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Pre-Submittal Respondent Conference

Request for Applications No. HHS0010223

**DSHS Ryan White HIV/AIDS Program Part B, State Services,
and HOPWA Administrative Agency for East Texas**

November 8, 2021 at 10:00AM

Agenda



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- Welcome/Introductions
- Procurement Activities
- Project Overview
- Closing Comments

Introduction

Speaker

- **Kristen Thatcher**, Grants Technical Advisor
Sole Point of Contact for RFA
Health and Human Services Commission (HHSC)
Procurement and Contracting Services (PCS)



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Procurement Roles

Procurement Team

- Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is responsible for all procurement and solicitation activities.
- Department of State Health Services (DSHS) Contract Management Section is responsible for contract management activities throughout the life of the Grant Agreements including, contract development, execution and monitoring.
- Department of State Health Services (DSHS) TB/HIV/STD Prevention and Care Unit is responsible for project scope, requirements, performance, results, and monitoring.



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Schedule of Events

Deadline for Submitting Questions

November 11, 2021 by 5:00PM

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

Tentative Date Answers to Questions Posted

Estimated: November 19, 2021

Deadline for Submission of Solicitation Applications

December 1, 2021 by 10:30AM

Anticipated Grant Agreements Start Date

April 1, 2022



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Solicitation Access

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

- The HHS Grants website is located at <https://apps.hhs.texas.gov/pcs/rfa.cfm>
- The Texas eGrants website is located at <https://txapps.texas.gov/tolapp/egrants/search.htm>

HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.

HHSC may, in its discretion, reject any and all applications or portions thereof.



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Sole Point of Contact

- All communications relating to this RFA must be directed in writing to Kristen Thatcher, Sole Point of Contact at kristen.thatcher@hhs.texas.gov.
- All communications between respondents and DSHS staff members, or any other HHS staff members, concerning this RFA are **strictly prohibited**.
- Failure to comply with these requirements may result in application disqualification.



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Executive Summary of Program

The Health and Human Services Commission (HHSC), on behalf of the Department of State Health Services (DSHS) TB/HIV/STD Prevention and Care Unit, is accepting applications for State Fiscal Year (SFY) 2022 for a single Administrative Agency (AA) to administer the following three grant agreements; Ryan White Part B (RW Part B), State Services (SS), and Housing Opportunities for Persons with AIDS (HOPWA) in the East Texas HIV Service Delivery Areas (HSDAs) as described in the RFA, Section 2.2, East Texas HASA.



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Available Funding

- The total amount of State and federal funding available under this RFA for the initial term of the Grant Agreements is approximately \$16,530,081.
- Grants awarded as a result of this RFA will be funded on a cost reimbursement basis.

East Texas AA	Initial Grant Agreement Term	Per Year Total	Additional Five (5) Months*	Total for Initial Grant Agreement Term
RW Part B	04/01/22 to 03/31/23	\$6,882,362	N/A	\$6,882,362
SS	4/01/22 to 8/31/23	\$5,205,358	\$2,168,898	\$7,374,256
HOPWA	4/01/22 to 08/31/23	\$1,604,798	\$668,665	\$2,273,463
Total				\$16,530,081



Grant Term

- The initial term of each Grant Agreement will be the same as the Budget Periods.
- All three (3) Grant Agreements will be effective on April 1, 2022.
- The Ryan White Part B Grant Agreement will end on March 31, 2023. The State Services and HOPWA Grant Agreements will end on August 31, 2023.
- Subject to the availability of funds, DSHS, at its sole discretion, may renew each Grant Agreement that results from this RFA for any period(s) of time, provided the grant term, including all renewals, does not exceed five (5) years.



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Eligible Applicants

Eligible Applicants must:

1. Be a Community-Based Organization (CBO), governmental entity, or other public or private nonprofit organization located in Texas; and
2. Propose to provide AA services to the East Texas HASA and to all HSDAs therein, as defined in the RFA, Section 2.2, East Texas HASA.



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East Texas HIV Administrative Service Area (HASA)

DSHS seeks to award three (3) Grant Agreements to a single, eligible and qualified Respondent to provide AA services in the East Texas HASA, which includes the six (6) HSDAs listed below:

1. Beaumont/Port Arthur HSDA: Hardin, Jefferson, and Orange counties;
2. Galveston HSDA: Brazoria, Galveston, and Matagorda counties;
3. Houston HSDA: Austin, Chambers, Colorado, Fort Bend, Harris, Liberty, Montgomery, Walker, Waller, and Wharton counties;
4. Nacogdoches/Lufkin HSDA: Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties;
5. Texarkana/Paris HSDA: Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, and Titus counties; and
6. Tyler/Longview HSDA: Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, and Wood counties.



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Program Requirements

To meet the objectives of this RFA, Applicants must meet the requirements detailed in Article II, Scope of Grant Award, and outlined below:

1. Funding Allocation Requirements under RW Part B, SS, and HOPWA
2. DSHS HIV-STD Program Policy Requirements for Each Grant Agreement
3. HRSA Requirements for the RW Part B and SS Grant Agreements
4. Key Staffing Requirements for the AA
5. Planning, Evaluation, and Comprehensive HIV Plan Requirements
6. Selection of Subgrantees Requirements
7. Core Medical Services and Support Services Requirements



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Program Requirements (Cont'd)

8. Health Insurance Premium and Cost Sharing Assistance Requirements
9. Collaboration in Delivery of HIV/AIDS Services Requirements
10. Quality Management (QM) Services Requirements
11. Training Requirements
12. Monitoring Requirements
13. Financial Management Requirements
14. Uniform Reporting System Data Management Requirements
15. Reporting Requirements
16. HOPWA Requirements

For additional details on requirements of this RFA, see related RFA sections in **Article II, Scope of Grant Award** in RFA HHS0010223.



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Submission of Forms

Respondents must complete and submit Forms A through I in accordance with the RFA, Article IX, Submission Checklist:

1. Form A, Face Page
2. Form B, Contact Person Information
3. Form C, Respondent Background and Experience
4. Form D, Project Work Plan
5. Form D Supporting Documentation
6. Form E, Assessment Narrative
7. Form F, Administrative Entity Information
8. Form F Supporting Documentation
9. Form G, Financial Capacity Documentation*
10. Form H, HHS Indirect Cost Rate Questionnaire
11. Form I, Expenditure Proposal

*No templates provided for this form. See related RFA section.



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Evaluation Process

A three-step selection process will be used:

1. Eligibility screening based upon Section 2.4, Eligible Respondents and Section 4.2.1, Minimum Qualifications
2. Evaluation based upon Section 4.3.1, Specific Selection Criteria
3. Final Selection is based upon Section 4.4, Final Selection.



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Specific Selection Criteria

All eligible applications will be evaluated based upon:

1. Respondent Background and Experience (20%);
2. Assessment Narrative (15%);
3. Work Plan (45%); and
4. Budget (20%).



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Submission of Exhibits

Respondents must complete and submit the following exhibits in accordance with the RFA, Article IX, Submission Checklist:

1. Exhibit A, HHS Solicitation Affirmations
2. Exhibit D, Data Use Agreement:
 - i. Exhibit D-1, Data Use Agreement - Standard Entity Version; ***or***
 - ii. Exhibit D-2, Data Use Agreement - Governmental Entity Version
3. Exhibit E, HHS Security and Privacy Inquiry (SPI)
4. Exhibit H, Exceptions (if applicable)
5. Exhibit I, Assurances – Non-Construction Programs
6. Exhibit J, Certification Regarding Lobbying
7. Exhibit K, Federal Funding Accountability Transparency Act (FFATA) Certification



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Delivery for Submission Option

Respondent must correctly deliver Solicitation Responses by the method below:

- **Submission Option #1:** Respondent shall submit the application through the HHS Online Bid Room utilizing the procedures identified in Exhibit G, HHS Online Bid Room Instructions.*
- **Submission Option #2:** Respondent shall submit responsive Applications to the correct mailing address, which is dependent upon mailing method identified in this section (see mailing address options in the RFA, Section 3.6.3, Delivery for Individual Submission Options)

*Respondents should carefully review Exhibit G, HHS Online Bid Room Instructions far ahead of the application deadline and review steps to set up account.



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Questions and Answers

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from the RFA, Section 3.4.3, Questions:

- A. Identifying Solicitation number:
- B. Section number:
- C. Paragraph number:
- D. Page number:
- E. Text of passage being questioned:
- F. Question:

Submit via email to: kristen.thatcher@hhs.texas.gov **by 5:00PM on November 11, 2021.***



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Question Deadline

- Questions are due by **5:00PM on Thursday, November 11, 2021.**
- Questions received after this deadline cannot be responded to.
- An addendum will be posted to the HHS Grants Website with the answers to questions by **November 19, 2021** (tentative).



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Closing Comments

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



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HHS Grants Website

The link is:

<https://apps.hhs.texas.gov/PCS/HHS0010223/>



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Thank you!

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