nutritional assistance as authorized by [Chapter 33 of the Texas Human Resources Code](#).

## **ARTICLE II. SCOPE OF GRANT AWARD**

### **2.1 PROGRAM BACKGROUND**

Supplemental Nutrition Assistance Program Education (SNAP-Ed) is funded by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) with the mission to improve the likelihood that SNAP participants will make healthy food choices and choose physically active lifestyles.

The focus of this Solicitation is to facilitate FNS' requirements through the following Texas SNAP-Ed State Goals:

- a. **State Goal I:** Implement health promotion activities to help the SNAP-Ed Target Audience establish healthy eating habits and a physically active lifestyle.
- b. **State Goal II:** Reduce risk factors for chronic diseases such as obesity, type 2 diabetes, and cardiovascular disease among the SNAP-Ed Target Audience.
- c. **State Goal III:** Increase Partnership collaboration of nutrition, physical activity, and wellness education across the State.
- d. **State Goal IV:** Increase consumption of fruits, vegetables, and other foods that comprise a healthy diet among the SNAP-Ed Target Audience in accordance with **Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition.**
- e. **State Goal V:** Increase ongoing physical activity among the SNAP-Ed Target Audience in accordance with **Appendix C, Physical Activity Guidelines 2<sup>nd</sup> Edition.**
- f. **State Goal VI:** Increase Policy, Systems, and Environmental (PSE) projects consistent with **Appendix D, FY 2021 SNAP-Ed Plan Guidance.**

### **2.1.1 Target Audience**

The SNAP-Ed services are designed to maximize the SNAP Target Audience, which includes the following targeted audiences:

- a. Individuals participating in SNAP;
- b. Individuals who qualify to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families (TANF); and
- c. Individuals residing in communities meeting the general low-income standard. The general low-income standard is defined as fifty (50) percent or more of a household's incomes that is less than or equal to 185 percent of the Federal Poverty Limit (FPL).

To meet the SNAP Target Audience requirement, Applicants must assure, at minimum, that one of the audiences above is targeted in the proposed Priority Projects and will receive the proposed interventions. Respondents are encouraged to maximize the number of participants served by their proposed Priority Project by targeting all eligible audiences, as defined above. Measures to identify the Target Audience are detailed in **Appendix A, Contract Requirements.**

## **2.2 GRANT AWARD AND TERM**

### **2.2.1 Available Funding**

The total amount of funding anticipated for the SNAP-Ed Grant in Federal Fiscal Year (FFY) 2022 is **\$3,000,000.00**. Federal Fiscal Year 2022 is the grant funding period from October 1, 2021 to September 30, 2022. Funding for this grant is appropriated to HHSC

on an annual basis in accordance with the Federal Fiscal Year (October 1st to September 30th).

It is HHSC's intention to make multiple award(s), based upon the most qualified Applicant(s) to this RFA. Large requests for funding may not be fully funded in order to ensure that funds are available for the broadest possible array of communities and programs. A large request for funding can be defined as an amount requested, per each Federal Fiscal Year (FFY), that meets or exceeds the maximum amount of funding anticipated for each Federal Fiscal Year, or \$3,000,000.00. Award amounts that are "reasonable" have not been determined or pre-defined. All proposed costs submitted in Applicant's **Form C, Expenditure Proposal(s)** should include one year of funding, to align with the grant funding period, Federal Fiscal Year (FFY) 2022, as defined above and also in **Section 2.2.2, Grant Term**.

Grants awarded as a result of this RFA will be funded on a cost reimbursement basis. Under the cost reimbursement method of funding, Grant Recipients are required to finance operations with their own working capital with grant payments made by HHSC to reimburse the Grant Recipients for actual cash disbursements to be supported by adequate documentation that demonstrate grantee expenditures for actual, allowable and allocable project expenses. HHSC will not provide start-up funding or issue advance payments.

### **2.2.2 Grant Term**

The grant funding period for this grant will be one (1) year. It is anticipated that the grant funding period for this program will begin **October 1, 2021** and continue through **September 30, 2022**.

Extensions and renewals of the grant are dependent upon the continued appropriation of federal FNS funding to HHSC. Funding requests for each subsequent one (1) year grant period will be submitted to FNS annually by HHSC. HHSC's anticipated end date for grants awarded from HHS0004919 is September 30, 2026, a five (5) year grant term. Reimbursement will only be made for those allowable expenses that occur within the term of the grant. No pre-award costs will be eligible for reimbursement.

Subject to the availability of funds, HHSC, at its sole discretion, may extend this grant for any period(s) of time, provided the grant term, including all extensions or renewals, does not exceed five (5) years. Notwithstanding the limitation in the preceding sentence, HHSC, at its sole discretion, also may extend the grant for not more than one additional option period to address immediate operational or service delivery needs. If the resulting grant does not include a defined option period, the extension is limited to one year.



## 2.3 ELIGIBLE APPLICANTS

In order to be eligible to apply for this RFA, all Applicants must be one of the following eligible entity types:

a. **Health Care Organization:**

Be a health care organization, including Federally-Qualified Health Centers, local health departments, free clinics, and other health care entities that serve the Target Audience as defined in **Section 2.1.1, Target Audience** (See **Form B, Project Description Work Plan**, Page 1, Item B); or

b. **Private or Public Organization in Partnership with a Health Care Organization:**

Be a public or private agency/organization, including non-profit agencies and organizations; if the Respondent is not a health care organization as defined above, it must partner with a health care organization in the implementation of the proposed Priority Project (See **Form B, Project Description Work Plan**, Page 1, Items C, D, and E).

The Successful Respondent must either be a health care organization or partner with a health care organization in the implementation of the proposed Health Care Priority Project (See **Form B, Project Description Work Plan**, Page 1, Items C, D, and E).

HHSC is seeking to comply with USDA Nutrition Program regulations by contracting with other agencies, companies, and foundations to meet the goals and objectives outlined in this RFA. SNAP-Ed Programs also collaborate with other USDA Nutrition Programs, such as, food distribution programs, Indian reservations, special supplemental nutrition program, etc.

See **Section 4.5, Negotiation and Award** for the requirements to be awarded a grant from this RFA, the requirements to do business with the State of Texas, and the requirements to receive federal grant funds.

## 2.4 PROGRAM REQUIREMENTS

To meet the mission and objectives of the SNAP-Ed Health Care Priority Project, Applicants must be in compliance with the requirements of **Appendix A, Contract Requirements**.

## 2.5 SCOPE

### 2.5.1 Priority Project

A Priority Project is a discrete unit of nutrition education or obesity prevention intervention at the local level, which is distinguished by a specifically identified low-income target population, that includes a specific set of evidence-based, behaviorally-focused activities and/or actions to promote healthy eating and active lifestyles. Curriculum that is not evidence-based will not be eligible for this program. Additionally, direct services are required by the SNAP-Ed program and federal requirements.

Applicants must perform the Health Care Priority Project according to **Appendix A, Contract Requirements:**

#### a. Health Care Priority Project

Health Care Priority Projects include evidence-based projects/programs delivered by, or in Partnership, with health care organizations, as defined in **Section 2.3, Eligible Applicants**. Health promotion and primary prevention of disease should be the focus and aim of SNAP-Ed activities for projects proposed under this project.

1. Providing evidence-based nutrition education programming within the health care organization to patients.
2. Soliciting the support of non-profit hospitals to fund community benefits by providing access to summer meals, using dietitians to teach healthy eating in schools, and providing farmers markets.
3. Designing and providing health education and exercise training for after school programs through the hospital fitness and wellness program which target children and decrease the health risks of obesity.
4. Deploying a tiered approach to treat and prevent childhood obesity by providing the following:
  - a. Direct intervention to the children and families;
  - b. Best practices and tools to primary care and pediatric clinics and clinicians serving the target population; and
  - c. Multi-media health promotion resources and support activities for the target populations.

### 2.5.2 Required Intervention Approaches

Successful Respondents are required to implement interventions under Approach One (defined below) and at least one (1) additional approach as defined in **Appendix D, FY 2021 SNAP-Ed Plan Guidance.**

The Applicant must use evidence-based, behaviorally focused interventions and maximize its impact by concentrating on a small set of key population outcomes supported by evidence-based, multi-level interventions. Evidence-based interventions based on the best available information must be used. FNS encourages States to concentrate their SNAP-Ed efforts on the program's key behavioral outcomes.

- a. **Approach One:** Individual or group-based direct nutrition education, health promotion, and intervention strategies.
  1. Activities conducted at the individual level are a direct education delivery approach in SNAP-Ed.
  2. The direct nutrition education and physical activity interventions implemented should incorporate features that have shown to be effective, such as:
    - i. Behaviorally-focused strategies;
    - ii. Culturally relevant/appropriate motivators and reinforcements;
    - iii. Multiple channels of communication to convey messages;
    - iv. Approaches that allow for active personal engagement; and
    - v. Intensity and duration that provide opportunities to reinforce behaviors.
  3. This intervention approach must be combined with interventions and strategies from Approaches Two and/or Three.
  
- b. **Approach Two:** Comprehensive, multi-level interventions at multiple complementary, organizational and institutional levels consistent with **Appendix D, FY 2021 SNAP-Ed Plan Guidance**.
  1. Interventions may address several or all elements of the socioecological model (SEM) as found in **Appendix D, FY 2021 SNAP-Ed Plan Guidance**, and may target the individual, the interpersonal (family, friends, etc.), organizational (workplace, school, etc.), community (food retailers, food deserts, etc.), and public policy or societal (local laws, social norms, etc.) levels.
  2. A key tenet of multi-level interventions is that they reach the Target Audience at more than one (1) level of the SEM and that the interventions mutually reinforce each other. Multi-level interventions generally are thought of as having three (3) or more levels of influence.
  
- c. **Approach Three:** Community and public health approach to approve nutrition and obesity prevention consistent with **Appendix D, FY 2021 SNAP-Ed Plan Guidance**.
  1. Efforts that impact a large segment of the population, rather than targeting the individual or a small group.

2. According to the Center for Disease Control (CDC), public health interventions are community-focused, population-based interventions aimed at preventing a disease/condition or limiting death/disability from a disease/condition.

### 2.5.3 Strategies

Successful Respondents will utilize specific strategies to complete the implementation of the Priority Project. Strategy options are below:

- a. **Direct Education Strategy:** The participant is actively engaged in the learning process with an educator and/or interactive media, such as a group nutrition lesson.
- b. **Indirect Education Strategy:** Distribution of nutrition education, materials, or resources; including mass communication and public events where no demographic information is captured about the participant(s) or audience. Examples of indirect education include pamphlets, posters, and promotional materials.
- c. **Social Marketing Strategy:** Using research-based commercial marketing technologies, such as a radio spot, website, email lists, billboards, Facebook, etc., to influence the Target Audience to improve dietary habits or increase physical activity.
- d. **Policy, Systems, and Environmental (PSE) Strategy:**
  1. Policy strategies are based on a policy, or a written statement of an organizational position, a decision, or a course of action. Ideally, policies describe the actions, resources, implementation, evaluation, and enforcement of a course of action. Policies are made in the public, non-profit, and business sectors. Policies will help to guide behavioral changes for audiences served through SNAP-Ed programming.

**Policy Strategy Example:** A school that serves a majority low-income student body writes a policy that allows the use of school facilities for recreation by children, parents, and community members during non-school hours.

2. Systems strategies are unwritten, ongoing, organizational decisions or changes that result in new activities reaching large proportions of people the organization serves. Systems strategies alter how the organization or network of organizations conducts business. An organization may adopt a new intervention, reallocate other resources, or in significant ways modify its direction to benefit low-income consumers in qualifying sites and communities. Systems strategies may precede or follow a written policy.

**Systems Strategy Example:** A local food policy council creates a farm-to-fork system that links farmers and local distributors with new retail or wholesale customers in low-income settings.

3. Environmental strategies include the built or physical environments which are visual or observable, but also may include economic, social, normative or message strategies. Environmental strategies include modifications in settings where food is sold, served, or distributed with the intention of promoting healthy food choices.

**Economic Strategy Example:** Financial incentives to encourage a desired behavior, such as purchasing more fruits and vegetables.

**Social Strategy Example:** Shaping attitudes among administrators, teachers, or service providers about time allotted for school meals or physical activity breaks.

## 2.6 KEY PERFORMANCE REQUIREMENTS

HHSC will monitor the performance of grants awarded under this RFA. All services and deliverables under the grant(s) must be provided at an acceptable quality level and in a manner consistent with acceptable standards, custom, and practice. Successful Respondents must ensure services are provided at least at the level established for SNAP-Ed approved minimum goals and outcomes. Successful Respondents must report on key performance requirements and outcomes in accordance to the quality and performance outlined within **Appendix E, Key Performance Requirements (KPR)** and **Appendix F, Deliverables** and outlined below:

- a. All services and deliverables provided under any agreement must be provided in a manner consistent with the standards of quality and integrity as outlined in the agreement, the Solicitation, and the Successful Respondent's Proposal.
- b. All services and deliverables must meet or exceed the required level of performance specified in or under any agreement, and must meet or exceed HHSC's mission and objectives, as set forth in the Solicitation.

Remedies for non-compliance, reporting periods, and tentative reporting due dates can also be found in **Appendix E, Key Performance Requirements (KPR)**.

### 2.6.1 Measures and Indicators of Implementation for Required Intervention Approaches

The Applicant must review the SNAP-Ed Evaluation Framework for Nutrition, Physical Activity, and Obesity Prevention Indicators. The SNAP-Ed Evaluation Framework can be found at the following link: <https://snapedtoolkit.org/framework/index/>.

Indicators of implementation are individual intentions and goals that serve as motivators to behavior changes recommended by **Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition**. Measures are performance-based and must be determined by the multi-level approach (individual, environment, and sectors of influence) as well as the short term, medium term and long-term outcomes.

Below is a list of the indicators of implementation and measures that are required for each intervention approach:

**Approach One:** Individual or group-based direct nutrition education, health promotion, and intervention strategies.

- a. **Indicator of Implementation ‘Healthy Eating Behaviors:’** Changes in individual and family healthy eating behaviors on the pathway to achieving the current **Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition** recommendations.
  1. **Measures:** The number or percentage of participants reporting a healthy eating behavior during the period assessed, the frequency of such behavior, the type of behavior(s), or cups of fruits and vegetables consumed.
- b. **Indicator of Implementation ‘Changed Behaviors:’** Changes in individual and family behaviors that reflect smarter shopping and food resource management strategies, enabling participants to stretch their food resource dollars to support a healthier diet.
  1. **Measures:** The number or percentage of participants reporting a food resource management behavior during the period assessed, the frequency of such behavior, and the type of behavior(s).
- c. **Indicator of Implementation ‘Physical Activity and Reduced Sedentary Behaviors:’** This indicator focuses on progress toward meeting the Physical Activity Guidelines for Americans (see **Appendix C, Physical Activity Guidelines 2nd Edition**), which is the physical activity counterpart to the Dietary Guidelines for Americans (see **Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition**).
  1. **Measures:** Decreases in time spent in sedentary behavior (computers, desk sitting, television watching) during the period assessed.
  2. **Measures:** Increases in health-related physical fitness levels (aerobic or cardio fitness, muscular strength, muscular endurance and flexibility).

3. **Measures:** Increases in duration, intensity, and frequency of exercise, physical activity, or leisure sport appropriate for the population of interest, and types of activities.

**Approach Two:** Comprehensive, multi-level Policy, Systems, and Environmental (PSE) projects consistent with **Appendix D, FY 2021 SNAP-Ed Plan Guidance.**

- a. **Indicator of Implementation ‘Nutrition Supports Adopted in Environmental Settings:’** Takes place when SNAP-Ed sites or organizations put into effect an evidence-based PSE change.

1. **Measures:** Number and population of sites or organizations that make at least one (1) change in writing or practice to expand access or improve appeal for healthy eating.
2. **Measure:** Total number of policy changes.
3. **Measure:** Total number of systems changes.
4. **Measure:** Total number of environmental changes.
5. **Measure:** Total number of promotional efforts for a PSE change.

- b. **Indicator of Implementation ‘Organizational Partnerships:’** Partnerships with service providers, organizational leaders, and SNAP-Ed representatives in settings where people eat, learn, live, play, shop, and work. This may target the individual, the interpersonal (family, friends, etc.), organizational (workplace, school, etc.), community (food retailers, food deserts, etc.), and public policy or societal (local laws, social norms, etc.) levels.

1. **Measures:** The number of active Partnerships in SNAP-Ed qualified sites or organizations that regularly meet, exchange information, and identify and implement mutually reinforcing activities that will contribute to the adoption of one or more organizational changes or policies.

**Approach Three:** Community-based PSE projects consistent with **Appendix D, FY 2021 SNAP-Ed Plan Guidance.**

- a. **Indicator of Implementation ‘Multi-sector Partnerships and Planning:’** This indicator measures community capacity by assessing the readiness of multi-sector Partnerships or coalitions to plan and achieve the changes in nutrition, physical activity, food security, and/or obesity prevention policies and practices that are evaluated as subsequent indicators in the Sectors of Influence – Evaluation Framework (see <https://snapedtoolkit.org/framework/index/sectors-of-influence/>).

1. **Measures:** Types and number of organizations or individuals per sector represented.
2. **Measure:** Documented level of multi-sector representation of the Partnership (as documented by Partners).

3. **Measure:** Documented level of active engagement of the Partnership (as documented by Partners).
4. **Measure:** Level of influence of SNAP-Ed in the Partnership (as documented by Partners).

Documentation required from Partners would be contingent upon the specific measures and indicators of successful implementation the Respondent proposes for their Priority Projects and evaluation plans (See **Form B, Project Description Work Plan, Question 17c and Question 22**).

If awarded, the Successful Respondent has the flexibility to determine the specific documentation that will be required from all applicable Partners to ensure the SNAP-Ed Implementing Agency Annual Report Summary (see SNAP-Ed D-04 in **Appendix F, Deliverables**) is accurate.

- b. **Indicator of Implementation ‘Health Care Cost Savings:’** Reduction in rates of selected chronic diseases and associated impacts on health care costs.
  1. **Measures:** Track rates of diseases and conditions among SNAP-Ed eligible persons; prioritize Medicaid recipients and other low-income health plans administered by states, counties, territories, or tribes.
    - i. **Measure:** Total prevalence and reductions in prevalence of persons told by a medical professional they have high blood pressure, or as reported in an electronic medical registry.
    - ii. **Measure:** Total prevalence and reductions in prevalence of persons told by a medical professional they have type 2 diabetes or pre-diabetes or as reported in an electronic medical registry.
    - iii. **Measure:** Total prevalence and reductions in prevalence of persons told by a medical professional they have high blood cholesterol, or as reported in an electronic medical registry.
  2. **Indicator of Implementation:** For SNAP-Ed agencies seeking to develop a more robust assessment on health care cost effectiveness of nutrition education and obesity prevention services, a good place to start is measuring quality-adjusted life year (QALYs), which is an outcome measure that considers both the quality and the quantity of life lived.
  3. **Indicator of Implementation:** Measuring the cost-benefit ratio of SNAP-Ed community-wide programs or the health care cost savings associated with community-wide SNAP-Ed interventions is an emerging area that practitioners will have the opportunity to develop over time.



## 2.7 FORMAL COMMUNICATION

HHSC's formal communication process will be utilized for the submission of all Key Performance Requirements (KPR) and deliverable reports detailed in [Appendix E, Key Performance Requirements \(KPR\)](#) and [Appendix F, Deliverables](#). HHSC provides comments and approval of each report provided in support of this agreement via the formal communication process described in [Appendix A, Contract Requirements](#).

## 2.8 PROHIBITIONS

The considerations regarding allowability of cost are based on [Code of Federal Regulations \(C.F.R.\) Title 2, Subtitle A, Chapter II-Part 200](#). 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/or 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. Admission fees or tickets to any amusement park, recreational activity or sporting event;
- g. Promotional gifts;
- h. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
- i. Membership dues for individuals;
- j. Any expense or service that is readily available at no cost to the grant project;
- k. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- l. Fundraising;
- m. Any other prohibition imposed by federal, state, or local law; and
- n. The acquisition or construction of facilities.

SNAP-Ed funds may not be used to provide the cash value of financial incentives, but SNAP-Ed funds can be used to engage farmers markets and retail outlets to collaborate with other groups and partner with them.

Additionally, SNAP-Ed funds may not be used for the following:

- a. Medical nutrition therapy services, which means the assessment of the nutritional status of patients with a condition, illness, or injury (such as diabetes, hypertension, gout, etc.) that puts them at risk is unallowable. This includes review and analysis of medical and diet history, laboratory values, and anthropometric measurements.
- b. Clinical health assessments of SNAP-Ed eligible individuals. Such assessments include the measurement of cholesterol, blood glucose, or iron levels.
- c. Medical equipment, except for inexpensive equipment, such as anthropometric measuring tools that can be used to measure height and weight to determine and discuss BMI and calorie balance/physical activity.

## 2.9 STANDARDS

Grantees must comply with the requirements applicable to the funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)*; [Texas Grant Management Standards \(TxGMS\)](#) – previously *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 Health and Human Services Commission (HHSC) Civil Rights Office website at: <https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office>.

Upon request, a Grantee must provide HHSC Civil Rights Office with copies of all the Grantee’s civil rights policies and procedures. Grantees must notify HHSC’s Civil Rights Office of any civil rights complaints received relating to performance of the project no more than 10 calendar days after receipt of the complaint. Notice must be directed to:

HHSC Civil Rights Office  
701 W. 51st Street, Mail Code W206  
Austin, TX 78751  
Phone Toll Free (888) 388-6332  
Phone: (512) 438-4313  
TTY Toll Free (877) 432-7232  
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of eligible persons in the Grantee’s programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Grantees must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or 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.

## **2.10 DATA USE AGREEMENT**

By entering into a Grant Agreement with HHSC as a result of this Solicitation, Applicant agrees to be bound by the terms of the Data Use Agreement (DUA) attached as **Exhibit C, Data Use Agreement (DUA) Standard Version**, or **Exhibit C-1, Data Use Agreement (DUA) Version 8.5 Governmental Entity Version**, if applicable.

Protected Health Information is defined as Confidential Information in Article 2 of the Data Use Agreement. [CFR §160.103](#) defines Protected Health Information (PHI) as individually identifiable health information that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium. Protected health information excludes individually identifiable health information: in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; in records described at 20 U.S.C. 1232g(a)(4)(B)(iv); in employment records held by a covered entity in its role as employer; and regarding a person who has been deceased for more than 50 years.

Subrecipients/Subcontractor(s) need to be held as accountable for privacy and security as Successful Respondents, or SNAP-Ed Grantees, are. The HHS Data Use Agreement very specifically says that the Successful Respondent is responsible for the acts and omissions of the Subrecipient/Subcontractor that will be performing the HHS contracted services. The Successful Respondent must require the Subrecipient/Subcontractor to sign either the subcontractor attachment to the DUA or another document that says that the Subrecipient/Subcontractor will comply with the same safeguards as are contained in the DUA. The question is not whether the Subrecipient/Subcontractor is providing confidential information, but whether they will have access to HHS confidential information.

Applicants must complete **Exhibit C-2, Attachment 2 to DUA - Security and Privacy Inquiry (SPI)** regardless of whether Subrecipient/Subcontractors will be utilized under this award. If the form is not applicable to the Applicant, the form is still required to be completed (as applicable), signed and submitted by the Applicant.

## **2.11 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION**

HHSC makes no guarantee of volume, usage, or total compensation to be paid to any Applicant under any awarded grant, if any, resulting from this Solicitation. Any awarded grant is subject to appropriations and the continuing availability of funds.

HHSC reserves the right to cancel, make partial award, or decline to award a grant 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 Grant Recipient. Any additional funding or future funding may require submission of an Application through a subsequent RFA.

## ARTICLE III. ADMINISTRATIVE INFORMATION

### 3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	December 18, 2020
Respondent Pre-Submittal Webinar (Optional)	January 6, 2021 at 10:00AM, Central Time
Deadline for Submitting Questions	January 13, 2021 at 5:00PM, Central Time
Tentative Date Answers to Questions Posted	January 19, 2021
<b>Deadline for Submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHSC by the deadline.]</b>	February 3, 2021 at 10:30AM, Central Time
Anticipated Notice of Award	April 2021
Anticipated Contract Start Date	October 1, 2021

**Note:** These dates are a tentative schedule of events. The System Agency reserves the right to modify these dates at any time upon notice posted to the [HHS Grants website](#) and [Texas.gov eGrants website](#). Any dates listed after the Solicitation Response deadline will occur at the discretion of the System Agency and may occur earlier or later than scheduled without notification on the [HHS Grants website](#) and [Texas.gov eGrants website](#).

### 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 on the [HHS Grants website](#) as an Addendum. It is the responsibility of the Respondent to periodically check the [HHS Grants website](#) to ensure full compliance with the requirements of this Solicitation. All posted Addenda must be printed, signed, and submitted with the Applicant's Solicitation Response.

### 3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Sole Point of Contact listed in **Section 3.4.1, Sole Point of Contact** as soon as possible so corrective Addenda may be furnished to prospective Applicants.

### 3.4 INQUIRIES

#### 3.4.1 Sole Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to HHSC's Sole Point of Contact addressed to the person listed below (Sole Point of Contact). All communications between Applicants and other HHSC staff members concerning the RFA are strictly prohibited, unless noted elsewhere in this RFA. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

Name: Kristen Thatcher, CTCD  
Title: Grants Specialist  
Email: [kristen.thatcher@hhs.texas.gov](mailto:kristen.thatcher@hhs.texas.gov)

**However, if expressly directed in writing by the Sole Point of Contact, Respondent may communicate with another designated HHSC representative, e.g., during grant negotiations, if any.**

#### 3.4.2 Prohibited Communications

All communications between Applicants and other HHSC staff members concerning the Solicitation may not be relied upon and Applicant should send all questions or other communications to the Sole Point of Contact. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of 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 email to the Sole Point of Contact listed in **Section 3.4.1, Sole Point of Contact** 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; and
- f. Question.

**Note: Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in Section 3.1, Schedule of Events above. However, HHSC, at its sole discretion, may respond to questions or other written requests received after the deadline. Please provide entity name, address, phone number, e-mail address, and name of contact person when submitting questions.**

#### **3.4.4 Clarification Request Made By Respondent**

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions.

#### **3.4.5 Responses**

Responses to questions or other written requests for clarification will be posted on the [HHS Grants website](#). HHSC reserves the right to amend answers prior to the deadline of Solicitation Responses. Amended answers will be posted on the [HHS Grants website](#). It is Respondent's responsibility to check the [HHS Grants website](#) or contact the Sole Point of Contact for updated responses. HHSC also reserves the right to provide a single consolidated response of all similar questions in any manner at HHSC's sole discretion.

#### **3.4.6 Respondent Pre-Submittal Webinar**

HHSC will conduct an **optional** Respondent pre-submittal webinar on January 6, 2021 10:00 AM Central Time. Applicants may register for the webinar using the following link below. The Respondent webinar is **optional**.

Respondent Pre-Submittal Webinar Registration Link – Webinar ID 414-300-611:  
<https://register.gotowebinar.com/register/4157160417771951376>

After the scheduled pre-submittal webinar occurs, the presentation from the pre-submittal webinar will be posted to the [HHS Grants website](#) as an addendum.

### **3.5 SOLICITATION RESPONSE COMPOSITION**

#### **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 IX, 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 for required Exhibits and Forms 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 required (copies must be signed but need not bear an original signature. Digital signatures are acceptable).

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

- a. Required Forms
- b. Required Exhibits
- c. Signed Addenda

Electronic submissions must be separated by electronic medium used for submission (i.e. flash drive). See **Article IX, Submission Checklist**.

The entire Solicitation Response – all separated electronic copies – must then be submitted in one package to HHSC at the address listed in **Section 3.6.3, Delivery for Individual Submission Options**, or through the Online Bid Room. The number of copies and directions for submitting an "Original," "Copy," and "Public Information Copy" are outlined in **Article IX, Submission Checklist**.

### **3.5.3 Discrepancies**

Discrepancies or disparities between the contents of the original Solicitation Response and copies will be interpreted in favor of HHSC. If Respondent fails to designate an "ORIGINAL," HHSC may reject the Solicitation Response or select a copy to be used as the original.

### **3.5.4 Exceptions**

HHSC will more favorably evaluate Applications that offer no or few exceptions, reservations, or limitation to the terms and conditions of the RFA.

Respondents are highly encouraged, in lieu of including exceptions in their Solicitation Responses, to address all issues that might be advanced by way of exception by submitting such issues pursuant to **Section 3.4.3, Questions**. Any exception included in a Solicitation Response may result in a Respondent not being awarded a grant. If a Respondent includes exceptions in its Solicitation Response, Respondent is required to use **Exhibit F, Exceptions** to this RFA and provide all information requested on the form. Any exception

that does not provide all required information without qualification in the format set forth in **Exhibit F, Exceptions** may be rejected without consideration. No exception, nor any other term, condition, or provision in a Solicitation Response that differs, varies from or contradicts this RFA will be considered to be part of any grant resulting from this RFA unless expressly made a part of the grant in writing by HHSC.

A Solicitation Response should be responsive to the RFA as worded, not with any assumption that any or all terms, conditions, or provisions of the RFA will be negotiated. Furthermore, all Solicitation Responses constitute binding offers. **Any Solicitation Response that includes any type of disclaimer or other statement indicating that the Application does not constitute a binding offer may be disqualified.**

### **3.5.5 Assumptions**

Applicant must identify on **Exhibit F-1, Assumptions Form** any business, economic, legal, programmatic, or practical assumptions that underlie the Applicant's Solicitation Response. See **Section 7.1, Expenditure Proposals**. The System Agency reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into any Grant resulting from this RFA are deemed rejected by HHSC.

## **3.6 SOLICITATION RESPONSE, SUBMISSION, AND DELIVERY**

### **3.6.1 Deadline**

Solicitation Responses must be received at the address in **Section 3.6.3, Delivery for Individual Submission options** time-stamped by HHSC no later than the date and time specified in **Section 3.1, Schedule of Events**.

### **3.6.2 Labeling**

Solicitation Responses submitted via USB by mail or hand delivery shall be placed in a sealed envelope/box and clearly labeled as follows:

<b><u>SOLICITATION NO.:</u></b>	HHS0004919
<b>SOLICITATION NAME:</b>	SNAP-Ed Health Care Priority Project
<b>SOLICITATION RESPONSE DEADLINE:</b>	February 3, 2021 at 10:30AM Central Time
<b>PURCHASER'S NAME:</b>	Kristen Thatcher
<b>RESPONDENT'S NAME:</b>	Respondent's Name

HHSC will not be held responsible for any Solicitation Response that is mishandled prior to receipt by HHSC. It is Respondent's responsibility to mark appropriately and deliver the Solicitation Response to HHSC by the specified date and time. HHSC will not be responsible for any technical issues that result in late delivery, inappropriately identified



documents, or other submission errors that may lead to disqualification (including substantive or administrative) or nonreceipt of the Respondent's Application.

### **3.6.3 Delivery for Individual Submission Options**

Respondent must correctly deliver Solicitation Responses by one of the methods below. Solicitation Responses submitted by any other method (e.g. facsimile, telephone, email) will NOT be considered.

**Submission Option #1:** Respondent shall submit the following through the Online Bid Room utilizing the procedures in **Exhibit D, HHS Online Bid Room:**

- a. One file named "Original Proposal" that contains the Respondent's entire Proposal in searchable portable document format (PDF).
- b. In accordance with **Section 8.1.3, Public Information Act – Respondent Requirements Regarding Disclosure**, one file named "Public Information Copy" that contains the Respondent's entire Proposal in searchable PDF, if applicable.

To utilize this submission method, Respondents must be registered for the HHS Enterprise Portal, specifically the Online Bid Room Module as detailed in **Exhibit D, HHS Online Bid Room**. If the Respondent already has access to the HHS Enterprise Portal for another Solicitation, the Respondent must log in to the HHS Enterprise Portal and request access for "Contract Bidder." As provided in **Exhibit D, HHS Online Bid Room**, review the [HHS Online Bid Room website](#) for Online Bid Room FAQ, tutorials and user guide.

**Submission Option #2:** Respondent shall submit responsive Applications via USB on three USB drives – One (1) labeled "Original," One (1) labeled "Copy," and One (1) labeled "Public Information Copy" (if applicable) – to the correct mailing address that is dependent upon mailing method identified in this section:

- a. Each USB must contain one file named "Original Proposal" that contains the Respondent's entire Proposal in searchable portable document format (PDF).
- b. In accordance with **Section 8.1.3, Public Information Act – Respondent Requirements Regarding Disclosure**, if applicable, one additional USB drive named "Public Information Copy" that contains the Respondent's entire Proposal in searchable PDF.

U.S. Postal Service	Overnight/Express Mail or Hand Delivery
HHSC Procurement and Contracting Services (PCS) Bid Room Attn: KRISTEN THATCHER P.O. Box 149166 Austin, TX 78714-9166	HHSC Procurement and Contracting Services (PCS) Bid Room Attn: KRISTEN THATCHER 1100 West 49 <sup>th</sup> Street; Mail Code 2020 Building S Austin, TX 78756

**NOTE:** All Solicitation Applications become the property of HHSC after submission and will not be returned to Applicant. It is the Applicant’s responsibility to appropriately mark and deliver the Solicitation Application to HHSC by the specified date. A U.S. Postal Service (USPS) postmark; a mail receipt with the date of mailing, stamped by the USPS; a dated shipping label, invoice of receipt from a commercial carrier; or, any other documentation in lieu of the on-site time stamp by submission deadline may not be considered an eligible Application under this Solicitation.

**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 Sole Point of Contact identified in **Section 3.4.1, Sole Point of Contact**; or (2) modify its Solicitation Response by submitting a written amendment to the Sole Point of Contact identified in **Section 3.4.1, Sole Point of Contact**. HHSC may request Solicitation Response modifications at any time.

**ARTICLE IV. 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 goals and priorities.

**4.2 ELIGIBILITY SCREENING**

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

#### 4.2.1 Minimum Qualifications

Applicants must meet the minimum qualifications listed below:

- a. Applicants must be an acceptable entity as defined in **Section 2.3, Eligible Applicants**;
- b. Applicants must reside and provide services within the State of Texas;
- c. Applicants must provide financial stability and capacity documentation attached to **Form E, Financial Capacity** as referenced in **Section 7.2, Financial Capacity**; and
- d. Applicants must submit a complete Application according to **Article IX, Submission Checklist**.

Furthermore, Solicitation Responses that appear unrealistic in terms of technical commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential Applicant may be rejected, in the sole discretion of HHSC.

#### 4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by **Appendix A, Contract Requirements** and other factors deemed relevant by HHSC.

It is HHSC's intention to make multiple award(s), based upon the most qualified Respondent(s) to this RFA. Each response will be evaluated on a case by case basis according to the best value to the State.

##### 4.3.1 Specific Selection Criteria

Applications shall be evaluated based upon the criteria below. Please see **Exhibit E, Evaluation Tool**.

#	Criteria	Weight
1.	Qualifications/Experience	10%
2.	Performance Requirements/Deliverables	40%
3.	Cost	50%

#### 4.4 FINAL SELECTION

HHSC intends on making multiple awards. After initial screening for eligibility, Application completeness, and initial scoring of the elements listed above in **Section 4.3, Evaluation**, a selection committee will look at all eligible Applicants to determine which Proposals should be awarded in order to most effectively accomplish State goals and priorities. The selection committee will recommend grant awards to be made to the HHSC

Access and Eligibility Services (AES) Deputy Executive Commissioner, or designee, who will make the final award approval.

HHSC will make all final funding decisions based on eligibility, geographic distribution across the State, State priorities, reasonableness, availability of funding, and cost-effectiveness.

It is HHSC's intention to make multiple award(s), based upon the most qualified Respondent(s) to this RFA. Each Proposal will be evaluated on a case by case basis according to the best value to the State.

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

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

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

In order to be awarded a grant from this RFA, all Successful Applicants must:

- a. Have a valid DUNS number;
- b. Have a current SAM.gov account;
- c. Not be on the Office of Federal Contract Compliance Debar List;
- d. Not be on the Federal Transit Administration Excluded Parties List;
- e. Not be on the U.S. General Services Administration, Excluded Parties List System;
- f. Not be on the [Office of Inspector General List of Excluded Individuals/Entities \(LEIE\)](#) – Federal Exclusions;
- g. Not be on the [Texas Health and Human Services Inspector General List of Excluded Individuals/Entities \(LEIE\)](#) – State Exclusions;
- h. Have active franchise tax status with the Texas Comptroller of Public Accounts, if applicable;
- i. Have an active Texas Identification Number (TIN) established by the Texas Comptroller of Public Accounts;
- j. Have no warrant or payee holds on file with the Texas Comptroller of Public Accounts;
- k. Not be on the [Texas Debarred Vendor List](#) maintained by the Texas Comptroller of Public Accounts; and
- l. Not be on the [divestment lists maintained by the Texas Comptroller of Public Accounts regarding Texas Legislative Prohibitions](#):
  - i. List of companies that boycott Israel;

- ii. List of companies affiliated with, or known to have contracts with or provide supplies or services to, Foreign Terrorist Organizations; and
- iii. List of companies doing business with Iran or Sudan;

The specific dollar amount awarded to each Successful Applicant will depend upon the merit and scope of the Application, the recommendation of the selection committee, and the decision of the HHSC Access and Eligibility Services (AES) Deputy Executive Commissioner, or designee. Not all Applicants who are deemed eligible to receive funds are assured of receiving an award. The final funding amount and the provisions of the grant will be determined in the sole discretion of HHSC staff.

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

**Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, Addenda, or revisions to the RFA or General Provisions, sought by the Applicant must be specifically detailed in writing by the on Exhibit F, Exceptions 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 Applicant's Proposal or at a later date.**

HHSC will post to the [HHS Grants website](#) and may publicly announce a list of Applicants whose Applications are selected for final award. This posting does not constitute HHSC's agreement with all the terms of any Applicant's Proposal and does not bind HHSC to enter into a grant with any Applicant whose award is posted.

#### **4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY HHSC**

HHSC reserves the right to ask questions or request clarification from any Applicant at any time during the Application process.

## **ARTICLE V. NARRATIVE PROPOSAL**

### **5.1 NARRATIVE PROPOSAL**

Applicant must provide satisfactory evidence of its understanding of the goals and focus of the grant and provide their mission/purpose to support the goals and objectives outlined in **Article II, Scope of Grant Award**. As a part of the Solicitation Response requested in **Article III, Administrative Information**, Applicant must provide the information outlined in paragraphs **5.1.1, Executive Summary, Section, 5.1.2, Project Description**

**Work Plan(s)** and **Section 5.1.3, Technical Plan** below. The Applicant will submit the information requested in this section in **Form A, Narrative Proposal**.

### **5.1.1 Executive Summary**

The Applicant will provide a high-level overview of their approach to meeting the RFA's requirements. The executive summary must demonstrate an understanding of the goals and objectives of the grant as described in **Article II, Scope of Grant Award**, of this RFA and in compliance with **Appendix A, Contract Requirements**. The Applicant will provide this information in **Form A, Narrative Proposal**.

The Applicant must provide a project schedule to meet the requirements detailed in **Appendix F, Deliverables** and **Appendix E, Key Performance Requirements (KPR)**. The project schedule should clearly describe the processes, procedures, plans and/or timeframes the Applicant will follow to ensure all SNAP-Ed deliverables and performances requirements, as detailed in **Appendix F, Deliverables** and **Appendix E, Key Performance Requirements (KPR)**, are completed accurately and submitted to HHSC in a timely matter throughout the grant term. The Applicant will provide this information in **Form A, Narrative Proposal**.

From the requirements detailed in **Appendix F** and **Appendix E**, the only requirements due at the time of application are the Applicant's Expenditure Proposals (See **Appendix F, Deliverables, Page 7, D-19**). The remainder of the deliverables listed in **Appendix F, Deliverables** only apply to Successful Respondents, or SNAP-Ed Grantees. Once the grant period starts, Successful Respondents will provide the remainder of the deliverables (See **Appendix F, Deliverables, D-01 through D-18 and D-20 through D-23**) in accordance with the 'Due Date' and 'Reporting Frequency' columns. The 'Performance Standards,' as defined in **Appendix E, Key Performance Requirements (KPR)**, must be reported monthly, quarterly, annually or as requested in accordance with the 'Calculation/Reporting Process.' None of the KPRs are required until after grant effective date.

### **5.1.2 Project Description Work Plan(s)**

**Form B, Project Description Work Plan** (as defined in this section) includes the format for describing the plan for service delivery to the population in the proposed Priority Project(s), as described in **Article II, Scope of Grant Award** of this RFA.

Applicants must provide a separate **Form B** for each proposed Priority Project.. The Applicant shall develop and submit a proposed Project Description Work Plan with associated timeframes for the grant funding period.

**Form B, Project Description Work Plan** must describe the Applicant's proposed processes and methodologies for implementing the proposed Priority Project, to include the following components:

- a. **Needs Assessment Methodology:** Prior to Proposal submission, Applicants are required to conduct a needs assessment to determine the proposed Target Audience's health-related nutrition and physical activity needs. The proposed Priority Project should meet the proposed Target Audience's health-related nutrition and physical activity needs, as determined by the needs assessment. Applicants will concisely describe and justify the needs assessment methodology used to assess the Target Audience's health-related nutrition and physical activity needs. Please provide the sources of data used in the needs assessment. Sources of data may include obesity and poverty rates, racial/ethnic differences, tribal status, fruit and vegetable consumption, and/or Behavioral Risk Factor Surveillance (BRFSS) data. Needs assessment requirements are detailed in **Appendix D, FY 2021 SNAP-Ed Plan Guidance** (See Section 2: Writing Your SNAP-Ed Plan and Annual Report, Needs Assessment on Page 42).
- b. **Target Audience:** Select the Target Audience that will be served by the proposed Priority Project.
- c. **Specific Segments of Population:** Select a market segment, or sub-population group, that will be targeted by the proposed Priority Project.
- d. **Venues:** Select the venue(s) where services will be provided to the Target Audience for this proposed Priority Project.
- e. **Venue Selection Rationale:** Describe how the venues selected will reach the Specific Segments of the Population selected.
- f. **Total Number of Individuals to be Served:** Provide an estimate of the total number of individuals who will be served by this proposed Priority Project.
- g. **Promotion:** Specify how the Applicant will notify, to the maximum extent possible, SNAP applicants, SNAP participants, and SNAP-Ed eligible individuals in local communities about the availability of the proposed Priority Project's SNAP-Ed activities.
- h. **Eligibility Verification:** Describe how the Applicant will verify that the proposed Priority Project serves a group of individuals who are eligible for SNAP-Ed services.
- i. **Food and Activity Environments:** Describe how the Priority Project will reflect the Target Audience's awareness and access to healthy foods and beverages, and places to be physically active.
- j. **Required Intervention Approaches:** Select which intervention approaches the Applicant will implement for the proposed Priority Project. The Applicant is required to select two (2) intervention approaches for each proposed Priority Project – one of which must be Approach One.
- k. **Strategies:** Select the strategies that the proposed Priority Project will utilize: Direct Education Strategy, Indirect Education Strategy, Social Marketing Strategy, or a Policy, Systems, and Environmental (PSE) Strategy.
- l. **Key Educational Messages:** Select the key educational messages the proposed Priority Project will promote.

- m. **Use of Existing Educational Materials:** The Applicant will detail the educational materials the Applicant already has and plans to use in the delivery of services in the proposed Priority Project.
- n. **Development of New Educational Materials:** The Applicant will identify any new materials they plan to produce or purchase to use in the delivery of services in the proposed Priority Project and justify the need and cost.
- o. **Related State Goals(s):** The Applicant must select the Texas SNAP-Ed State Goals that the proposed Priority Project will aim to achieve and describe how the proposed Priority Project will help achieve the selected Texas SNAP-Ed State Goals. Key measures and indicators of successful implementation that the Applicant will collect must be provided for each Texas SNAP-Ed State Goal selected. The Applicant must detail how the SNAP-Ed Evaluation Framework Indicators will be measured for each State Goal selected.
- p. **Tracking Objectives:** The Applicant will describe how progress will be tracked towards achieving the proposed Priority Project's State Goals.
- q. **Progression of Project Activities:** The Applicant must demonstrate how the Priority Project will progress. A multi-year plan must demonstrate a progression of Priority Project activities in a logical and sequential manner where each year's project activities build upon the preceding year's project activities.
- r. **Subrecipient/Subcontractors and Roles of Subrecipient/Subcontractors:** List all of the Subrecipient/Subcontractor(s) the Applicant plans to involve in the proposed Priority Project. Describe each Subrecipient/Subcontractor's role in the proposed Priority Project. Identify the subrecipient/subcontractors that will provide SNAP Nutrition Education and Obesity Prevention Services and/or direct education strategies.
- s. **Partners and Roles of Partners:** List all of the Partner(s) the Applicant plans to involve in the proposed Priority Project, whether their involvement is for advertising, consulting, development, evaluation, tracking, funding, human resources such as staff time and staff, program implementation, materials, planning, recruitment, space, and/or technical services.
- t. **Evaluation Plans:** Describe every evaluation planned. For each evaluation planned, please indicate the name(s) of each Priority Project that will be a part of this evaluation, type of evaluation (as primarily a formative, process, outcome or impact assessment), the scope of the evaluation, measures and data collection, provide the approaches to conducting the evaluation, focus of each measure, points at which data will be collected, planned use for each evaluation results, if the project has been evaluated previously (if yes, note the most recent year in which the evaluation was done), and identify the SNAP-Ed Evaluation Framework indicators that will be used as found in SNAP-Ed Evaluation Framework index of indicators: <https://snapedtoolkit.org/framework/index/>

### 5.1.3 Technical Plan

HHSC is required to collect and report annual uniform SNAP-Ed data and information from SNAP-Ed Grantees to FNS through the Education Administration Reporting System



(EARS). SNAP-Ed Grantees do not report on any confidential Client information for SNAP-Ed programs. The data and information reported through EARS includes demographic characteristics of participants, number of participants, estimated reach, topics covered by educational interventions, education delivery sites, education strategies, and resource allocation. SNAP-Ed Grantees are required to use the Program Evaluation and Reporting System (PEARS) to collect, manage, and report EARS data.

The PEARS internet-based software specifically includes the following SNAP-Ed features:

1. Tracking program details, including survey response data;
2. Survey instrument template library and ability to customize surveys for programs;
3. Success stories;
4. Tracking and reporting indirect education, social marketing, and policy, systems, and environmental changes;
5. Automated reports including EARS data, unit snapshot, and other data exports; and
6. Administrative and system management tools.

Applicant must provide a detailed description of the proposed Technical Plan for PEARS, which must support all business activities and requirements described in this RFA.

The Technical Plan must reflect a clear understanding of the nature of the work undertaken and must include a detailed description of the proposed system(s):

- a. **Software and Hardware Components:** Provide details on the software and hardware components the Applicant proposes to use for PEARS. This includes, but is not limited to, the proposed server topology, specifications for the hardware components, and data storage components. The Applicant should also include details on the tools and utilities used to design, build, test, deploy, report, monitor, and operate the system and its components.
- b. **System Integration:** Describe the Applicant's approach to integrating the PEARS with other information systems if applicable.
- c. **System Administration, Support, and Maintenance:** Detail the Applicant's approach to administering the PEARS and system components. Detail the proposed approach to system support, including the levels of support offered and the process for requesting support. In addition, provide a summary of the Applicant's proposed strategy for maintaining and repairing the system.
- d. **System Security and Disaster Recovery:** Detail the Applicant's approach to security architecture, including the development and implementation measures that will provide security and protection for the system. Describe the proposed backup and recovery processing approach, and proposed virus protection strategy. Describe the Applicant's general approach to reestablishing operations in the event of a catastrophe, as well as its approach to providing HHSC with a disaster recovery plan. Provide specifications on any hardware and software components utilized by the proposed security and disaster recovery solutions.

- e. **Performance Monitoring and Management:** Describe the Applicant’s proposed methodology for monitoring and reporting system performance, as well as the Applicant’s proposed approach to technology management. This includes the methods for centrally managing system resources such as servers, backup, archiving, and recovery equipment, databases and applications. Address methods for auditing, tracing and scanning the system. Provide details on the use of specialized tools the Applicant will use to automate and track monitoring and management activities.

According to Page 5 of **Appendix E, Key Performance Requirements (KPR)**, the performance standard for SNAP-Ed KPR 5 is the Grantee must collect data for 100% of the number of individuals reached by the end of the reporting year. Compliance with this KPR is determined by reviewing self-reported data included in the Program Evaluation and Reporting System (PEARS) Report due by the twentieth (20th) calendar day following the previous quarter of services. See **Appendix F, Deliverables, SNAP-Ed D-02, PEARS Report** for additional details.

Currently, the uniform SNAP-Ed data submitted in EARS is recoded and then exported into PEARS; therefore, the same dataset that must be collected and entered into EARS will also be reported to FNS via the Food Program Reporting System (FPRS). The degree of data collection, management, input, and reporting required of the Applicant will be determined by the specific measures and indicators of successful implementation the Applicant proposes for their Priority Projects and evaluation plans (See **Form B, Project Description Work Plan**, Question 17c and Question 22). Outside of data collection, input of the data collected, and formal reporting to HHSC/FNS, no additional data or statistical analysis is required of Applicants for this grant program.

## **ARTICLE VI. REQUIRED RESPONDENT INFORMATION**

### **6.1 ADMINISTRATIVE ENTITY INFORMATION**

Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this RFA. As a part of the Solicitation Response requested in **Article III, Administrative Information** Applicant must provide the information outlined in paragraphs **6.1.1, Company Narrative** through **Section 6.5, Grant Application Disclosure** below in **Form D, Administrative Entity Information**.

#### **6.1.1 Company Narrative**

Provide a detailed narrative explaining why Applicant is qualified to provide the services enumerated in **Article II, Scope of Grant Award**, focusing on its company's key strengths and competitive advantages. Applicant must describe their experience for each proposed Priority Project. This description must include the number of months and/or years the

Applicant has experience providing services similar to the Applicant's proposed Priority Project(s).

### 6.1.2 Company Profile

Provide a company profile to include:

- a. The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly-owned subsidiaries, affiliated companies, or joint ventures (*Please provide this information in a narrative and as a graphical representation*). If Applicant is an affiliate of, or has a joint venture or strategic alliance with, another company, Applicant must identify the percentage of ownership and the percentage of the parent's ownership. The entity providing most of the services defined by **Article II, Scope of Grant Award**, hereof and pursuant to a contract, throughout the duration of the contract, must be the primary bidder. Finally, please provide your proposed operating structure for the services requested under this RFA and which entities (i.e. parent company, affiliate, joint venture, subrecipient/subcontractor) will be performing them;
- b. The year the company was founded and/or incorporated. If incorporated, please indicate the state where the company is incorporated and the date of incorporation;
- c. The location of your company headquarters and any field office(s) that may provide services for any resulting contract under this RFA;
- d. The number of employees in your company, both locally and nationally, and the location(s) from which employees may be assigned;
- e. Company organization chart;
- f. The name, address, and telephone number of Applicant's point of contact for any resulting grant under this RFA; and
- g. Indicate whether your company has ever been engaged under a contract and/or grant by any Texas State agency. If "Yes," specify when, for what duties, and for which agency.

Note: If Applicant is an out-of-state company, a Certificate of Authority from the Secretary of State to do business in Texas must be provided as well.

## 6.2 SUBRECIPIENT/SUBCONTRACTOR INFORMATION

In **Form D, Administrative Entity Information**, Respondent must identify any Subrecipient/Subcontractors whom Respondent intends to utilize in the proposed Priority Project(s). Respondent must also describe the proposed subcontracted services. Respondent must indicate whether or not Respondent holds any financial interest in any Subrecipient/Subcontractor. It may be required as a condition of award that an authorized officer or agent of each proposed Subrecipient/Subcontractor sign a statement to the effect

that the Subrecipient/Subcontractor has read, and will agree to abide by, Respondent's obligations under any grant awarded pursuant to this RFA.

### 6.3 LITIGATION AND CONTRACT HISTORY

Respondent must include in its Solicitation Response a complete disclosure of any alleged or significant contractual or grant failures. This information will be provided by the Respondent in **Form D, Administrative Entity Information**.

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

The Solicitation Response may be rejected based upon 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 grant obligations.

### 6.4 CONFLICTS

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 grant. 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. This information will be provided by the Respondent in **Form D, Administrative Entity Information**. HHSC will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the grant. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a grant.

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

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a Successful Respondent awarded a grant with a value of \$1 million or more or awarded a grant that would require the Successful Respondent to register as a lobbyist under Texas Government Code Chapter 305 must submit a [Form 1295 Certificate of Interested Parties](#) to HHSC at the time the business entity submits the signed grant. Rules and filing instructions may be found on the Texas Ethics Commission's public website and additional instructions will be given by HHSC to Successful Respondents.

## 6.5 GRANT APPLICATION DISCLOSURE

In an effort to maximize State resources and reduce duplication of effort, HHSC requires the Respondent to disclose information regarding the application for or award of state, federal, and/or local grant funding by the Respondent, Respondent's Partner(s), and/or any of the Respondent's Subrecipient/Subcontractor(s) within the past two (2) years to provide SNAP-Ed services. The information will be provided by the Respondent in **Form D, Administrative Entity Information.**

## 6.6 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return all of the following affirmations, assurances, certifications, and exhibits. All required exhibits must be submitted per **Article IX, Submission Checklist**. A complete list of exhibits is included as **Article X, List of All Exhibits, Forms, and Appendices**.

- a. **Exhibit A, HHS Solicitation Affirmations**
- b. **Exhibit C** or **Exhibit C-1** (Return a signed copy of the applicable DUA):
  - i. **Exhibit C, Data Use Agreement (DUA) Standard Version**
  - ii. **Exhibit C-1, DUA Version 8.5 Governmental Entity Version**
- c. **Exhibit C-2, Attachment 2 to DUA - Security and Privacy Inquiry (SPI)**
- d. **Exhibit F, Exceptions**
- e. **Exhibit F-1, Assumptions Form**
- f. **Exhibit G, Federal Funding Accountability and Transparency Act (FFATA)**
- g. **Exhibit H, Assurances – Non-Construction Programs**
- h. **Exhibit I, Certification Regarding Lobbying**

Documents listed in this **Section 6.6, Affirmations and Certifications** should not be submitted with edits, comments, notes of exceptions or assumptions. If the Applicant requests revised language to any exhibit listed in **Article X, List of All Exhibits, Forms, and Appendices**, proposed language should be included in **Exhibit F, Exceptions** or **Exhibit F-1, Assumptions**. All exceptions and assumptions on required exhibits must be detailed in **Exhibit F, Exceptions** or **Exhibit F-1, Assumptions Form**. See **Section 3.5.4, Exceptions** and **Section 3.5.5, Assumptions** for additional information.

## 6.7 HUB

If a Successful Respondent chooses to contract for goods and services using the funding awarded in this grant, HHSC encourages the Respondent to use HUBs to provide those goods and services where possible.

## **ARTICLE VII. EXPENDITURE PROPOSALS**

### **7.1 EXPENDITURE PROPOSALS**

Cost information must not be included with the Respondent's Narrative Proposal. Attached **Form C, Expenditure Proposal** of this RFA includes the template for submitting the Expenditure Proposal for the initial one (1) year. Instructions and examples for completing the Expenditure Proposal are below and are included in the attached template, **Form C, Expenditure Proposal**.

Respondents shall base their **Form C, Expenditure Proposal** on the Scope described in **Article II, Scope of Grant Award**. 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 the contract resulting from this RFA are deemed rejected by HHSC.

Applicants must break down project costs in each submitted **Form C, Expenditure Proposal** to a degree that is sufficient to determine if costs are reasonable, allowable, allocable, necessary for the successful performance of the project, and developed in accordance with applicable State and federal grant requirements. Please reference **Appendix D, FY2021 SNAP-Ed Plan Guidance, Section 3, Financial and Cost Policy**. Costs will be reviewed for compliance with TxGMS and federal grant guidance found in 2 CFR Part 200, as modified by TxGMS, with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Costs included in **Form C, Expenditure Proposal** will be entered into budget tables and supported by narrative descriptions describing the need for the requested cost and a calculation demonstrating how the cost was arrived at.

#### **7.1.1 Expenditure Proposal Required for Each Proposed Priority Project**

A **Form C, Expenditure Proposal** is required for each proposed Priority Project. A separate **Form C, Expenditure Proposal** must be submitted by the Applicant for each proposed Priority Project as described in **Article II, Scope of Grant Award**. Each **Form C, Expenditure Proposal** submitted for a proposed Priority Project shall identify the associated costs to be requested from HHSC for the proposed Priority Project as a whole.

On the Budget Summary tab of **Form C, Expenditure Proposal** for a proposed Priority Project, Applicants shall identify the following information about the submitted Expenditure Proposal:

- a. **Priority Project Proposed:** The Priority Project Proposed will be Health Care Priority Project.

- b. **Target Audience:** The Target Audience that will be served by the proposed Priority Project as defined in **Section 2.1.1, Target Audience**. Applicants should enter A, B, C, or a combination of these options;
- c. **Intervention Approach:** The Required Intervention Approach that will be implemented as defined in **Section 2.5.2, Required Intervention Approaches** (Applicants should enter Approach One and at least one additional approach: Approach Two or Approach Three); and

**Subrecipient/Subcontractor Name (if applicable):** Leave blank on the Budget Summary tab for Expenditure Proposals submitted for Priority Projects as a whole.

In a **Form C, Expenditure Proposal** submitted for a proposed Priority Project as a whole, the Contracts tab should include a line item for all proposed Subrecipient(s) and/or Subcontractor(s) who the Respondent plans to work with for the corresponding proposed Priority Project during the term of the agreement via a contract, subaward, etc.

#### **7.1.2 Expenditure Proposal Required for Each Proposed Subrecipient and/or Subcontractor**

A **Form C, Expenditure Proposal** is also required for each proposed Subrecipient and/or Subcontractor. In addition to the required Expenditure Proposal for each proposed Priority Project, as detailed above, the Respondent is also required to submit an additional **Form C, Expenditure Proposal** for each Subrecipient(s) and/or Subcontractor(s) the Respondent plans to work with for any proposed Priority Projects during the term of the agreement.

A unique **Form C, Expenditure Proposal** submitted for each proposed Subrecipient/Subcontractor(s) should identify the associated costs the Applicant is requesting from HHSC for this specific Subrecipient/Subcontractor for all proposed Priority Projects during the term of the agreement. If an Applicant is proposing for a Subrecipient/Subcontractor to work on multiple proposed Priority Projects, only one **Form C, Expenditure Proposal** is required per each proposed Subrecipient/Subcontractor.

The Subrecipient/Subcontractor(s) being proposed by the Applicant are determined by the following documents submitted in the Applicant's Solicitation Response. The same proposed Subrecipient/Subcontractor(s) should be included for each item below in the Applicant's Solicitation Response:

- a. **Form B, Project Description Work Plan**, see response to Question 20a;
- b. **Form C, Expenditure Proposal** submitted for each proposed Priority Project as a whole, see line items entered on the Contracts tab; and
- c. **Form C, Expenditure Proposal** submitted for each proposed Subrecipient/Subcontractor(s).

On the Budget Summary tab of **Form C, Expenditure Proposal** for a proposed Subrecipient/Subcontractor, Applicants shall identify the following information about the submitted Expenditure Proposal:

- a. **Priority Project Proposed:** The Priority Project Proposed will be a Health Care Priority Project.
- b. **Target Audience:** The Target Audience that will be served by the proposed Subrecipient/Subcontractor as defined in **Section 2.1.1, Target Audience** (Applicants should enter A, B, C, or a combination of these options);
- c. **Intervention Approach:** The Required Intervention Approaches that will be implemented by the proposed Subrecipient/Subcontractor as defined in **Section 2.5.2, Required Intervention Approaches** (Applicants should enter Approach One, Approach Two, Approach Three, or a combination of these options if the Subrecipient/Subrecipient will work on multiple intervention approaches); and
- d. **Subrecipient/Subcontractor Name:** The legal business name of the proposed Subrecipient/Subcontractor whose associated costs are included in the **Form C, Expenditure Proposal**.

### 7.1.3 Budget Categories

All submitted **Form C, Expenditure Proposal(s)** can include requested costs in the following allowable budget categories. Costs do not need to be requested in every budget category:

- a. **Salary and Fringe Benefits:** Salaries are the actual cost of employee salaries devoted to working on activities directly related to the HHSC funded program. The Respondent shall provide the position title for each staff member that will support the SNAP-Ed services, certification or license for the position (if applicable), number of FTEs with this title, if the position is currently vacant or filled, justification for the position, percentage spent on management/administrative duties, percentage of time spent on service delivery, amount of annual salary, amount of monthly salary, and the number of months the position will be funded by this grant. 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 organization's total fringe benefit costs by total wage/salary costs.



1. Provide specific calculations that show how these costs were derived. These costs are allowable to the extent that they are identified in the contract budget and conform to 2 CFR Part 200.
- b. **Travel:** Travel expenses are the costs of transportation, lodging, meals and other related expenses incurred by employees of the organization while performing duties relevant to the SNAP-Ed program. In-state and out-of-state travel is allowed. Out-of-State travel is travel outside of the State of Texas to attend conferences and training. Out-of-State travel must have HHSC's prior approval at least thirty (30) calendar days in advance of the travel dates.
  1. In-state and out-of-state travel costs must include travel purpose (justification of need for travel, including how attendance will benefit the SNAP-Ed Program Goals and Objectives), travel destination (city, town, or county or indicate local travel if travel is in the same county), number of days and number of staff traveling.
  2. Other travel costs are incurred in direct support of SNAP-Ed and includes items such as traveling to outlying counties at least once per month, tolls, parking fees, etc. 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/texttravel/rates/current.php>. Do not enter costs for consultant's travel or consultant's local transportation.
- c. **Educational Materials:** Educational materials include nutrition-based educational and promotional materials that address SNAP-Ed topics and are for use with, or distribution to, the SNAP-Ed audience. The production of State SNAP-Ed materials, for which no other comparable materials exist, that support the State's goals and objectives for SNAP-Ed and will be used with or distributed to the SNAP-Ed audience. States are encouraged to collaborate with other FNS programs on the messages conveyed in SNAP-Ed materials and in sharing the production costs. The line item details relate to the costs of activities directly associated with carrying out the statement of work that directly apply to the total rate and number of units to provide services for a Client. For each educational material, list the following for each item: description, purpose and justification, number of units, cost per unit and total amount.
- d. **Non-Capital Equipment/Office Supplies:** Supplies are defined as consumable items necessary to carry out the services under this HHSC program including office supplies, patient educational supplies, software and any items of tangible items other than those defined under equipment. The line items should relate to the costs of activities directly associated with carrying out the statement of work that directly apply to the total rate and number of units to provide services for a Client. List the following for each item: description, purpose and justification, and total cost.

All controlled assets and general purpose equipment must have HHSC prior approval. Inclusion in an approved budget does not constitute approval. [2 CFR Part 200 - §200.48](#) defines general purpose equipment as equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

- e. **Professional or Contractual Services:** All proposed Subrecipient/Subcontractor(s) should be included as a line item on the Contracts tab in the **Form C, Expenditure Proposal** submitted for the proposed Priority Project as a whole. Additionally, for Applicants requesting funds under the Professional or Contractual Services budget category, a **Form C, Expenditure Proposal** should be submitted for each Contract line item, or proposed Subrecipient/Subcontractor, to identify costs affiliated with the proposed Subrecipient/Subcontractor.
1. In the Expenditure Proposal for each requested Subrecipient/Subcontractor, list the name of the service, provide a description of the service(s), justification, method of payment, number of months, hours, units, etc., rate of payment and a total.
  2. If the name of the Subrecipient/Subcontractor, exact scope of work and estimated total costs are not available or have not been negotiated, enter something such as “Subrecipient/Subcontractor A” as the Subrecipient/Subcontractor 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.
  3. If a Subrecipient/Subcontractor requests to contract out services, via a third-party contract, at a cost equal to or exceeding \$100,000 over the life of the proposed contract, the Subrecipient/Subcontractor must obtain prior written approval from HHSC before entering into the contract and any grant resulting from this RFA.
- f. **Building Cost or Cost of Publicly-Owned Building Space:** In the Expenditure Proposal, enter the description of the item, purpose and justification, and total cost.
- g. **Other Costs - Maintenance and Repair:** In the Expenditure Proposal, enter the description of the item, purpose and justification, and total cost.
- h. **Other Costs - Institutional Memberships and Subscriptions, if applicable:** In the Expenditure Proposal, enter the description of the item, purpose and justification, and total cost.

- i. **Other Costs - Equipment and Other Capital Expenditures, if applicable:** Enter the description of the item, purpose and justification, and the cost of any equipment purchases into the Expenditure Proposal. Equipment is defined as an article of non-expendable, tangible property having a useful life of more than one (1) 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.”
- j. **Indirect Costs, if applicable:** The Applicant may request indirect costs if it has a current indirect cost rate agreement and a central service cost allocation plan approved by the Health and Human Services agency or at a rate less than 10% of the direct charges. Enter the total amount of indirect costs, if any, into the Expenditure Proposal.

In the submitted **Form C, Expenditure Proposal**, both for proposed Priority Projects and proposed Subrecipient/Subcontractors (if applicable), identify the most recent Indirect Cost rate. This is either an approved indirect cost rate, Central Service Cost Allocation Plan, or the De Minimis Rate in accordance with 2 CFR Part 200. [2 CFR Part 200 - §200.416](#) provides additional information on an indirect cost rate and a Central Services Cost Allocation Plan. Applicant should select the most recent Indirect Cost rate that applies (either approved indirect cost rate, Central Service Cost Allocation Plan, or De Minimis Rate). The ‘Indirect Cost Method Used’ dropdown menu in row 14 lists these three selections: De Minimis Rate, Indirect Cost Rate, and Central Service Cost Allocation Plan. If no indirect costs are requested, enter "none." If the Applicant requested indirect costs, please submit **Exhibit K, HHS Indirect Cost Rate Questionnaire** along with a copy of the indirect cost rate certificate.

## 7.2 FINANCIAL CAPACITY

Applicants must supply evidence of financial capacity sufficient to demonstrate reasonable stability and solvency appropriate to the requirements of this procurement.

Applicants must submit the following:

- a. Current financial statements;
- b. Most current two (2) years of audited financial reports including:
  1. All supplements;
  2. Management discussion and analysis;
  3. Actuarial opinions;
  4. Notes to financial statements; and
  5. Audit opinions and any Audit findings.

At a minimum, such financial statements and reports include:

- a. Balance sheet;
- b. Statement of income and expense;

- c. Statement of changes in financial position;
- d. Cash flows; and
- e. Capital expenditures.

These documents must be submitted as an attachment to **Form E, Financial Capacity** and must include the name of the Applicant on each page of the supporting documents submitted. Please do not provide hyperlinks to the required supporting documents. Please submit PDF copies of supporting documents as attachments to **Form E, Financial Capacity**.

If the Applicant is unable to provide the annual report specified above, Respondent may, at the discretion of HHSC, provide the following alternate report:

- a. Last three (3) years un-audited financial statements, including all supplements, management discussion and analysis, and actuarial opinions;
- b. An un-audited financial statement of the most recent quarter of operation; and
- c. A full disclosure of any events, liabilities, or contingent liabilities that could affect the Respondent's financial ability to perform this grant.

At a minimum such financial statements must include the following:

- a. Balance sheet;
- b. Income statement;
- c. Statement of changes in financial position;
- d. Statement of cash flows; and
- e. Capital expenditures.

## **ARTICLE VIII. 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 grant 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, grant, contract, or purchase order. Costs of developing Solicitation Responses 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 Respondent for the performance of all contractual and grant obligations that may result from an award based on this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its Subrecipients/Subcontractors.

### 8.1.3 Public Information Act – Respondent Requirements Regarding Disclosure

Proposals and grants are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Other legal authority also requires HHSC to post grants and Proposals on its public website and to provide such information to the Legislative Budget Board for posting on its public website.

Under the PIA, certain information is protected from public release. If Respondent asserts that information provided in its Solicitation Response is exempt from disclosure under the PIA, Respondent must:

a. Mark Original Proposal:

1. Mark the Original Proposal, on the top of the front page, the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font or larger); and
2. Identify, adjacent to each portion of the Solicitation Response that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Proposal);

b. Certify in Original Proposal – HHS Solicitation Affirmations (attached as **Exhibit A** to this Solicitation):

Certify, in the designated section of the HHS Solicitation Affirmations, Respondent’s confidential information assertion and the filing of its Public Information Act Copy; and

c. Submit Public Information Act Copy of Proposal:

Submit a separate “Public Information Act Copy” of the Original Proposal (in addition to the original and all copies otherwise required under the provisions of this Solicitation). The Public Information Act Copy must meet the following requirements:

1. The copy must be clearly marked as “Public Information Act Copy” on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font or larger);

2. Each portion Respondent claims is exempt from public disclosure must be redacted (blacked out); and
3. Respondent must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in Subsection (c) of this section must be identical to those set forth in the Original Proposal as required in Subsection (a)(2), above. The only difference in required markings and information between the Original Proposal and the “Public Information Act Copy” of the proposal will be redactions - which can only be included in the “Public Information Act Copy.” There must be no redactions in the Original Proposal.

**By submitting a response to this Solicitation, Respondent agrees that, if Respondent does not mark the Original Proposal, provide the required certification in the HHS Solicitation Affirmations, and submit the Public Information Act Copy, Respondent’s Proposal will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on HHSC’s public website, and posted on the Legislative Budget Board’s public website.**

**If any or all Respondents submit partial, but not complete, information suggesting inclusion of confidential information and failure to comply with the requirements set forth in this section, HHSC, in its sole discretion and in any solicitation, reserves the right to (1) disqualify all Respondents that fail to fully comply with the requirements set forth in this section, or (2) to offer all Respondents that fail to fully comply with the requirements set forth in this section additional time to comply.**

Respondent should not submit a Public Information Act Copy indicating that the entire proposal is exempt from disclosure. Merely making a blanket claim that the entire proposal is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire proposal subject to release under the PIA.

Proposals should not be marked or asserted as copyrighted material. If Respondent asserts a copyright to any portion of its proposal, by submitting a Proposal, Respondent agrees to reproduction and posting on public websites by the State of Texas, including HHSC and all other State agencies, without cost or liability.

HHSC will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this Solicitation process, Respondent acknowledges that all information, documentation, and other materials submitted in the Proposal in response to this Solicitation may be subject to public disclosure under the PIA. HHSC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney General. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. HHSC assumes no

obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondents.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, please refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general's Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the Public Information Act Handbook, please visit the attorney general's website at <http://www.texasattorneygeneral.gov>.

#### **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. Requests should be directed to the HHSC Sole Point of Contact identified in **Article III, Administrative Information**.

#### **8.1.5 Additional Information**

By submitting a 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 grant requirements. By submitting a 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 Proposals.

### **ARTICLE IX. SUBMISSION CHECKLIST**

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

One USB drive will contain the Original Solicitation Response Package. A second USB drive will contain the Copies of the Solicitation Response Package. A third USB drive will contain the Public Information Copy of the Solicitation Response Package (if applicable).

#### **1<sup>st</sup> USB: Original Solicitation Response Package**

The Solicitation Package must include the Solicitation Response in one of the approved submission methods identified in **Section 3.6, Solicitation Response, Submission, and Delivery**. The Original Solicitation Response Package should be an **electronic-copy** consisting of the three (3)

parts described in detail below, each under separate cover and clearly labeled "Original" on each. Electronic copies must be on a USB Drive and separated by folders. Each submitted document must be a separate file on the submitted USB. USB - please do not combine all documents within the submitted proposal into one PDF file.

**a. Required Forms**

- 1. Form F: Respondent Information \_\_\_\_\_
- 2. Form A: Narrative Proposal \_\_\_\_\_
- 3. Form B: Project Description Work Plan\* \_\_\_\_\_
- \*Submit a unique Form B for each proposed Priority Project per Section 5.2.1 \_\_\_\_\_
- 4. Form D: Administrative Entity Information \_\_\_\_\_
- 5. Form C: Expenditure Proposal\*\* (in Excel file format, NOT PDF) \_\_\_\_\_
- \*\*Submit a unique Form C for each proposed Priority Project per Section 7.1.1 \_\_\_\_\_
- \*\*Submit a unique Form C for each proposed Subrecipient/Subcontractor per Section 7.1.2 \_\_\_\_\_
- 6. Form E: Financial Capacity \_\_\_\_\_

**b. Required Exhibits**

- 1. Exhibit A: HHS Solicitation Affirmations \_\_\_\_\_
- 2. Data Use Agreement (DUA) – Standard **or** Governmental Entity Version:
  - i. Exhibit C: Data Use Agreement (DUA) Standard Version \_\_\_\_\_
  - ii. Exhibit C-1: DUA Version 8.5 Governmental Entity Version \_\_\_\_\_
- 3. Exhibit C-2: Attachment 2 to DUA - Security and Privacy Inquiry (SPI) \_\_\_\_\_
- 4. Exhibit F: Exceptions \_\_\_\_\_
- 5. Exhibit F-1: Assumptions Form \_\_\_\_\_
- 6. Exhibit G: FFATA Certification \_\_\_\_\_
- 7. Exhibit H: Assurances – Non-Construction Programs \_\_\_\_\_
- 8. Exhibit I: Certification Regarding Lobbying \_\_\_\_\_
- 9. Exhibit K: HHS Indirect Cost Rate Questionnaire (if applicable) \_\_\_\_\_

**c. Signed Addenda** \_\_\_\_\_

**2<sup>nd</sup> USB: Copy of Solicitation Response Package**

Applicant will provide the following number of **electronic** copies (all clearly labeled as "copy") in addition to the electronic-copy "Original" Solicitation Response. Electronic copies must be submitted on a USB Drive and separated by folders. Each submitted document must be a separate file on the submitted USB Drive.

- **1** Electronic copy of **Required Forms**
- **1** Electronic copy of **Required Exhibits**



- 1 Electronic copy of **Signed Addenda**

### **3<sup>rd</sup> USB: Public Information Copy of Solicitation Response Package (if applicable)**

If the Respondent asserts that information provided in its Solicitation Response is exempt from disclosure under the Public Information Act, as detailed in **Section 8.3.1, Public Information Act – Respondent Requirements Regarding Disclosure**, provide the following number of **electronic** copies (all clearly labeled as "Public Information Copy") in addition to the electronic-copy "Original" Solicitation Response and electronic-copy "Copy" Solicitation Response. Electronic copies must be submitted on a USB Drive and separated by folders.

- 1 Electronic copy of **Required Forms**
- 1 Electronic copy of **Required Exhibits**
- 1 Electronic copy of **Signed Addenda**

## **ARTICLE X. LIST OF ALL EXHIBITS, FORMS, AND APPENDICES**

### **EXHIBITS**

Exhibit A, HHS Solicitation Affirmations

Exhibit B, HHSC Uniform Terms and Conditions (For information purposes, not to be returned)

Exhibit C **or** Exhibit C-1:

- i. Exhibit C: Data Use Agreement (DUA) Standard Version
- ii. Exhibit C-1: DUA Version 8.5 Governmental Entity Version

Exhibit C-2, Attachment 2 to DUA – Security and Privacy Inquiry (SPI) (Sign and submit even if not applicable)

Exhibit D, HHS Online Bid Room (For information purposes, not to be returned)

Exhibit E, Evaluation Tool (For information purposes, not to be returned)

Exhibit F, Exceptions (Submit blank if no exceptions are being sought)

Exhibit F-1, Assumptions Form (Submit blank if no assumptions are being sought)

Exhibit G, Federal Funding Accountability and Transparency Act (FFATA)

Exhibit H, Assurances – Non-Constructions Programs

Exhibit I, Certification Regarding Lobbying

Exhibit J, HHS Additional Provisions (For information purposes, not to be returned)

Exhibit K, HHS Indirect Cost Rate Questionnaire (Return a signed copy only if requesting indirect costs under this award)

### **FORMS**

Form A, Narrative Proposal

Form B, Project Description Work Plan

Form C, Expenditure Proposal

Form D, Administrative Entity Information  
Form E, Financial Capacity  
Form F, Respondent Information

## **APPENDICES**

Appendix A, Contract Requirements  
Appendix B, Dietary Guidelines for Americans 2015-2020 8<sup>th</sup> Edition  
Appendix C, Physical Activity Guidelines 2<sup>nd</sup> Edition  
Appendix D, FY 2021 SNAP-Ed Plan Guidance  
Appendix E, Key Performance Requirements (KPR)  
Appendix F, Deliverables  
Appendix G, Public Health Regions (PHR)

Please note that some appendices and exhibits have a separate cover page from the body of the document. Please review both documents.