

HHSC Title V Maternal and Child Health Fee-For-Service Program RFA

HHS0013927 Attachment 2 to Addendum 1, Answers to Questions

Applicant Questions and Answers			
RFA Number:		RFA/Grant Name:	
HHS0013927		Title V Maternal and Child Health Fee-for-Service Program	
PCS Grant Specialist Name		PCS Grant Specialist Email	
John Norton		John.Norton2@hhs.texas.gov	
#	Reference	Applicant Question	Agency/Program Response
1	<p>Article VI. Application Forms and Exhibits for Submission, Section 6.1 Proposal, Paragraph 1, Page 25:</p> <p>"Using Form C, Applicant Background and Readiness, Form D, Texas Counties Served by Region, Form F. Performance Measures and Funding Ceiling Request, and Form G. Subgrantee Information listed in Article XIII, Submission Checklist and attached to this RFA, Applicants shall describe their proposed activities, processes, and methodologies to satisfy all objectives described in Article II, Scope of Grant Project, including the Applicant's background, job descriptions, readiness, Texas counties served, performance measures, and Subgrantee information, if appropriate. Applicants should identify all</p>	<p>(Regarding Exhibits C, D, E, F, and G)</p> <p>On page 25, the RFA doesn't explicitly require a formal proposal or budget narrative to include in the submission. Should these two items be created following the section order on page 46 and included in the submission along with the forms, or should Applicants only submit the forms that are listed in Section XIII. Submission Checklist as a complete application?</p>	<p>Refer to Article XIII, Submission Checklists, of the RFA which states in its 3rd paragraph "[t]his Submission Checklist identifies the documentation, forms and exhibits that are required to be submitted as part of the Application."</p> <p>See also Section 6.2, Requested Funding, of the RFA.</p>

	<p>proposed tasks to be performed, including all Project activities, during the Grant Project Period. Applicants must complete and submit all required forms and exhibits.”</p> <p>Article XIII. Submission Checklist, Item B, Page 46:</p> <p>“Proposal (The Proposal must be titled “Proposal” and include the Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.)</p>		
2	<p>Article III. Applicant Eligibility Requirements, Section 3.1 Legal Authority to Apply, second paragraph, page 20:</p> <p>“Each Applicant may only submit one (1) grant Application. Applicants may apply for any or all service categories in the same Application.”</p>	<p>Currently, our organization is a contractor for Title V Child Health and Title V Child Dental Program and have been for over 10 years. We are serving in 2 different regions in the state of Texas-Region 6 and Region 3. We currently have 2 Title V contracts for EACH regions. Can we apply for two separate grants for each region we serve, which is how we have applied in the past? I just want to inform you that we serve 4 counties in each region. Please guide us.</p>	<p>Refer to Section 5.1, Grant Funding Source and Available Funding, which states in its first paragraph that “Applicants may apply for any combination of the services listed above.” Applicants must select all counties where its organization intends to provide services on Form D, Texas Counties Served by Region.</p>

3	<p>Article VIII. Application Organization and Submission Requirements, Section 8.5 Application Composition, Item D, Page 33:</p> <p>“Include page numbering for each section of the Application, and”</p>	<p>Do you want continuous page numbering from Section A through Section C?</p> <p>For example, if there are 103 pages in the total RFA submission, will we number pages continuously from Page 1 to Page 103? Or do you want us to have Page 1 through whatever the last page is for Section A, and then start Section B with Page 1 through its last page and finally start Section C with Page 1 through its last page? Please give clarity</p>	<p>Applicant may number pages consecutively throughout the Application or restart numbering for each section identified in Article XIII, Submission Checklist, of the RFA. Refer to Section 8.5(d) of the RFA.</p>
4	<p>Article IX. Application Screening and Eligibility Review, Section 9.4 Eligibility Review, paragraphs 1-5, page 36:</p> <p>“Part II of Form C includes additional questions related to Applicant’s qualifications. All questions in Part II of Form C will be reviewed and scored as follows:</p> <p>A “YES” response on questions 2.1 – 2.4 Form C is worth five (5) points; and</p> <p>A “NO” response on questions 2.1 – 2.4 Form C is worth zero (0) points.</p> <p>Please note that the maximum points available on question 2.1</p>	<p>Currently our organization is a contractor for Title V Child Health and Title V Child Dental Program and have been for over 10 years.</p> <p>We are going to check box Yes for question 2.1 of part II of form C for</p> <ul style="list-style-type: none"> •Title V Child Health Services (TVCH); Child and adolescent health services (birth through 21 years) •Title V Child Dental Services (TVCD); Child and adolescent dental services (birth through 21 years) <p>Do we have to mark “N/A”, “NO”, or leave the answer blank if we are not seeking funding for Title V Prenatal Medical Services (TVPM) and for Title V Prenatal Dental Services (TVPD)?.</p>	<p>Applicant must select “N/A” for program services not applicable to the Applicant for the purpose of requested funding. Refer to instructions in Part II of the Form C, Applicant Background and Readiness.</p>

	will be achieved by marking any subsection of 2.1 as “YES”. The System Agency will review Applicant’s responses to Part II of Form C and enter the corresponding scores using Exhibit F. The maximum number of points available to any Applicant is 20 (5 points per question on Part II of Form C).”		
5	<p>Article IX. Application Screening and Eligibility Review, Section 9.4 Eligibility Review, Paragraph 4, page 36:</p> <p>“An Applicant who selects “NO” on any question in Part II of Form C must provide information describing how the item will be resolved prior to the start of the Grant Period. Any such information may be considered as other relevant information under Section 10.1 and will be addressed during negotiations as stated in Section 10.2.”</p>	<p>Currently our organization is a contractor for Title V Child Health and Title V Child Dental Program and have been for over 10 years. If we mark “N/A” if we are not seeking funding for Title V Prenatal Medical Services (TVPM) and for Title V Prenatal Dental Services (TVPD) do we still have to provide information in the box at the end of Form C, correct?</p>	<p>If Applicant selects “N/A”, no additional information needs to be provided in the text box on Form C, Applicant Background and Readiness. Providing information in the text box is only required for any “No” response. Refer to instructions on the Form C, Applicant Background and Readiness.</p>

6	<p>Article IX. Application Screening and Eligibility Review, Section 9.4 Eligibility Review, paragraph 5, page 36:</p> <p>“If an Applicant scores between fifteen (15) and twenty (20) points (with zero or one “NO” responses), they will move to the negotiation phase. If an Applicant’s score is ten or below (two or more “NO” responses), they are disqualified from the selection process.”</p>	<p>We are a current contractor and have been for over 10 years, for the DHHS Title V Child Health Services and Title V Child Dental Services. Will answering “NO” or “N/A” to the Title V Prenatal Medical and Dental programs negatively impact our application?</p>	<p>Marking "No" or "N/A" on Form C, Applicant Background and Readiness, may disqualify Applicant from the Selection process. Refer to Section 9.4, Eligibility Review, of the RFA; Form C, Applicant Background and Readiness; and Exhibit F, Applicant Eligibility Review Tool.</p>
7	<p>Form B, Administrative Entity Information:</p> <p>“Address each of the assessment questions listed below. Please indicate each of the corresponding question number(s) on the submitted narrative response. A maximum of five (5) additional pages may be attached if needed (excluding the company ownership structure graphic and the organization chart requested under Company Profile).”</p>	<p>We would like a little more clarity regarding the total number of pages that can be submitted. Does this mean that a maximum total of 8 pages can be submitted when answering questions of Form B Administrative Entity Information?</p>	<p>Refer to Form B, Administrative Entity Information, which states in its second paragraph that “[a] maximum of five (5) additional pages may be attached if needed (excluding the company ownership structure graphic and the organization chart requested under Company Profile).”</p>

8	Form D, Texas Counties Served by Region, pages 2-3	We are currently providing services in region 6 however, planning to extend our services to region 3. Do we need to make two separate applications for different regions or one application to cover both regions?	Refer to Section 5.1, Grant Funding Source and Available Funding, which states in its first paragraph that "Applicants may apply for any combination of the services listed above." Applicants must select all counties where its organization intends to provide services on Form D, Texas Counties Served by Region.
9	Article VIII. Application Organization and Submission Requirements, Section 8.5 Application Composition, page 33: “(Include page numbering for each section of the Application)”	Do you want continuous page numbers on the application or separate page number series on each section?	Applicant may number pages consecutively throughout the Application or restart numbering for each section identified in Article XIII, Submission Checklist, of the RFA. Refer to Section 8.5(d) of the RFA.
10	Article XIII. Submission Checklist, Page 46: “HHSC, in its sole discretion, will review all Applications received and will determine if any or all Applications which do not include complete, signed copies of these exhibits, will be disqualified or whether additional time will be permitted for submission of the incomplete or missing exhibits. If additional time is permitted, Applicants will be notified in writing of the opportunity to provide the missing documentation by a specified	Do you want us to submit our RFA under only one PDF file that will contain all the sections scanned continuously? Or would you rather we make a separate file for each section of the RFA in each USB (ie, A. Administrative Information.pdf, B. Proposal.pdf, C. Exhibits and Addenda.pdf)? I mean each USB (Original Application and Public Information Act) has 3 file 1. Administrative Information 2. Proposal 3. Exhibits and Addenda.	Applicant must submit its Application in accordance with Section 8.3, Required Submission Method, of the RFA. See Subsections B, Submission Option #1 - HHS Online Bid Room or C, Submission Option #2 – Sealed Package with USB Drive.

	<p>deadline. Failure by an Applicant to submit the requested documentation by the deadline WILL result in disqualification. Applications that do not include Exhibit A, HHS Solicitation Affirmations v. 2.4 (completed and signed) will be disqualified. See Section 9.2, Initial Compliance Screening of Applications, for further detail.</p> <p>This Submission Checklist identifies the documentation, forms and exhibits that are required to be submitted as part of the Application.</p> <p>The Application must be organized in the order below and include each required section and the forms and exhibits identified within a section:"</p>		
11	<p>Article XII. Application Confidential or Proprietary Information, page 43:</p> <p>“Article XII. Application Confidential or Proprietary Information</p> <p>12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS</p>	<p>Do you want each section of the PIA Copy to have a PIA Cover Sheet placed before EACH section? Or do you want just one coversheet that indicates “Public Information Act Copy” on the very first page of the RFA submission for the PIA Copy?</p>	<p>Applicant must submit Public Information Act Copy of Application, if applicable, in accordance with instructions set forth in Section 12.1, Texas Public Information Act - Application Disclosure Requirements, of the RFA.</p>

Applications and resulting Grant Agreements 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 the System Agency to post grants and Applications 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 Applicant asserts that information provided in its Application is exempt from disclosure under the PIA, Applicant must:

C. Submit Public Information Act Copy of Application: Submit a separate “Public Information Act Copy” of the Original Application (in addition to the original and all copies otherwise required under the provisions of this RFA). 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);”		
12	<p>Article VIII. Application Organization and Submission Requirements, page 31:</p> <p>“8.3 REQUIRED SUBMISSION METHOD</p> <p>A. Applicants must submit their completed Applications by the Deadline for Submission of Applications provided in the Section 7.1, Schedule of Events, or subsequent Addenda, using one of the approved methods identified below. Applications submitted by any other method (e.g. facsimile, email) will not be considered and will be disqualified.</p> <p>B. Submission Option #1 HHS Online Bid Room: Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in Exhibit E, Online Bid Room.</p>	For clarification, are we supposed to only submit our RFA Proposal via USB drive? Do we need to submit a hard copy, or paper proposal in addition to the USB?	<p>Refer to Section 8.3, Required Submission Method, of the RFA which states in Subsection (A) that “Applicants must submit their completed Applications by the Deadline for Submission of Applications provided in the Section 7.1, Schedule of Events, or subsequent Addenda, using one of the approved methods identified below.”</p> <p>The two approved submission methods identified in Section 8.3, are “B. Submission Option #1, HHS Online Bid Room”, or “C. Submission Option #2, Sealed Package with USB Drives.”</p>

	<p>File Size Limitation: Restriction to 250MB per file attachment.</p> <p>1. One (1) copy marked as “Original Application” that contains the Applicant’s entire Application in a searchable Portable Document Format (“.pdf”) file.”</p>		
13	<p>Article XIII. Submission Checklist, Page 46:</p> <p>“B. Proposal [The Proposal must be titled “Proposal” and include the Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.]</p> <p>1. Form C, Applicant Background and Readiness _____</p> <p>2. Form D, Texas Counties Served by Region _____</p> <p>3. Form E, Exceptions (if applicable) _____</p> <p>4. Form F, Performance Measures and Funding Ceiling Request _____</p> <p>5. Form G, Subgrantee Information”</p>	<p>We need little clarity. According to the language mention in Article XIII Submission Checklist B Proposal. Do we have to mention in cover page of each form of C, D, E, F, G of B proposal the Title Proposal and applicant legal name, RFA no. and name of Grant Program. or DO we have to make cover page of each section (Administrative Information, Proposal and Exhibits and addenda) with Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Please kindly give clarity.</p>	<p>In accordance with Section 8.6, Application Organization, of the RFA the cover page with the Applicant’s legal name, RFA number, and name of grant identified, is only required for each Application section set forth in the Article XIII, Submission Checklist (e.g., “Administrative information, “Proposal”, and “Exhibits and Forms to be Submitted with Application.” There is not a requirement to provide a cover page for each form.</p>

14		<p>I received the email below. Are we needing to reapply for the Title V grant or are we automatically awarded?</p> <p>HHS0013927 Offices and Services (texas.gov)</p>	<p>Title V grant funds are not automatically awarded. As a result, current Title V grantees interested in continued funding must submit an Application to be considered for a grant under this RFA.</p>
15	<p>Article XI. Application Forms and Exhibits for Submission, Section 6.1 Proposal, Page 25</p>	<p>As per the requirements, we understand that the job description needs to be included in the proposal. However, can you please confirm which form should be used for the job description?</p>	<p>“Job descriptions” in Section 6.1, Proposal, of the RFA are listed in error and are not required. Refer to Addendum 1 to the RFA.</p>
16		<p>Regarding Contracting Monitoring Questionnaire:</p> <ol style="list-style-type: none"> 1. Do we leave the procurement number and grant number questions blank? If not, where could we find those numbers? 2. For potential attachments associated with this form, how are they to be included? As a separate PDF titled Attachments? Or merged at the end of the Questionnaire? 	<ol style="list-style-type: none"> 1. The procurement number is the same as the RFA number: HHS0013927. The grant number question may be left blank. 2. Applicant must submit its Application in accordance with Section 8.3, Required Submission Method, of the RFA. See Subsections B, Submission Option #1 - HHS Online Bid Room or C, Submission Option #2 – Sealed Package with USB Drive.

17		<p>Regarding Option #1 submission:</p> <p>I read through FAQs that HHS - Online Bid Room won't provide confirm successful submission/receipt of the application. Is this still the case?</p>	<p>Applicant may save, utilizing screen capture or print to PDF, the Online Bid Room submission confirmation screen. The Online Bid Room does not send out any confirmation of submission.</p>
18		<p>Overall Submission:</p> <p>Is there a page limit? I see we are submitting via USB/PDF files, but I want to ensure I'm reading correctly.</p>	<p>There is not a page limit for the Application. However, Form B, Applicant Entity Information, has page limits per form instructions.</p>
19	<p>Article VI. Application Forms and Exhibits for Submission, Section 6.1 Exhibits, page 25:</p> <p>“Using Form C, Applicant Background and Readiness, Form D, Texas Counties Served by Region, Form F, Performance Measures and Funding Ceiling Request, and Form G, Subgrantee Information listed in Article XIII, Submission Checklist and attached to this RFA, Applicants shall describe their proposed activities, processes, and methodologies to satisfy all objectives described in Article II, Scope of Grant Project, including the Applicant’s background, job descriptions, readiness, Texas</p>	<p>It was mention in Article VI. Application Forms and Exhibits for Submission 6.1 Proposal about Job description. My question is do we have to attach Job Description of the employees working in Title V program.</p> <p>If Yes where to attach. In the past the RFA has section for it. Please guide where we can attach it.</p>	<p>“Job descriptions” in Section 6.1, Proposal, of the RFA are listed in error and are not required. Refer to Addendum 1 to the RFA.</p>

	<p>counties served, performance measures, and Subgrantee information, if appropriate. Applicants should identify all proposed tasks to be performed, including all Project activities, during the Grant Project Period. Applicants must complete and submit all required forms and exhibits.”</p>		
20	<p>Article XIII. Submission Checklist, page 46</p> <p>B. Proposal [The Proposal must be titled “Proposal” and include the Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.]</p> <ol style="list-style-type: none"> 1. Form C, Applicant Background and Readiness _____ 2. Form D, Texas Counties Served by Region _____ 3. Form E, Exceptions (if applicable) _____ 4. Form F, Performance Measures and Funding Ceiling Request _____ 5. Form G, Subgrantee Information 	<p>Do we have to only write on cover sheet of proposal</p> <p>Applicant’s Legal Name, the RFA No., and the name of the Grant Program.</p> <p>or also on the coversheet of</p> <p>A. Administrative Information</p> <p>C. Exhibits and Addenda to be Completed, Signed, and Submitted with Application</p>	<p>In accordance with Section 8.6, Application Organization, of the RFA the cover page with the Applicant’s legal name, RFA number, and name of grant identified, is only required for each Application section outlined in the Article XIII, Submission Checklist (e.g., “Administrative information, “Proposal”, and “Exhibits and Forms to be Submitted with Application”). There is not a requirement to provide a cover page for each form.</p>

21	<p>Article VIII. Application Organization and Submission Requirements, Section 8.5 Application Composition, page 33:</p> <p>“E. Include signature of Applicant’s authorized representative on all exhibits and forms requiring a signature. Copies of the Application documents should be made after signature.”</p>	<p>My question is that some of the exhibits have electronic signature. Is it ok to do electronic signature or printed signature required</p>	<p>Both electronic and handwritten signatures are acceptable.</p>
22	<p>Form B Administrative Entity Information, 2. Company Profile, page 1:</p> <p>“e. The location of the Applicant’s company headquarters and any field office(s) that may provide services for any resulting Grant Agreement under this RFA.”</p>	<p>Do we have to add all our clinic address. Please kindly guide</p>	<p>Applicant must provide address for any clinic that may provide services for any resulting Grant Agreement under this RFA. Refer to Section 2, Company Profile, on Form B, Administrative Entity Information, Subsection (e).</p>