

## EXHIBIT H

### HHS Online Bid Room

Responses for this Request for Application (RFA) may be submitted electronically using the HHS Online Bid Room or any other method identified in the RFA. *Use of the HHS Online Bid Room is optional and is subject to the same terms and conditions, affirmations, and other requirements of the RFA as other methods of submission.*

**Read and review** the RFA and all associated documents carefully before completing and submitting an Application in the form and manner described in the RFA. ***Exhibits requiring signatures must be signed and included with the Response by the RFA deadline.***

**Questions** regarding the RFA must be addressed to the Point of Contact in the RFA.

**Submit** the Application in the form and manner described in the RFA on or before the Response due date and time.

**IMPORTANT:** The RFA will identify the specific form and method of delivery. Failure to adhere to the requirements in the RFA may result in disqualification.

#### **Access to the HHS Online Bid Room is a two-step process.**

Step 1: Register for the Enterprise Portal using the Enterprise Portal Link at the following URL: <https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/>. It can take up to five (5) business days to receive Applicant's user name and password. If Applicant does not receive this information within five (5) business days, email [pcsbids@hhsc.state.tx.us](mailto:pcsbids@hhsc.state.tx.us).

**Note:** *Applicants who already have access to the Enterprise Portal for other applications, must complete a new registration to receive access to the online bid room. The new registration must be completed with a different email than the original account as the Enterprise Portal does not allow the same email address to be used for two different accounts.*

Step 2: Using the Enterprise Portal login credentials Applicant will receive via email, Applicant can request the necessary HHS Online Bid Room user name and password to enter the HHS Online Bid Room to submit Applicant's response to the Solicitation electronically.

See HHSC's resources page for a tutorial, guidebook, and other resources to help Applicant use the HHS Online Bid Room at the following URL: <https://www.hhs.texas.gov/business/contracting-hhs/hhs-online-bid-room>.

**IMPORTANT:** Allow enough time for the registration process to submit Applicant's Application by the due date. **Late Applications are not accepted.**

**The optional use of the HHS Online Bid Room and any resulting technical difficulties that may prevent a successful, responsive electronic submission of an Application shall not be sufficient basis for a protest of a grant award.**