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Health and Human
Services

Applicant Conference

Early Childhood Intervention (ECI)

Fiscal Year 2025

Request for Applications (RFA) No. HHS0014626

Introductions



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Presenter

- Michelle Boyd – Contract Administrative Manager I
HHSC Procurement and Contracting Services – Grants Team

Topics



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- Communication
- Schedule of Events
- Procurement Access
- Procurement Background
- Application Requirements
- Application Screening and Evaluation
- Reminders
- Closing Comments

Communication

Sole Point of Contact

All requests, questions, and other communication about the RFA must be made in writing to:

Michelle Boyd, CTCD/CTCM

HHSC Contract Administrative Manager

Email: Michelle.Boyd@hhs.Texas.gov



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Communication

Sole Point of Contact

- All communication related to the RFA must be directed to the sole point of contact, Michelle Boyd.
- All communications between Respondents and other HHS staff members and/or ECI Program staff concerning the RFA are **strictly prohibited**.
- Failure to comply with these requirements may result in disqualification of the Respondent's application.



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Schedule of Events



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Event	Date/Time
RFA Release Date	November 21, 2024
Deadline for Submitting Questions	December 13, 2024 by 5:00 p.m. CST
Tentative Date to Post Answers to Questions	December 20, 2024
Deadline for Submission of Applications	January 17, 2025 by 10:30 a.m. CST
Evaluation Period	February 2025
Anticipated Notice of Award	May 2025
Anticipated Contract Start Date	September 1, 2025

Procurement Access

HHSC will post all official communication regarding this RFA on the following website, including the Notice of Award:

HHSC Grant Opportunities Webpage

<https://resources.hhs.texas.gov/rfa>

HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State. HHSC may, in its discretion, reject any and all proposals or portions thereof.



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Procurement Access

HHSC Grant Opportunities Webpage

- The RFA and official materials are posted to the HHSC Grant Opportunities Webpage - <https://resources.hhs.texas.gov/rfa>
- It is the responsibility of the Applicant to periodically check the HHSC Grant Opportunities webpage
- All addenda, modifications, and changes to the schedule of events will be posted on the HHSC Grant Opportunities webpage



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Procurement Background

Early Childhood Intervention

- The goal of the Request for Application (RFA) is to select qualified applicants for the ECI program through a competitive procurement. A Request for Information (RFI) was conducted in FY24 to gather feedback on potential changes to ECI program requirements in the RFA.



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Procurement Purpose

Early Childhood Intervention

- The purpose of this program is to provide comprehensive ECI Services for children birth to 36 months. Subrecipients will deliver individualized services to enrolled children and families that include, but are not limited to therapies, family education and support programs designed to address cognitive, physical, communication, social, and emotions emotional development. The expected outcomes for children participating in the ECI program include improved developmental milestones and increased readiness for school.



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Application Requirements

Submission Options

Option 1 - USBs

Option 2-Online Bid Room

Hand Delivery	Express/ Overnight/Priority Mail Delivery	HHS Online Bid Room
<p>Health and Human Services Commission Attn: Michelle Boyd Procurement & Contracting Services Building 1100 West 49th Street; Mail Code 2020 Austin, TX 78756</p>	<p>Health and Human Services Commission Attn: Michelle Boyd Tower Building Room 108 1100 West 49th Street; Mail Code 2020 Austin, TX 78756</p>	<p>See Exhibit L, HHS Online Bid Room https://hhs.texas.gov/doing-business-hhs/contracting-hhs/hhs-online-bid-room</p>



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Application Requirements

- Refer to RFA Section 13 (XIII) for Submission Checklist

Submissions must be received by HHSC
no later than:

January 17, 2025 by 10:30 A.M. CST



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Application Screening & Evaluation

Evaluation and Award Process

- Initial Screening of Minimum Qualifications (see RFA Section 9.2)
- Responses which meet the Minimum Qualifications shall be consistently evaluated and scored in accordance with the evaluation criteria per Exhibit E, Evaluation Tool (See RFA Section 9.4)



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Reminders

- Read the RFA thoroughly and include all required documents.
- Deadline to Submit Questions: **December 13, 2024 by 5:00 p.m.**
- Date Responses to Questions Posted on HHSC Grant Opportunities Webpage: **By December 20, 2024**
- Applications due: **January 17, 2025 at 10:30 a.m. CT**
- Late submissions will not be considered.



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Reminders



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- All questions must be submitted in writing to the PCS Grant Specialist at: **michelle.boyd@hhs.texas.gov**
- Refer to RFA Section 7.3, for the format of submitting questions
- **Do not submit in PDF, do not password protect.**
- **Reminder:** All additional questions, requests for clarification, etc., are due in writing **no later than December 13, 2024 by 5:00 p.m. CST**
- **Any questions received after December 13, 2024 5:00 p.m. CST will not be accepted**

Closing Comments

- Respondents are responsible for meeting the RFA requirements, including any addenda.
- Respondents must check the Grants Opportunities webpage frequently for any addendum that may have been added to this solicitation.
- All Addenda submitted with the application **must be signed and submitted with the original response.**
- Vendor questions and answers will be posted to the Grants Opportunities webpage.



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Thank You
