



TEXAS
Health and Human
Services

APPLICANT WEBINAR CONFERENCE

Request for Application No. HHS0012295
Special Services to Persons with Disabilities (SSPD)

April 26, 2023, at 10:00AM CT

Pre-Applicant Submittal Webinar

AGENDA



TEXAS
Health and Human
Services

- **Welcome / Introduction**
- **Procurement Activities**
- **Project Overview**
- **Closing Comments**

INTRODUCTION

Speaker

- Amy Pearson, Grants Specialist
HHSC Procurement and Contracting Services (PCS)



TEXAS
Health and Human
Services

PROCUREMENT ACTIVITIES



TEXAS
Health and Human
Services

Procurement Roles

HHSC Procurement Team

- **Procurement and Contracting Services (PCS)**- Responsible for all procurement activities.
- **Community Services**- Responsible for project scope.
- **Community Care Services Contracts (CCSC)**- Responsible for ensuring compliance with requirements, performance, results, contract management and monitoring.



TEXAS
Health and Human
Services

Schedule of Events

Deadline for Submitting Questions

April 27, 2023, by 2:00PM

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

HHSC Posts Responses to Applicant Questions

Estimated Deadline May 4, 2023

Deadline for Submission of Solicitation Responses

May 23, 2023, by 10:30 a.m. CST

Anticipated Operations Start Date

September 1, 2024



TEXAS
Health and Human
Services

Solicitation Access

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

- **The Texas E-grants is located at**
<https://hhs.texas.gov/doing-business-hhs/grants>
- **The HHSC website is located at**
<https://apps.hhs.texas.gov/pcs/rfa.cfm>

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 proposals or portions thereof.



TEXAS
Health and Human
Services

HHSC Sole Point of Contact

All communications relating to this RFA must be directed in writing to Amy Pearson, HHSC Sole Point of Contact at amy.pearson@hhs.texas.gov

All communications between respondents and other HHSC staff members concerning this RFA is **strictly prohibited.**

Failure to comply with these requirements may result in proposal disqualification.



TEXAS
Health and Human
Services

PROJECT OVERVIEW

Special Services to Persons with Disabilities (SSPD)



TEXAS
Health and Human
Services

Executive Summary

The State of Texas, by and through the Texas Health and Human Services Commission (HHSC), issues this Request for Applications (RFA) to solicit Special Services to Persons with Disabilities (SSPD).

SSPD services people of age 18 or older who qualify for Medicaid or meet the Title XX income and resource limits set by HHSC. The goal of the SSPD program is to enable consumers with intellectual and developmental disabilities (IDD) to achieve habilitative or rehabilitative goals.



TEXAS
Health and Human
Services

Grant Award & Term

Available Funding

- \$252,126 per State Fiscal Year
- \$1,260,630 projected maximum for 5 years

Grant Term

- September 1, 2024, through August 31, 2027



TEXAS
Health and Human
Services

Eligible Applicants

Eligible Applicants must:

- Be financially solvent and adequately capitalized.
- Be authorized to do business in the State of Texas, and
- Be in good standing with the State of Texas and not demonstrate limitations, unsatisfactory performance, or significant failure(s) to meet their contractual obligations.



TEXAS
Health and Human
Services

Eligible Population

SSPD serves people ages 18 or older who qualify for Medicaid or meet the Title XX income and resource limits set by HHSC.

Refer to Appendix III, Appropriate or Inappropriate Individual Characteristics Special Services to Persons with Disabilities, in [Exhibit O, Procurement Library](#).



TEXAS
Health and Human
Services

Eligible Service Areas

The Grantee must, at a minimum, continue to provide SSPD Consumers with current SSPD services in:

- *Regions 03*
- *Region 04; or*
- *Region 07.*

Refer to [Exhibit O, Procurement Library](#) for a list of services currently provided to SSPD Consumers.



TEXAS
Health and Human
Services

Eligible Activities (1 of 3)

Applicants may submit an Application to provide one or more of the following types of services in one or multiple service areas. Services provided by this program may include the following:

1. Intensive vocational training in a structured, sheltered workshop environment, including a computer lab;
2. Employment and job skill development (which may include area businesses providing employment and wages for the Consumer, connecting with vocational assistance such as Texas Workforce Commission or Goodwill);
3. Job coaching and post-employment services;
4. Transportation or assistance with using city transportation and/or transporting to and from work or facilities;



TEXAS
Health and Human
Services

Eligible Activities (2 of 3)

5. Life skills training (communication, socialization, problem-solving, health and hygiene, emotional maturity, job readiness);
6. Social and recreational activities;
7. Case management;
8. Money management;
9. Assistance with meals (including nutrition planning and table preparation);
10. Housing and living assistance (assistance with landlords for things such as apartment repairs, applying for benefits such as Supplemental Security Income (SSI), Medicare, or Section 8 housing assistance, and securing reliable transportation for various reasons, e.g., vocational training, doctor appointments);



TEXAS
Health and Human
Services

Eligible Activities (2 of 3)

11. Health and wellness (assistance finding doctors, scheduling medical appointments, walking/exercising, and planning long-term wellness); and
12. Education assistance (assistance applying for additional schooling or training, e.g., GED)



TEXAS
Health and Human
Services

Program Requirements

To meet the mission and objectives of HHSC and the SSPD Program, Grantees must be in compliance with the requirements of:

- [Exhibit D, Contract Requirements](#)



TEXAS
Health and Human
Services

Deliverables

Each Grantee awarded a Grant Agreement as a result of this RFA must submit all Deliverables in compliance with:

- **Exhibit E, Deliverables**
- **Exhibit F, Key Performance Requirements (KPR)**



TEXAS
Health and Human
Services

Submission Of Forms

Respondents must complete and submit Forms A through D per Article XIII. Submission Checklist to address all requirements of application.

- Form A, Applicant Information
- Form B, Administrative Information
- Form C, Contract Monitoring Questionnaire
- Form D, Narrative Proposal



TEXAS
Health and Human
Services

Submission Of Exhibits

Applicants must complete (sign) and submit per Article XIII. Submission Checklist the Exhibits listed below to address all requirements of application:

- **Exhibit A, HHS Solicitation Affirmations v2.3**
- **Exhibit G, Expenditure Proposal Template**
- **Exhibit H, HHS Data Use Agreement (version 8.5)**
- **Exhibit H-1, Texas HHS System-Data Use Agreement-Attachment 2, Security and Privacy Inquiry (SPI)**
- **Exhibit K, Assurances – Non-Construction Programs**
- **Exhibit L, Certification Regarding Lobbying**
- **Exhibit M, Federal Funding Accountability and Transparency Act (FFATA) Certification Form**
- **Exhibit N, Exceptions Form, *if applicable***



TEXAS
Health and Human
Services

Evaluation Process

A three-step selection process will be used:

1. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
2. Evaluation based upon specific criteria; and
3. Final selection based upon State priorities and other relevant factors, as outlined in Section 10.1, Final Selection.



TEXAS
Health and Human
Services

Evaluation Criteria

Qualified Applications shall be evaluated based upon:

- 1) Qualifications/Experience (10%);
- 2) Performance Requirements/Deliverables (60%);
and
- 3) Expenditure Proposal (30%).



TEXAS
Health and Human
Services

PCS CLOSING COMMENTS



TEXAS
Health and Human
Services

Delivery For Submission Options

Applicants must correctly submit Solicitation Responses by one of the methods below:

A. Option#1: Applicant shall submit the following through the **HHS Online Bid Room** utilizing the procedures in **Exhibit I, HHS Online Bid Room**.

Applicants shall upload the following documents:

- One (1) copy marked as "Original Application" that contains the Applicant's entire application in a Portable Document Format ("PDF") file; and
- One (1) copy of the completed **Exhibit G, Expenditure Proposal**, in its original **Excel format**.
- One (1) copy of the complete Application Marked as "Public Information Act Copy," if applicable, in accordance with **Section 12.1, Texas Public Information Act**, in a PDF file.



TEXAS
Health and Human
Services

Delivery For Submission Options

B. Option#2 Sealed Package with USB Drives: Applicant shall submit responsive applications via USB on two (2) USB drives:

- a. One (1) USB labeled “Original” and MUST include the completed Exhibit G, Expenditure Proposal, in its original **EXCEL format**; and
- b. One (1) USB labeled “Public Information Act Copy”, if applicable and in accordance with Section 12.1 Texas Public Information Act.

Applicant must deliver an Application submitted via USB by one of the methods below:

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



TEXAS
Health and Human
Services

Questions & Answers

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

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



TEXAS
Health and Human
Services

Question Deadline

- Questions must be received by the Sole Point of Contact by the Deadline for Submitting Questions set forth in Article 7.1, Schedule of Event.

★ Questions are due **April 27, 2023, by 2:00PM**

- Questions received *after* this deadline **cannot** be responded too.
- An addendum will be posted HHS Grants Website with the answers to questions on or after May 4, 2023.



TEXAS
Health and Human
Services

Closing Comments

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



TEXAS
Health and Human
Services

HHS Website

The link is: <https://resources.hhs.texas.gov/rfa>



TEXAS
Health and Human
Services

Thank You!

RFA No. HHS0012295