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Health and Human Services

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for

Texas Lactation Support Afterhours Hotline

RFA No. HHS0014015

APPLICATION SUBMISSION DEADLINE

February 28, 2024 by 10:30 a.m. Central Time

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Section I. Executive Summary, Definitions, and Statutory Authority

1.1 EXECUTIVE SUMMARY

The Texas Health and Human Services Commission (HHSC) is accepting Applications on behalf of the Texas Department of State Health Services (DSHS), the System Agency, to provide, implement, and maintain a statewide no-fee assistance service called the Texas Lactation Support Afterhours Hotline (TLSAH).

The purpose of this program is to provide after-hours clinical lactation support, triage, referral, resource sharing, and provision of general and clinical Breastfeeding information through telephone counseling to Service Recipients by International Board-Certified Lactation Consultants (IBCLCs). This is a key element in DSHS's comprehensive effort to reduce maternal and infant mortality, reduce disparities in Breastfeeding initiation, duration, and exclusivity, increase Breastfeeding initiation, duration and exclusivity and increase the percentage of Texas mothers who report Breastfeeding for as long as they wanted to.

Applicants should reference **Section II, Scope of Grant Project**, for further detailed information regarding the purpose, background, eligible population, eligible activities, and requirements.

Grant Name:	Texas Lactation Support Afterhours Hotline
RFA No.:	HHS0014015
Deadline for Applications:	February 28, 2024 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	February 14, 2024 at 2:00 p.m. Central Time
Estimated Total Available Funding:	\$2,000,000
Estimated Total Number of Awards:	1
Estimated Max Award Amount:	\$2,000,000
Anticipated Project Start Date:	September 1, 2024
Length of Project Period:	5 years
Applicant Minimum Requirements:	Applicants must:

	<ul style="list-style-type: none"> a. Be a governmental entity, a non-governmental entity, a not-for-profit organization, a for-profit entity or an association. Individuals are not eligible to apply. b. Be on the following list if they are a professional corporation, a professional association, a Texas corporation, or a Texas limited partnership companies. Secretary of State (SOS) at https://direct.sos.state.tx.us/acct/acct-login.asp. c. Cannot be currently debarred, suspended, or otherwise excluded from or ineligible for participation in federal or State assistance programs. d. Cannot have a staff member, including the executive director, serve as a voting member on their employer’s governing board.
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To be considered for screening, evaluation and award, Applicants must provide and submit all required information and documentation as set forth in **Section VIII, Application Organization and Submission Requirements** and **Section XIII, Submission Checklist** by the Deadline for Submission of Applications established in **Section 7.1, Schedule of Events**, or subsequent Addenda. See **Section 9.2, Initial Compliance Screening for Applications**, for further details.

1.2 DEFINITIONS AND ACRONYMS

Unless a different definition is specified, or the context clearly indicates otherwise, the definitions and acronyms given to a term below apply whenever the term appears in this RFA. All other terms have their ordinary and common meaning.

Refer to all exhibits to this RFA for additional definitions.

"Abandoned Call" means a Call or other type of contact that is terminated by the person originating the contact before any conversation happens.

"Addendum" means a written clarification or revision to this RFA, including exhibits, forms, and attachments, as issued and posted by HHSC to the HHS Grants RFA website.

"Applicant" means any person or legal entity that submits an application in response to this RFA. The term includes the individual submitting the Application who is authorized to sign the Application on behalf of the Applicant and to bind the Applicant under any Grant Agreement that may result from the submission of the Application. May also be referred to in this RFA or its exhibits as "Respondent".

“Application” means all documents the Applicant submits in response to this RFA, including all required forms and exhibits. May also be referred to in this RFA as “Solicitation Response”.

“Breastfeeding” means the practice of feeding human milk to an infant or child either through direct Breastfeeding or by expressing breastmilk from the breast before feeding.

“Budget” means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, including awarded funds and any required Match, submitted as part of the Application in response to this RFA. An Applicant’s requested Budget may differ from the System Agency-approved Budget executed in the final Grant Agreement.

“Call” means contact with service recipients regardless of the communication platform used.

“Call Back Message” means returned Calls made by the Respondent when inquiries are not answered immediately by a live person and Service Recipients leave voice messages.

“CFR” means the Code of Federal Regulations which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

“Contract” is a promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. Used interchangeably with “Grant Agreement” in this RFA.

“Coordinator” means an Internationally Board-Certified Lactation Consultant (IBCLC) employed by the Respondent who manages the daily operations and requirements of the Texas Lactation Support Afterhours Hotline (TLSAH) and oversees processes to ensure that all Calls to the TLSAH receive live responses from a certified IBCLC Service Provider.

“DSHS” means the Department of State Health Services.

“Direct Cost” means those costs that can be identified specifically with a particular final cost objective under the Grant Project responsive to this RFA or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. Direct Costs include, but are not limited to, salaries, travel, Equipment, and supplies directly benefiting the grant-supported Project or activity.

“Equipment” pursuant to 2 CFR § 200.1, means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See §200.1 for capital

assets, computing devices, general purpose Equipment, information technology systems, special purpose Equipment, and supplies.

“FTE” is Full-Time Equivalent, a unit of measurement that represents the number of hours an organization's employees work during a specific measure of time (e.g., a work week) to comprise full-time employment (e.g., an employer considers 40 hours per work week full-time employment, an employee who works 40 hours a week is 1.0 FTE.) An employee who works less than full-time by the employer’s standards has a proportion of an FTE that is less than 1.0.

“Grant Agreement” means the agreement entered into by the System Agency and the Grantee as a result of this RFA, including the Signature Document and all attachments and amendments. May also be referred to in this RFA or its exhibits as “Contract”.

“Grant Term” See Contract

“Grantee” means the Party receiving funds under any Grant Agreement awarded under this RFA. May also be referred to in this RFA or its exhibits as Subrecipient or Contractor.

“HHS” includes both the Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS).

“HHSC” means the Health and Human Services Commission.

“IBCLC” means International Board-Certified Lactation Consultant, a health care professional who has met and maintains current specialist knowledge, clinical competency, and certification requirements established by the International Board of Lactation Consultant Examiners (IBLCE). Current IBCLC Professional Standards’ Clinical Competencies are [published on the IBLCE website](#).

“IBLCE” means International Board of Lactation Consultant Examiners, the independent, international certification body conferring credentials to individuals to provide expert information about Breastfeeding and lactation care, promote changes that support Breastfeeding, and help reduce the risks of not Breastfeeding.

“Indirect Cost” means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs represent the expenses of doing business that are not readily identified with the Grant Project responsive to this RFA but are necessary for the general operation of the organization and the conduct of activities it performs.

“Indirect Cost Rate” is a device for determining in a reasonable manner the proportion of Indirect Costs each program should bear. It is the ratio (expressed as a percentage) of the Grantee’s Indirect Costs to a Direct Cost base.

“Lactation” may be used interchangeably with “Breastfeeding”.

"PHI" means Protected Health Information, which is the term given to health data created, received, stored, or transmitted by HIPAA-covered entities and their business associates.

"PII" means Personally Identifiable Information, which is any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

"Progress Report" means a state-approved monthly report detailing all Calls received and services provided.

"Project" or "Grant Project" means the specific work and activities that are supported by the funds provided under the Grant Agreement as a result of this RFA.

"Project Period" is the initial period of time set forth in the Grant Agreement during which Grantees may perform approved grant-funded activities to be eligible for reimbursement or payment. Unless otherwise specified, the Project Period begins on the Grant Agreement effective date and ends on the Grant Agreement termination or expiration date, and represents the base Project Period, not including extensions or renewals. When referring to the base Project Period plus anticipated renewal or extension periods, "Grant Term" is used.

"Quality Improvement" means systematic, data-guided activities designed to bring about immediate improvements in health delivery through the TLSAH.

"Respondent" means the entity responding to this Solicitation.

"RFA" means this Request for Applications, including all parts, exhibits, forms, attachments and Addenda posted on the HHS Grants RFA website. May also be referred to herein as "solicitation."

"Satisfaction Assessment Survey" means contact with the Service Recipient that occurs after the initial Call to assess satisfaction with TLSAH service. A standard set of survey questions approved by DSHS is asked during this contact and can be made by non-clinical surveyors.

"Scope of Practice" means the activities for which IBCLCs are educated and in which they are authorized through their IBLCE certification and adherence to the IBCLC Professional Standards— to engage. Current IBCLC Professional Standards, including Scope of Practice, are [published on the IBLCE website](#).

"Service Provider" means an IBCLC who is employed by the Respondent to carry out the TLSAH services and supervised by the Coordinator, employed by Respondent.

"Service Recipient" means a person who calls TLSAH to receive lactation support services. A Service Recipient is usually an expectant or currently lactating woman residing in Texas or a personal support person, healthcare professional, or health worker who supports her.

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

“System Agency” means HHSC, DSHS, or both, that will be a party to any Grant Agreement resulting from the RFA.

“TDD” means Telecommunication Device for the Deaf, which is a teleprinter, or an electronic device for text communication over a telephone line designed for use by persons with hearing or speech difficulties.

“TLSAH” means Texas Lactation Support Afterhours Hotline, a statewide, no-fee assistance system that provides Lactation/Breastfeeding information and support by IBCLC professionals to those requesting information (Service Recipients).

“WIC” means, a federal Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the state and local agencies that administer it to provide nutritious foods, nutrition education, Breastfeeding promotion, and support to eligible participants at no charge.

“Young Child” means a child from 1 year old to 8 years old.

1.3 STATUTORY AUTHORITY

DSHS is soliciting the services listed herein under Title 10, Subtitle D of the Texas Government Code 2155.144. DSHS is authorized to enter into Contracts through Texas Health and Safety Code, Section 12.051. In addition, this Solicitation and resulting Contracts fall under Texas Government Code 2155.144

1.4 STANDARDS

Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in or included with this RFA as well as applicable statutes, requirements, and guidelines including, but not limited to applicable provisions of the Texas Grant Management Standards (TxGMS) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

Section II. Scope of Grant Project

2.1 PURPOSE

This funding opportunity invites grant Applications requesting funding for the TLSAH, a statewide no-fee assistance service that includes after-hours clinical lactation support, triage, referral, resource sharing, and provision of general and clinical breastfeeding information through telephone counseling to Service Recipients by IBCLCs. The TLSAH services provided by Contractor must follow an evidence-based methodology and follow national and State guidelines and protocols. These services will be provided by live, qualified International Board-Certified Lactation Consultants (IBCLCs) throughout the Contract period in both English and Spanish. Only one (1) entity will be funded through this Solicitation to perform TLSAH services.

2.2 PROGRAM BACKGROUND

DSHS has funded after-hours hotline telephonic clinical lactation support, triage, referral, resource sharing, and provision of general and clinical breastfeeding information and support for Texas since 2019. DSHS has devoted significant resources towards developing and maintaining this resource for Texas Mothers, a personal support person, healthcare professional, or health worker who supports her. This is a key element in DSHS's comprehensive effort to reduce maternal and infant mortality, reduce disparities in breastfeeding initiation, duration, and exclusivity; increase breastfeeding initiation, duration and exclusivity and increase the percentage of Texas mothers who report breastfeeding for as long as they want to.

The [DSHS Position Statement on Infant Feeding](#) recognizes breastfeeding as the optimal method for infant feeding. As the natural conclusion of the reproductive cycle, breastfeeding is the physiologic norm for mothers and their children. DSHS joins all major health authorities in recommending that infants, with rare exception, receive no other food or drink besides breastmilk for about the first six months of life (“exclusive breastfeeding”), with continued breastfeeding for at least one to two years of life. Further, it is recommended that initiation of breastfeeding begin immediately after birth and introduction of appropriate complementary foods begin at about six months of age. It is recognized that infants will continue to receive nutritional and immunologic benefits from human milk for as long as they receive any breastmilk, with no evidence of harm associated with extended breastfeeding of any duration.

2.3 ELIGIBLE POPULATION

The eligible population to be served under this RFA consists of Texas Mothers, a personal support person, healthcare professional, or health worker who supports her.

2.4 ELIGIBLE SERVICE AREAS

The service area eligible for Project funding under this RFA is statewide.

2.5 ELIGIBLE ACTIVITIES

This grant program may fund activities and costs as allowed by the laws, regulations, rules, and guidance governing fund use identified in the relevant sections of this RFA. Only grant-funded activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded as a result of this RFA.

This solicitation is to identify a Respondent to implement and maintain a statewide no-fee assistance service called the TLSAH. TLSAH services will include after-hours clinical lactation support, triage, referral, resource sharing, and provision of general and clinical breastfeeding information through telephone counseling to Service Recipients by IBCLCs. Respondents should describe how they will:

- a. Provide telephone counseling accessible via phone. Telephone counseling must be available in multiple languages and through TDD for those with hearing impairments. The after-hours services must be able to support twenty-four (24) hours a day, seven (7) days a week, including holidays. Business-hours hotline services on non-holiday days are generally provided for under a separate agreement with another partner;
- b. If necessary, provide additional services during daytime hours that support after-hours work. This could include warm handoffs, care coordination, or referrals from after-hours intake calls;
- c. Work with DSHS to develop standard operating procedures for TLSAH services that will be maintained through a Quality Assurance Plan;
- d. Receive referrals. Individuals may refer themselves to the TLSAH, or they may also be referred by a WIC office, healthcare professional, health worker, community provider, 211 Texas, or another source. The respondent may choose to propose expanded options (e.g., the caller could call, text, or chat via a protected website); and
- e. Serve the cultural and ethnic diversity of the Texas population and provide trauma-informed, family-centered, respectful, and supportive care.

2.6 PROGRAM REQUIREMENTS

Grant Projects funded under this RFA must meet the following program requirements:

TLSAH Services

At a minimum, the following services shall be provided:

- a. The Respondent shall ensure that IBCLC Service Providers provide professional lactation support and education, including clinical lactation support, triage, referral, and resources to Service Recipients.
- b. Clinical lactation support will follow the IBLCE Clinical Competencies for the Practice of IBCLCs while performing a comprehensive maternal and child feeding assessment related to lactation.

- c. The IBCLC Service Provider shall provide accurate, up-to-date information and clinical lactation support to address issues within the IBCLC Scope of Practice to include at a minimum, breastfeeding issues and concerns such as:
 1. Breastfeeding positioning;
 2. Sleepy, slow to wake, or lethargic baby;
 3. Breast refusal;
 4. Perceived or clinical breastmilk insufficiency;
 5. Trouble with latching or transferring milk;
 6. Breast or nipple pain, cracks, sores, or bleeding;
 7. Concerns with infant insufficient stooling, voiding, weight gain;
 8. Infant colic, crying or irritability
 9. Foremilk/hind milk imbalance;
 10. Jaundice, dehydration, or other signs and symptoms of poor milk transfer;
 11. Lactation support and feeding for mother with preterm infant / neonatal intensive care unit (NICU) graduate;
 12. Breast pain to include engorgement or mastitis;
 13. Yeast infection/thrush;
 14. Acquired preference for a bottle/bolus feeding;
 15. Perinatal mood and anxiety disorders;
 16. Socio-behavioral health concerns (e.g., interpersonal violence, substance use disorder);
 17. Encountering/managing poor social support/ negative breastfeeding attitudes;
 18. Impacts of medications on breastmilk or lactation;
 19. Banked donor human milk use and donation;
 20. Working and breastfeeding;
 21. Access to breast pumps and general information;
 22. Breastfeeding in public;
 23. Texas laws that relate to breastfeeding;
 24. Weaning/introduction of complementary foods;
 25. Information about local and statewide breastfeeding resources; and
 26. General feeding questions inclusive of safe preparation and use of infant breastmilk substitutes (commercial infant formula).
- d. The IBCLC Service Provider shall triage each call; in accordance with IBCLC standards, including use of history taking and assessment skills to:
 1. Obtain the Service Recipient's permission to provide care on breastfeeding;
 2. Ascertain the Service Recipient's goals for breastfeeding/young child-feeding;
 3. Use effective counseling and communication skills when interacting with Service Recipients;
 4. Obtain a lactation history;
 5. Identify events that occurred, before and during the pregnancy, labor and birth process that may adversely affect breastfeeding and human lactation;

6. Identify risks to lactation associated with pregnancy achieved with Assisted Reproductive Technology (ART);
 7. Assess the breasts to determine if changes are consistent with adequate function/lactation;
 8. Assess the impact of physical, mental, and psychological states of the breastfeeding parent on breastfeeding;
 9. Obtain child's health history and assess the impact of the child's medical condition on breastfeeding; and
 10. Assess social support and possible challenges.
- e. The IBCLC Service Provider shall provide information to individuals on how to access resource information related to breastfeeding, other infant and young child feeding, the benefits of exclusive breastfeeding, resources to support lactation and exclusive breastfeeding and extend duration of breastfeeding, and resources to support other maternal health needs, as applicable. The IBCLC Service Provider shall ensure information and resources provided are culturally competent and reflect understanding and comprehension applicable to Service Recipient.
 - f. The IBCLC Service Provider shall make at a minimum, the following referrals:
 1. For all questions which require a medical diagnosis, IBCLCs shall refer the individual to his/her medical provider;
 2. Local resources included on the HHSC WIC Texas Lactation Support Directory; and
 3. Other resource material currently available online, as approved by the System Agency.
 - g. If the IBCLC Service Provider is unable to provide information and clinical lactation support in the Service Recipient's primary language, they will transfer the caller to another IBCLC Service Provider who can provide information in the Service Provider's primary language or use a language line for translation support.

If the TLSAH becomes nonfunctional, the Respondent shall notify the System Agency contact person identified in Contract within one (1) hour during normal business hours. If TLSAH is not functional on a weekend, night, or holiday, upon becoming aware of such, the Respondent shall notify the System Agency the next business day by 8:00 a.m. Central Standard Time. The Respondent shall notify the System Agency within forty-eight (48) hours of system downtime due to required system maintenance to report the length of time the system will not be functioning and an outreach plan for public awareness. Respondents should include details of their contingency plan for any downtime or outages in their Solicitation Response.

2.7 REQUIRED REPORTS

Prior to the conclusion of the Contract, or in the event of termination of the Contract for any reason, Grantee shall help the System Agency in the turnover of TLSAH services, as specified in this Contract, to a new respondent.

The System Agency will monitor the Grantee’s performance, including, but not limited to, through review of financial and programmatic reports and performance measures, under any Grant Agreement awarded as a result of this RFA. The Grantee awarded a Grant Agreement as a result of this RFA must submit the following reports by the noted due dates:

REPORT	DUE DATE
Financial Status Report – Biannual basis	The 30 th of each month following the six-month period being reported
Performance Measure Reports – Monthly	The 15 th calendar day following the end of the month being reported
Annual Summary Report	The 30 th calendar day following the end of the fiscal year being reported.
Inventory Report (GC-11)- Annually	Every October 15 th beginning after 8/31/24.

Grantee shall provide all applicable reports in the format specified by System Agency in an accurate, complete, and timely manner and shall maintain appropriate supporting backup documentation. Failure to comply with submission deadlines for required reports, Financial Status Reports (FSRs) or other requested information may result in System Agency, in its sole discretion, placing the Grantee on financial hold without first requiring a corrective action plan in addition to pursuing any other corrective or remedial actions under the Grant Agreement.

2.8 PERFORMANCE MEASURES AND MONITORING

The System Agency will look solely to the Grantee for the performance of all Grantee obligations and requirements in a Grant Agreement resulting from this RFA. Grantee shall not be relieved of its obligations for any nonperformance by its subgrantees or subcontractors, if any.

Grant Agreement(s) awarded as a result of this RFA are subject to the System Agency’s performance monitoring activities throughout the duration of the Grant Project Period. This evaluation may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the grant term.

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Agreement resulting from this RFA in the manner, and within the timeframes specified in this RFA and resulting Grant Agreement, or as otherwise specified by System Agency. Grantees must submit the necessary information

and documentation regarding all requirements, including reports and other deliverables and will be expected to report monthly and annually on the measures listed below.

Monthly Performance Measure Reports must include Respondent's progress toward completion of each activity outlined above and include:

- a. Reporting on the following measures:
 1. Total call volume, including Abandoned Calls, as the total number of all Calls handled by the TLSAH;
 2. Call Back Messages receiving a live phone response within fifteen (15) minutes of the original Call;
 3. Call patterns by time of day, day of week and month, speed to answer/waiting time for Service Recipients, length of Call, the number of Calls received during times when a live answer is not available and abandonment rates;
 4. Reasons for Call, Call assessments/determinations, recommendations/care plan offered;
 5. Call response(s) to improve response and follow-up on missed Calls;
 6. Geographical location of Service Recipients by county/state/country based on zip code;
 7. Service Recipient breastfeeding status, primary language, age, race, and ethnicity information;
 8. Breastfeeding infant or child age, race, and ethnicity information;
 9. Referral sources;
 10. Type of caller (first-time or repeat caller);
 11. History and status of WIC program services;
 12. Caller's relationship to parent producing human milk (self, spouse or partner, family, or household member); and
 13. Satisfaction results for Service Recipients;
- b. All documents completed (i.e., reports, fact sheets, data, presentations, etc.); and
- c. Any barriers to or delays in activities.

The Final Annual Summary Report must include:

- a. Annual data on the following measures:
 1. Total call volume, including Abandoned Calls, as the total number of all Calls handled by the TLSAH;
 2. Call Back Messages receiving a live phone response within fifteen (15) minutes of the original Call;
 3. Call patterns by time of day, day of week and month, speed to answer/waiting time for Service Recipients, length of Call, the number of Calls received during times when a live answer is not available and abandonment rates;
 4. Reasons for Call, Call assessments/determinations, recommendations/care plan offered;
 5. Call response(s) to improve response and follow-up on missed Calls;

6. Count identifying the geographical location of Service Recipients by county/state/country based on zip code;
 7. Aggregate Service Recipient breastfeeding status, primary language, age, race, and ethnicity information;
 8. Aggregate breastfeeding infant or child age, race, and ethnicity information;
 9. Aggregate referral sources;
 10. Aggregate type of caller (first-time or repeat caller);
 11. Aggregate history and status of WIC program services;
 12. Aggregate of caller's relationship to parent producing human milk (self, spouse or partner, family, or household member); and
 13. Satisfaction results for Service Recipients;
- b. Staffing patterns for IBCLCs, including number of IBCLCs, staffing additions/changes, number of FTEs by position, and turnover rate;
 - c. All completed activities and achievement of milestones;
 - d. Information from quarterly Satisfaction Assessment Survey;
 - e. All final output and/or outcomes for activities;
 - f. All documents completed (i.e., reports, fact sheets, data, presentations, etc.);
 - g. A summary of any successes, barriers, lessons learned, delays in services; and
 - h. Any future process changes recommendations.

Additionally, Grantee shall report and notify System Agency of the following:

- a. Grantee shall notify the System Agency of any requests to develop publications or presentations (for instance, abstract and/or manuscript submissions) using TLSAH data ten (10) weeks prior to submission for System Agency review and approval. Data used in manuscript submissions and routine community presentations will remain the property of DSHS. Data shall be in aggregate form and shall not allow the identification of any individual. DSHS will be responsible for all dissemination of all publications or presentations.
- b. Grantee shall include the System Agency in the development of any marketing materials or campaigns designed to promote TLSAH and shall not print or launch it until final approval by the System Agency. Grantee shall request approval from the System Agency at least sixty (60) days prior to its anticipated printing or launch. Any approval provided by the System Agency for marketing materials or campaigns designed to promote TLSAH shall not create an endorsement of the Respondent's business, goods, and services.
- c. Grantee will respond to ad-hoc data and report requests, if needed, by the System Agency. Descriptive ad-hoc requests are expected to be acknowledged by Grantee within twenty-four (24) hours of the request and completed within five (5) business days. For more complex analyses or time-sensitive requests, the System Agency will work with the Respondent to identify a feasible timeline to fulfill the request.
- d. Grantee will attend Quarterly Progress Report Meetings and ad-hoc meetings, as requested, with the System Agency.

- e. Grantee will submit reports, using a System Agency-approved template to the deliverables inbox at CDSB@dshs.texas.gov and the System Agency Project Officer at InfantHealth@dshs.texas.gov.

If requested by System Agency, the Grantee shall report on the progress towards completion of the Grant Project and other relevant information as determined by System Agency during the Grant Project Period. To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve the Project's stated purpose.

2.9 FINANCIAL STATUS REPORTS (FSRs)

Except as otherwise provided, for Grant Agreements with categorical Budgets, Grantee shall submit quarterly FSRs to System Agency by the last business day of the month following the end of each State fiscal quarter for System Agency review and financial assessment. Through submission of a FSR, Grantee certifies that (1) any applicable invoices have been reviewed to ensure all grant-funded purchases of goods or services have been completed, performed or delivered in accordance with Grant Agreement requirements; (2) all Grantee-performed services have been completed in compliance with the terms of the Grant Agreement; (3) that the amount of the FSR added to all previous approved FSRs does not exceed the maximum liability of the Grant Award; and (4) all expenses shown on the FSR are allocable, allowable, actual, reasonable, and necessary to fulfill the purposes of the Grant Agreement.

2.10 FINAL BILLING SUBMISSION

Unless otherwise directed by the System Agency, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than forty-five (45) calendar days following the end of the term of the Grant Agreement. Reimbursement or payment requests received after the deadline may not be paid.

2.11 DATA USE AGREEMENT

By submitting an Application in response to this RFA, Applicant agrees to be bound by the terms of **Exhibit G, Data Use Agreement (DUA)**, including but not limited to the terms and conditions regarding **Exhibit G-1, DUA Attachment 2, Security and Privacy Inquiry (SPI)**, attached to this RFA.

Grantee with guidance and in collaboration with System Agency, shall maintain written data security policies, guidelines, procedures and/or protocols related to activities conducted under this Contract. Data security policies, guidelines, procedures and/or protocols shall be reviewed, and revised as needed, on an annual basis or more often as requested by Respondent or by System Agency. Respondent will submit data security policies, guidelines, policies, procedures and/or protocols to System Agency as a component of the TLSAH standard operating procedures. The standard operating procedures must be reviewed, and revised as needed, on an annual basis by October 15th

each calendar year, or more often as requested by Respondent or by System Agency. Respondent will submit the standard operating procedures to System Agency for System Agency's final review and written approval. System Agency will have final approval of the standard operating procedures.

Grantee will provide a plan describing at a minimum:

- a. Data backups and data storage in a physically secure location and with secure access controls to authorized personnel. Backup schedules will be maintained to ensure timely availability and integrity of data. All backup data containing PHI and PII will be encrypted at all times (at rest and in transit);
- b. Security measures including compliance with Enterprise Information Security Policies: The Respondent is required to meet all the security controls stated in the Texas Enterprise Information Security Policies (insert website or RFA attachment reference) and conform to all applicable State and Federal laws regarding information security. As additional State and Federal security and regulatory requirements are imposed, the Respondent shall ensure that the environment content and applications are kept up to date with the emerging requirements; and
- c. Data protection description stating how they will protect client data and send data to DSHS. (For example, electronically send an encrypted or password-protected, client-level dataset and related documentation containing information collected by the TLSAH to the System Agency in Monthly Performance Measure Report. These datasets shall include the minimum set of data and information recorded by the Respondent for each contact.

2.12 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

Pursuant to the General Appropriations Act, Article IX, Section 4.04,

In each Grant Agreement with a unit of local government, grant funds appropriated under the General Appropriations Act will be expended subject to limitations and reporting requirements similar to those provided by:

- (1) Parts 2, 3, and 5 of Article IX of the General Appropriations Act (except there is no requirement for increased salaries for local government employees);
- (2) §§556.004, 556.005, and 556.006, Government Code; and
- (3) §§2113.012 and 2113.101, Government Code.

(b) In this section, "unit of local government" means:

- (1) a council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code;
- (2) a local workforce development board; or
- (3) a community center as defined by Health and Safety Code, §534.001(b).

Section III. Applicant Eligibility Requirements

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application in response to this RFA, Applicant certifies that it has legal authority to apply for the Grant Agreement that is the subject of this RFA and is eligible to receive awards. Further, Applicant certifies it will continue to maintain any required legal authority and eligibility throughout the entire duration of the Grant Term, if awarded. All requirements apply with equal force to Applicant and, if the recipient of an award, Grantee and its subgrantees or subcontractors, if any.

Each applicant may only submit one Grant Application.

3.2 APPLICATION SCREENING REQUIREMENTS

In order to be considered an Applicant eligible for evaluations, Applicant must meet the following minimum requirements:

- a. Be a governmental entity, a non-governmental entity, a not-for-profit organization, a for-profit entity, or an association. Individuals are not eligible to apply.
- b. Be on the following list if they are a professional corporation, a professional association, a Texas corporation, or a Texas limited partnership companies. Secretary of State (SOS) at <https://direct.sos.state.tx.us/acct/acct-login.asp>
- c. Cannot be currently debarred, suspended, or otherwise excluded from or ineligible for participation in federal or State assistance programs.
- d. Cannot have a staff member, including the executive director, serve as a voting member on their employer's governing board.

3.3 GRANT AWARD ELIGIBILITY

By submitting an Application in response to this RFA, Applicant certifies that:

- a. Applicant and all of its identified subsidiaries intending to participate in the Grant Agreement are eligible to perform grant-funded activities, if awarded, and are not subject to suspension, debarment, or a similar ineligibility determined by any state or federal entity;
- b. Applicant is in good standing under the laws of Texas and has provided HHS with any requested or required supporting documentation in connection with this certification;
- c. Applicant shall remain in good standing and eligible to conduct its business in Texas and shall comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts;
- d. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations; and
- e. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of this Grant Agreement.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

Pursuant to the General Appropriations Act, Article IX, Section 4.03, none of the funds appropriated by the General Appropriations Act may be granted to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party. By submitting a response to this RFA, Applicant certifies that it is not ineligible for a Grant Agreement pursuant to this prohibition.

Section IV. Project Period

4.1 PROJECT PERIOD

The Project Period is anticipated to be **September 1, 2024** through **August 31, 2029**.

Extension of Project Period: The System Agency may, at its sole discretion, extend the Project Period for up to one (1) year to allow for the full expenditure of awarded funding and completion of Grant activities.

4.2 GRANT TERM

The System Agency may, at its sole discretion, extend the grant term for any period(s) of time through Grant Agreement extensions or renewals with funded Project Periods, provided the grant term, including all extensions or renewals, does not exceed five years.

4.3 PROJECT CLOSEOUT

System Agency will programmatically and financially close the grant award and end the Grant Agreement when System Agency determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. The Grantee must submit all required financial, performance, and other reports as required in the Grant Agreement. The project close-out date is [90] [calendar] days after the Grant Agreement end date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by Grantee by the end of the Grant Agreement term and not expended by the project close-out date will revert to System Agency.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The total amount of State funding available for the Texas Lactation Support Afterhours Hotline grant program is **\$2,000,000** for the entire Project Period. It is the System Agency's intention to make one award to one Applicant that successfully demonstrates their ability to provide after-hours clinical lactation support, triage, referral, resource sharing, and provision of general and clinical breastfeeding information through telephone counseling to Service Recipients by IBCLCs.

Applicants are strongly cautioned to only apply for the amount of grant funding they can responsibly expend during the Project Period to avoid lapsed funding at the end of the grant term. Successful Applications may not be funded to the full extent of Applicant's requested Budgets in order to ensure grant funds are available for the broadest possible array of communities and programs.

Reimbursement will only be made for actual, allowable, and allocable expenses that occur within the Project Period. No spending or costs incurred prior to the effective date of the award will be eligible for reimbursement.

5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS

There is no guarantee of total reimbursements to be paid to any Grantee under any Grant Agreement, if any, resulting from this RFA. Grantees should not expect to receive additional or continued funding under future RFA opportunities and should maintain sustainability plans in case of discontinued grant funding. Any additional funding or future funding may require submission of a new Application through a subsequent RFA.

Receipt of an Application in response to this RFA does not constitute an obligation or expectation of any award of a Grant Agreement or funding of a grant award at any level under this RFA.

5.3 GRANT FUNDING PROHIBITIONS

Grant funds may not be used to support the following services, activities, and costs:

- a. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- b. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- c. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- d. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- e. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;

- f. Entertainment, amusement, or social activities and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity or sporting event unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- g. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs;
- h. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- i. Membership dues for individuals;
- j. Any expense or service that is readily available at no cost to the grant Project;
- k. Any activities related to fundraising;
- l. Equipment and other capital expenditures such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR 200.439;
- m. Any other prohibition imposed by federal, state, or local law; and
- n. Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.

5.4 PAYMENT METHOD

Grant Agreement(s) awarded under this RFA will be funded on a cost reimbursement basis for reasonable, allowable and allocable Grant Project costs. Under the cost reimbursement payment method, Grantee is required to finance operations and will only be reimbursed for actual, allowable, and allocable costs incurred on a monthly basis or quarterly basis, or whatever is appropriate to the grant and supported by adequate documentation. No additional payments will be rendered unless an advanced payment is approved.

Section VI. Application Forms and Exhibits for Submission

Note: Applicants must refer to **Section XIII, Submission Checklist**, for the complete checklist of documents that must be submitted with an application under this RFA.

6.1 NARRATIVE PROPOSAL

Using **Forms C-D** attached to this RFA, Applicants shall provide an executive summary and describe their proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project**. 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 attachments.

a. Executive Summary

1. Using **Form C, Executive Summary**, Respondent will provide a high-level overview of the Respondent's approach to meeting the requirements contained in **Article II, Scope of Grant Project**. The summary must demonstrate an understanding of DSHS's goals and objectives for this Solicitation

b. Work Plan

1. Using **Form D, Work Plan** Respondent shall describe the planned processes and methodologies for providing all components of the Statement of Work described in **Article II, Scope of Grant Project**.

c. Work Plan Narrative

1. Summarize the proposed activities and products.
2. Describe the protocol used by the Respondent and provide evidence of the effectiveness of the protocol.
3. Describe Respondent's experience in providing breastfeeding consultation services to include providing up-to-date information on common breastfeeding issues such as perceived or clinical low milk supply, infant weight loss, signs and symptoms of poor milk transfer, safe preparation, handling, and storage of breastmilk, engorgement, baby refusing to nurse, breast or nipple pain, medications and breastfeeding, working and breastfeeding, breast pumps and rentals, breastfeeding in public, Texas laws that relate to breastfeeding, weaning, a directory of online breastfeeding support groups, and resource material currently available online.
4. Describe Respondent's ability to obtain and record information in a manner that ensures the privacy of information received and is compatible with all the requirements established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
5. Describe the knowledge, resources and staff the Respondent has to perform the Project. Provide the management structure for the Project. Provide the following employment requirements for IBCLC Service Providers:
 - A. Education
 - B. Experience
 - C. Bilingual abilities

- D. Employment Status (full time, part time, contracted, split duties)
6. Describe Respondent's practices to develop or maintain diversity among staff.
 7. Describe how Respondent will provide Culturally Appropriate Services to diverse populations of differing races, ethnicities, language, sexual orientation, gender identification, etc.
 8. Describe Respondent's commitment to the practice of breastfeeding, including, but not limited to, the length of time providing evidence-based services and the level of outcomes achieved (i.e., the success of breastfeeding clients in meeting their goals and Healthy People 2030 breastfeeding targets).
 9. Describe Respondent's community partnerships and activities that enhance Breastfeeding.
 10. Describe quality improvement activities. List all activities and attach policies and procedures related to quality improvement.
- d. Reporting
1. Respondent shall provide a proposed Performance Plan to include performance measures of outcome, output, efficiency and explanatory measures. Outcome measures the actual impact of public benefit of Respondent's actions. Output is the actual number of calls answered and the number of services provided. Efficiency measures the cost, unit cost or productivity associated with a given outcome or output. Explanatory shows the resources used to produce the TLSAH and factors that affect the Vendor's performance. This performance plan will be submitted to DSHS as part of the solicitation response.
 2. Respondent shall describe proposed quality assurance methodology to ensure that callers are receiving appropriate and effective counseling services. This includes, but is not limited to, initial and ongoing training, monitoring of calls, and remedial training as required.
 3. Respondent shall describe proposed contingency plan for any TLSAH downtime or outages.
 4. Respondent shall provide a plan for how data on activities outlined in Section 2.8 Performance Measures and Monitoring will be collected and reported to DSHS.
 5. Respondent will submit a data quality assurance plan, for data collection, to be reviewed and approved by DSHS.

6.2 REQUESTED BUDGET

Attached **Exhibit B, Requested Budget Template**, of this RFA is the template for submitting the requested Budget. Applicants must develop the requested Budget to support their Proposed Project and in alignment with the requirements described in this RFA.

Applicants must ensure that Project costs outlined in the requested Budget are reasonable, allowable, allocable, and developed in accordance with applicable State and federal grant requirements. Reasonable costs are those if, in nature and amount, do not exceed that which

would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. A cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with relative benefits received. See 2 CFR § 200.403 or TxGMS Cost Principles, Basic Considerations (pgs. 32-33), for additional information related to factors affecting allowability of costs.

Applicants must utilize the Budget template provided, **Exhibit B, Requested Budget Template**, and identify all Budget line items and matching costs. Budget categories must be broken out into specific Budget line items that allow System Agency to determine if proposed costs are reasonable, allowable, and necessary for the successful performance of the Project. Applicants must enter all costs in the Budget tables and explain why the cost is necessary and how the cost was established. Matching funds must also be identified in the requested Budget.

If selected for a grant award under this RFA, only System Agency-approved Budget items in the requested Budget may be considered eligible for reimbursement.

Submission of Exhibit B, Requested Budget Template, is mandatory. Applicants that fail to submit a requested Budget as set forth in this RFA with their Application will be disqualified.

6.3 INDIRECT COSTS

Applicants must have an approved indirect cost rate (ICR) or request the de minimis rate to recover indirect costs. All Applicants are required to complete and submit **Form E, HHS System Indirect Cost Rate Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with the System Agency cost-reimbursable contracts. Entities declining the use of indirect cost cannot recover indirect costs on any System Agency award or use unrecovered indirect costs as match.

HHS typically accepts the following approved ICRs:

- a. Federally Approved Indirect Cost Rate Agreement
- b. State of Texas Approved Indirect Cost Rate

The System Agency, at its discretion, may request additional information to support any approved ICR agreement.

If the Applicant does not have an approved ICR agreement, the Applicant may be eligible for the ten percent (10%) de minimis rate or may request to negotiate an ICR with HHS.

For Applicants requesting to negotiate an ICR with HHS, the ICR Proposal Package will be provided by the HHS Federal Funds Indirect Cost Rate Group to successful Grantees. The ICR Proposal Package must be completed and returned to the HHS Federal Funds Indirect Cost Rate Group no later than three (3) months post-award.

The HHS Federal Funds Indirect Cost Rate group will contact applicable Grantees after Grant Agreement execution to initiate and complete the ICR process. Grantees should

respond within thirty (30) business days or the request will be cancelled, and indirect costs may be disallowed.

Once HHS acknowledges an existing rate or approves an ICR, the Grantee will receive one of the three indirect cost approval letters: ICR Acknowledgement Letter, ICR Acknowledgement Letter – Ten Percent De Minimis, or the ICR Agreement Letter.

If an Indirect Cost Rate Letter is required but it is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the Indirect Cost Rate Letter after the ICR Letter is issued.

Approval or acceptance of an ICR will not result in an increase in the amount awarded or affect the agreed-upon service or performance levels throughout the life of the award.

6.4 ADMINISTRATIVE APPLICANT INFORMATION

Using **Forms A** through **F** attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

a. Litigation and Contract History

Applicant must include in its application a complete disclosure of any alleged or significant contractual or grant failures.

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant. See, **Exhibit A, HHS Solicitation Affirmations**. Applicant certifies it does not have any existing claims against or unresolved audit exceptions with the State of Texas or any agency of the State of Texas.

Application may be rejected based upon Applicant'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 contractual or grant obligations.

b. Internal Controls Questionnaire

Applicant must complete **Form F, Internal Controls Questionnaire**, and submit with its Application.

Section VII. RFA Administrative Information and Inquiries

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Funding Announcement Posting Date Posted to HHS Grants RFA and Texas eGrants websites	January 29, 2024
Deadline for Submitting Questions or Requests for Clarification	February 14, 2024 at 2:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	February 21, 2024
Deadline for Submission of Applications NOTE: Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda to be considered eligible.	February 28, 2024 by 10:30 a.m. Central Time
Anticipated Notice of Award	July 2024
Anticipated Project Start Date	September 1, 2024

Applicants must ensure their applications are received by HHSC in accordance with the Deadline for Submission of Applications (date and time) indicated in this Schedule of Events or as changed by subsequent Addenda posted to the [HHS Grants RFA](#) website [include ESD as applicable].

All dates are tentative and [HHSC reserves] [HHSC and/or DSHS reserve] the right to change these dates at any time. At the sole discretion of [HHSC] [HHSC and/or DSHS], events listed in the Schedule of Events are subject to scheduling changes and cancellation. Scheduling changes or cancellation determinations made prior to the Deadline for Submission will be published by posting an addendum to the [HHS Grants RFA](#) website [include ESD as applicable]. After the Deadline for Submission, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities [web page](#). Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates.

7.2 SOLE POINT OF CONTACT

All requests, questions or other communication about this RFA shall be made by email **only** to the Grant Specialist designated as HHSC's Sole Point of Contact listed below:

Name	Julia Solis
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Email	julia.solis@hhs.texas.gov

Applicants shall not use this e-mail address for submission of an Application. Follow the instructions for submission as outlined in Section VIII, Application Organization and Submission Requirements.

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHS representative, e.g., during grant negotiations as part of the normal grant review process, if any.

Prohibited Communications: Applicants and their representatives shall not contact other HHS personnel regarding this RFA.

This restriction (on only communicating in writing by email with the sole point of contact identified above) does not preclude discussions between Applicant and agency personnel for the purposes of conducting business unrelated to this RFA.

Failure of an Applicant or its representatives to comply with these requirements may result in disqualification of the Application.

7.3 RFA QUESTIONS AND REQUESTS FOR CLARIFICATION

Written questions and requests for clarification of this RFA are permitted if submitted by email to the Sole Point of Contact by the deadline established in **Section 7.1, Schedule of Events**, or as may be amended in Addenda, if any, posted to the HHS Grants RFA websites.

Applicants' names will be removed from questions in any responses released. All questions and requests for clarification must include the following information.

Submissions that do not include this information may not be accepted:

- a. RFA Number;
- b. Section or Paragraph number from this Solicitation;
- c. Page Number of this Solicitation;
- d. Exhibit or other Attachment and Section or Paragraph number from the Exhibit or other Attachment;

- e. Page Number of the Exhibit;
- f. Language, Topic, Section Heading being questioned; and
- g. Question

The following contact information must be included in the e-mail submitted with questions or requests for clarification:

- a. Name of individual submitting question or request for clarification
- b. Organization name
- c. Phone number
- d. E-mail address

Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in this Section 7.1, Schedule of Events, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.

DSHS may review and, at its sole discretion, may respond to questions or other written requests received after the deadline.

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission or other error in the RFA in the manner and by the deadline for submitting questions. Each Applicant submits its Application at its own risk.

If Applicant fails to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission or other error in the RFA, Applicant, whether awarded a Grant Agreement or not:

- a. Shall have waived any claim of error or ambiguity in the RFA and any resulting Grant Agreement;
- b. Shall not contest the interpretation by the HHSC [or, as applicable, DSHS] of such provision(s); and
- c. Shall not be entitled to additional reimbursement, relief, or time by reason of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error or its later correction.

7.5 RESPONSES TO QUESTIONS OR REQUEST FOR CLARIFICATIONS

Responses to questions or other written requests for clarification will be consolidated and HHSC will post responses in one or more Addenda on the [HHS Grants RFA](#) website. Responses will not be provided individually to requestors.

DSHS reserves the right to amend answers previously posted at any time prior to the deadline for submission of Applications. Amended answers will be posted on the [HHS Grants RFA](#) website in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the [HHS Grants RFA](#) website or contact the Sole Point of Contact for a copy of the Addendum with the amended answers.

7.6 CHANGES, AMENDMENT OR MODIFICATION TO RFA

DSHS reserves the right to change, amend, modify or cancel this RFA. All changes, amendments and modifications or cancellation will be posted by Addendum on the HHS Grants RFA website.

It is the responsibility of each Applicant to periodically check the HHS Grants RFA website [include ESBID if applicable] for any additional information regarding this RFA. Failure to check [these/the] posting website[s] will in no way release any Applicant or awarded Grantee from the requirements of posted Addenda or additional information. No HHS agency will be responsible or liable in any regard for the failure of any individual or entity to receive notification of any posting to the websites or for the failure of any Applicant or awarded Grantee to stay informed of all postings to these websites. If the Applicant fails to monitor these websites for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

7.7 EXCEPTIONS AND ASSUMPTIONS

Applicants are highly encouraged, in lieu of including exceptions in their Applications, to address all issues that might be advanced by way of exception or assumptions by submitting questions or requests for clarification pursuant to **Section 7.3, RFA Questions and Requests for Clarification**.

No exception, nor any other term, condition, or provision in an Application that differs, varies from, or contradicts this RFA, will be considered to be part of any Grant Agreement resulting from this RFA unless expressly made a part of the Grant Agreement in writing by the System Agency.

Section VIII. Application Organization and Submission Requirements

8.1 APPLICATION RECEIPT

Applications must be received by HHSC by the Deadline for Submission of Applications specified in **Section 7.1, Schedule of Events**, or subsequent Addenda. HHSC will date and time stamp all Applications upon receipt. Applications received after the Deadline for Submission of Applications may be ruled ineligible. Applicants should allow for adequate time for submission before the posted Deadline for Submission.

No HHS agency will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is the Applicant's responsibility to ensure its Application is received by HHSC before the Deadline for Submission of Applications. No HHS agency will be responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

Note: All Applications become the property of DSHS after submission and receipt and will not be returned to Applicant.

Applicants understand and acknowledge that issuance of this RFA or retention of Applications received in response to this RFA in no way constitutes a commitment to award Grant Agreement(s) as a result of this RFA.

8.2 APPLICATION SUBMISSION

By submitting an Application in response to this Solicitation, Applicant represents and warrants that the individual submitting the Application and any related documents on behalf of the Applicant is authorized to do so and to binds the Applicant under any Grant Agreement that may result from the submission of an Application.

8.3 REQUIRED SUBMISSION METHOD

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 method[s] identified below. Applications submitted by any other method (e.g. facsimile) will not be considered and will be disqualified.

HHS Online Bid Room: Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit J, HHS Online Bid Room. File Size**

Limitation: Restriction to 250MB per file attachment.

- a. One (1) copy marked as "Original Application" that contains the Applicant's entire application in a Portable Document Format (".pdf") file.
- b. One (1) copy of the completed **Exhibit B, Requested Budget Template**, in its original Excel format.
- c. 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 Portable Document Format (".pdf") file.

8.4 COSTS INCURRED FOR APPLICATION

All costs and expenses incurred in preparing and submitting an Application in response to this RFA and participating in the RFA selection process are entirely the responsibility of the Applicant.

8.5 APPLICATION COMPOSITION

All Applications must:

- a. Be responsive to all RFA requirements;
- b. Be clearly legible;
- c. Be presented using font type Verdana, Arial, or Times New Roman, font size 12 pt., with one (1) inch margins and 1.5 line spacing; the sole 12-point font size exception is no less than size 10 pt. for tables, graphs, and appendices;
- d. Include page numbering for each section of the proposal; and
- 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.

8.6 APPLICATION ORGANIZATION

The complete application file .pdf must:

- a. Be organized in the order outlined in the **Section XIII, Submission Checklist**, and include all required sections (e.g., "Administrative Information," "Narrative Proposal," "Exhibits to be Submitted with Application," and "Addenda")
 1. **Exhibit B, Requested Budget Template**, is to be submitted in its original Excel format.
 2. Each Application section must have a cover page with the Applicant's legal name, RFA number, and Name of Grant identified.
- b. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package; previous versions and copies are not allowed or acceptable.

8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

Prior to the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda, an Applicant may:

- a. Withdraw its Application by submitting a written request to the Sole Point of Contact; or
- b. Modify its Application by submitting an entirely new submission, complete in all respects, using [the method/one of the approved methods] of submission set forth in this RFA. The modification must be received by HHSC by the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda.

No withdrawal or modification request received after the Deadline for Submission of Applications, set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be considered. Additionally, in the event of multiple Applications received, the most timely received and/or modified Application will replace the Applicant's original and all prior submission(s) in its entirety and the original submission(s) will not be considered.

Section IX. Application Screening and Evaluation

9.1 OVERVIEW

A three-step selection process will be used:

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

9.2 INITIAL COMPLIANCE SCREENING OF APPLICATIONS

All Applications received by the Deadline for Submission of Applications as outlined in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be screened by HHSC to determine which Applications meet all the minimum requirements of this RFA and are deemed responsive and qualified for further consideration. See **Section 3.2, Application Screening Requirements**.

At the sole discretion of HHSC, [in coordination with System Agency,] Applications with errors, omissions, or compliance issues may be considered non-responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received. HHSC reserves the right to waive minor informalities in an Application. A “minor informality” is an omission or error that, in the determination of HHSC if waived or modified, would not give an Applicant an unfair advantage over other Applicants or result in a material change in the Application or RFA requirements. **Note:** Any disqualifying factor set forth in this RFA does not constitute an informality (e.g., **Exhibit A, HHS Solicitation Affirmations**, or **Exhibit B, Requested Budget**).

HHSC, at its sole discretion, may give an Applicant the opportunity to submit missing information or make corrections at any point after receipt of Application. The missing information or corrections must be submitted to the Sole Point of Contact e-mail address in **Section 7.2, Sole Point of Contact**, by the deadline set by HHSC. Failure to respond by the deadline may result in the rejection of the Application and the Applicant’s not being considered for award.

9.3 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS

System Agency reserves the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. System Agency reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.4 EVALUATION CRITERIA

Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit I, Evaluation Tool**.

- Scoring Criteria:** Qualified Applications shall be evaluated based upon:
- a. Organizational capacity, qualifications, and experience (40%);
 - b. Quality of proposed Project approach (50%); and
 - c. Proposed budget and justification (cost effectiveness) (10%);

9.5 PAST PERFORMANCE

System Agency reserves the right to request additional information and conduct investigations as necessary to evaluate any Application. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of System Agency.

System Agency may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government.

System Agency, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by System Agency in its sole discretion, may result in System Agency removing the Applicant from further consideration for award.

Past performance information regarding Applicants may include, but is not limited to:

- a. Notices of termination;
- b. Cure notices;
- c. Assessments of liquidated damages;
- d. Litigation;
- e. Audit reports; and
- f. Non-renewals of grants or Contracts based on Applicant's unsatisfactory performance.

Applicants also may be rejected as a result of unsatisfactory past performance under any grant(s) or Contract(s) as reflected in vendor performance reports, reference checks, or other sources. An Applicant's past performance may be considered in the initial screening process and prior to making an award determination.

Reasons for which an Applicant may be denied a Grant Agreement at any point after application submission include, but are not limited to:

- a. If applicable, Applicant has an unfavorable report or grade on the CPA Vendor Performance Tracking System (VPTS). VPTS may be accessed at: <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>, or,
- b. Applicant is currently under a corrective action plan through HHSC or DSHS, or,
- c. Applicant has had repeated, negative vendor performance reports for the same reason, or,
- d. Applicant has a record of repeated non-responsiveness to vendor performance issues, or,

- e. Applicant has Contracts or purchase orders that have been cancelled in the previous 12 months for non-performance or substandard performance, or
- f. Any other performance issue that demonstrates that awarding a Grant Agreement to Applicant would not be in the best interest of the State.

9.6 COMPLIANCE FOR PARTICIPATION IN STATE CONTRACTS

Prior to award of a Grant Agreement as a result of this RFA and in addition to the initial screening of Applications, all required verification checks will be conducted.

The information (e.g., legal name and, if applicable, assumed name (d/b/a), tax identification number, DUNS number) provided by Applicant will be used to conduct these checks. At System Agency's sole discretion, applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Agreement may be disqualified from further consideration under this solicitation, pending satisfactory resolution of all compliance issues.

Checks include:

a. State of Texas Debarment and Warrant Hold

Applicant must not be debarred from doing business with the State of Texas (<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>) or have an active warrant or payee hold placed by the Comptroller of Public Accounts (CPA).

b. U.S. System of Award Management (SAM) Exclusions List

Applicant must not be excluded from Contract participation at the federal level. This verification is conducted through SAM, the official website of the U.S. Government which may be accessed at:

<https://sam.gov/content/home>

c. Divestment Statute Lists

Applicant must not be listed on the Divestment Statute Lists provided by CPA, which may be accessed at:

<https://comptroller.texas.gov/purchasing/publications/divestment.php>

1. Companies that boycott Israel;
2. Companies with Ties to Sudan;
3. Companies with Ties to Iran;
4. Foreign Terrorist Organizations; and
5. Companies with Ties to Foreign Terrorist Organizations.

d. HHS Office of Inspector General

Applicant must not be listed on the HHS Office of Inspector General Texas Exclusions List for people or businesses excluded from participating as a provider:

<https://oig.hhsc.texas.gov/exclusions>

e. U.S. Department of Health and Human Services

Applicant must not be listed on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), excluded from participation as a provider, unless a valid waiver is currently in effect:

<https://exclusions.oig.hhs.gov/>.

Additionally, if a subrecipient under a federal award, the Grantee shall comply with requirements regarding registration with the U.S. Government's System for Award Management (SAM). This requirement includes maintaining an active SAM registration and the accuracy of the information in SAM. The Grantee shall review and update information at least annually after initial SAM registration and more frequently as required by 2 CFR Part 25.

For grantees that may make procurements using grant funds awarded under the Grant Agreement, Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. Grantee certifies through acceptance of a Grant Agreement it will not conduct business with any entity that is an excluded entity under SAM.

HHSC [and System Agency] [reserve/s] the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

Section X. Award of Grant Agreement Process

10.1 FINAL SELECTION

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria listed in **Section 9.4, Evaluation Criteria**, the System Agency may apply other considerations such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, the System Agency may consult with internal and external subject matter experts.

The System Agency will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and other relevant factors.

All funding recommendations will be considered for approval by the DSHS Deputy Commissioner, or their designee.

10.2 NEGOTIATIONS

After selecting Applicants for award, the System Agency may engage in negotiations with selected Applicants. As determined by System Agency, the negotiation phase may involve direct contact between the selected Applicant and HHS representatives by virtual meeting, by phone and/or by email. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by the System Agency and is considered a step to finalize the application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

- a. An in-depth discussion of the submitted Application and Requested Budget; and
- b. Requests from the System Agency for revised documents, clarification or additional detail regarding the Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

10.3 DISCLOSURE OF INTERESTED PARTIES

Subject to certain specified exceptions, Section 2252.908 of the Texas Government Code, Disclosure of Interested Parties, applies to a Contract of a state agency that has a value of \$1 million or more; requires an action or vote by the governing body of the entity or agency before the Contract may be signed; or is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

One of the requirements of Section 2252.908 is that a business entity (defined as "any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation") must submit a Form 1295, Certificate of Interested Parties, to the System Agency at the time the business entity submits the signed Contract.

Applicant represents and warrants that, if selected for award of a Grant Agreement as a result of this RFA, Applicant will submit to the System Agency a completed, certified

and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Agreement.

The Form 1295 involves an electronic process through the Texas Ethics Commission (TEC). The on-line process for completing the Form 1295 may be found on the TEC public website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Additional instructions and information to be used to process the Form 1295 will be provided by the System Agency to the potential Grantee(s). Grantee may contact Sole Point of Contact or designated Contract Manager for information needed to complete Form 1295.

If the potential Grantee does not submit a completed, certified and signed TEC Form 1295 to the System Agency with the signed Grant Agreement, the System Agency is prohibited by law from executing a Contract, even if the potential Grantee is otherwise eligible for award. The System Agency, as determined in its sole discretion, may award the Grant Agreement to the next qualified Applicant, who will then be subject to this procedure.

10.4 EXECUTION AND ANNOUNCEMENT OF GRANT AGREEMENT(S)

The System Agency intends to award [one Grant Agreement/one or more Grant Agreements] as a result of this RFA. However, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Agreement.

At any time and at its sole discretion, System Agency reserves the right to cancel this RFA, make partial award, or decline to award any Grant Agreement(s) as a result of this RFA.

The final funding amount and the provisions of the grant will be determined at the sole discretion of System Agency.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once the DSHS Deputy Commissioner or designee and relevant HHSC/DSHS approval authorities have given approval to initiate and/or execute grants. Receipt of an “Intent to Award Letter” does not authorize the recipient to incur expenditures or begin project activities, nor does it guarantee current or future funding.

Upon execution of a Grant Agreement(s) as a result of this RFA, HHSC will post a notification of all grants awarded to the [HHS Grants RFA](#) website.

Section XI. General Terms and Conditions

11.1 GRANT APPLICATION DISCLOSURE

In an effort to maximize State resources and reduce duplication of effort, the System Agency, at its discretion, may require the Applicant to disclose information regarding the Application for or award of State, federal, and/or local grant funding to the Applicant or subgrantee or subcontractor (i.e. organization who will participate, in part, in the operation of the Project) within the past two years to provide and implement, and maintain a statewide no-fee assistance service.

11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

In procuring goods and services using funding awarded under this RFA, Grantee must use HUBs or other designated businesses as required by law or the terms of the state or federal grant under which this RFA has been issued. See, e.g., 2 CFR 200.321. If there are no such requirements, System Agency encourages Applicant to use HUBs to provide goods and services.

For information regarding the Texas HUB program, refer to CPA's website:
<https://comptroller.texas.gov/purchasing/vendor/hub/>.

Section XII. Application Confidential or Proprietary Information

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

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 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:

- a. **Mark Original Application:**
 1. Mark the Original Application, at the top of the front page, with the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font); and
 2. Identify, adjacent to each portion of the Application that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Application);
- b. **Certify in Original Application – HHS Solicitation:** Certify, in the designated section of the **Exhibit A, HHS Solicitation Affirmations**, Applicant’s confidential information assertion and the filing of its Public Information Act Copy; and
- 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);
 2. Each portion Applicant claims is exempt from public disclosure must be redacted (blacked out); and
 3. Applicant must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in **Subsection (3) of this section** must be identical to those set forth in the Original Application as required in **Subsection 1(b)**, above. The only difference in required markings and information between the Original Application and the “Public Information Act Copy” of the Application will be redactions – which can only be included in the “Public Information Act Copy.” There must be no redactions in the Original Application.

By submitting an Application under this RFA, Applicant agrees that, if Applicant does not mark the Original Application, provide the required certification in Exhibit A, HHS Solicitation Affirmations, and submit the Public Information Act Copy, the Application 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 the System Agency’s public website, and posted on the Legislative Budget Board’s public website.

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

No Applicant should submit a Public Information Act Copy indicating that the entire Application is exempt from disclosure. Merely making a blanket claim that the entire Application 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 Application subject to release under the PIA.

Applications should not be marked or asserted as copyrighted material. If Applicant asserts a copyright to any portion of its Application, by submitting an Application, Applicant agrees to reproduction and posting on public websites by the State of Texas, including the System Agency and all other state agencies, without cost or liability.

The System Agency will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this RFA, Applicant acknowledges that all information, documentation, and other materials submitted in its Application may be subject to public disclosure under the PIA. The System Agency 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. Applicants 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. The System Agency assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Applicants.

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>.

12.2 APPLICANT WAIVER – INTELLECTUAL PROPERTY

SUBMISSION OF ANY DOCUMENT TO ANY HHS AGENCY IN RESPONSE TO THIS SOLICITATION CONSTITUTES AN IRREVOCABLE WAIVER, AND AGREEMENT BY THE SUBMITTING PARTY TO FULLY INDEMNIFY THE STATE OF TEXAS AND HHS FROM ANY CLAIM OF INFRINGEMENT

**REGARDING THE INTELLECTUAL PROPERTY RIGHTS OF THE
SUBMITTING PARTY OR ANY THIRD PARTY FOR ANY MATERIALS
SUBMITTED TO HHS BY THE SUBMITTING PARTY.**

Section XIII. Submission Checklist

HHSC, in coordination with DSHS, 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 and/or addenda, 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 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 (completed and signed), and Exhibit B, Budget Request (completed), will be disqualified. See Section 9.2, Initial Compliance Screening of Applications for further detail.

This Submission Checklist identifies the documentation, forms and exhibits that are required to be submitted as part of the Application.

The Application must be organized in the order below and include each required section and the forms and exhibits identified within a section:

a. Administrative Information

- 1. Form A, Face Page _____
- 2. Form B, Administrative Information _____
- 3. Form B-1, Governmental Entity, if applicable _____
- 4. Form B-2, Nonprofit Entity, if applicable _____

b. Narrative Proposal [The Narrative Proposal must be titled “Narrative 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.]

- 1. Form C, Executive Summary _____
- 2. Form D, Work Plan _____

c. Questionnaires

- 1. Form E, Indirect Cost Rate Questionnaire _____
- 2. Form F, Internal Controls Questionnaire _____

d. Exhibits to be Completed, Signed, and Submitted with Application

- 1. Exhibit A, HHS Solicitation Affirmations _____
Exhibit A is mandatory and must be completed, signed and submitted for the Application to be considered responsive. Applications received without Exhibit A or with an unsigned Exhibit A may be disqualified.

- 2. Exhibit B, Requested Budget Template (Excel) _____
This Requested Budget Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive. Applications received without the completed Requested Budget Template will be disqualified.

- 3. Exhibit D, Assurances – Non-Construction Programs _____

4. Exhibit E, Certification Regarding Lobbying

5. Exhibit K, Exceptions Form

Section XIV. List of Forms and Exhibits Attached to RFA

Forms

Form A, Face Page

Form B, Administrative Information

Form B-1, Governmental Entity – Authorized Officials

Form B-2, Non-Profit Entity – Authorized Officials

Form C, Executive Summary

Form D, Work Plan

Form E, Indirect Cost Rate Questionnaire

Form F, Internal Controls Questionnaire

Exhibits

Exhibit A, HHS Solicitation Affirmations v.2.4

Exhibit B, Requested Budget Template

Exhibit C, (intentionally left blank)

Exhibit D, Federal Assurances – Non-Construction Programs

Exhibit E, Certification Regarding Lobbying

Exhibit F, HHS Uniform Terms and Conditions – Grant, v.3.3

Exhibit G, Data Use Agreement

Exhibit G-1, Security and Privacy Inquiry (SPI), Attachment 2 to DUA

Exhibit H, Additional Provisions – Grant Funding, v.1.0

Exhibit I, Evaluation Tool

Exhibit J, Online Bid Room

Exhibit K, Exceptions Form