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# Pre-Application Conference

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**Qualified Residential Treatment Program  
Accreditation**

**Fiscal Year 2025**

**Request for Application No. HHS0014980**

# Introductions



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## Speakers

- **Barbara Logan**, Grant Contract Specialist  
HHSC Procurement and Contracting Services
- Texas Flowers-Moffett, Qualified Residential Treatment Program Specialist Lead, State Office Placement Division, Department of Family & Protective Services **DFPS**

# Topics



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- Communication
- Schedule of Events
- Procurement Access
- **Procurement Background**
- Procurement Requirements
- Proposal Screening and Evaluation
- Reminders

# Executive Summary of Grant



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- Texas Health and Human Services (HHS) on behalf of the Texas Department of Family and Protective Services' (DFPS) Child Protective Services (CPS) Program is issuing this Request for Applications (RFA) to provide assistance with costs of obtaining or maintaining Accreditation.
- An Applicant's Response (see Article V) will be accepted from General Residential Operations (GRO) providing Treatment Services or Residential Treatment Centers (RTC) that are licensed by HHS Child Care Regulation (CCR). For the purpose of this RFA, these operations will be referred to collectively as GROs.
- DFPS will be awarding funds to two types of Applicants:
  - A. Completed Accreditation.** Applicants who have completed Accreditation and will use these grant funds for reimbursement of allowed costs incurred after October 1, 2019, and to maintain their Accreditation.
  - B. Pursuing Accreditation.** Applicants who will be or are pursuing Accreditation and will use these grant funds to complete their Accreditation.



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# Available Funding

- The total amount of State funding available for this RFA is \$1,100,000 and DFPS intends to make multiple awards. DFPS will award a maximum amount of \$100,000 per grantee. At the end of the grant period, grantee must repay any unspent funds from the grant award
- Applicant will apply for one of the following:
  - 1.If **Completed Accreditation**, apply for a one-time Amount not to exceed \$100,000.00 to be reimbursed for approved expenditures that were incurred after October 1, 2019, and Applicant has already paid during the Accreditation Process and/or the maintenance of the Accreditation; or
  - 2.If **Pursuing Accreditation**, apply for a one-time amount not to exceed \$100,000.00 to be used towards the offset the costs of pursuing Accreditation.

# Grant Term



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- The term of this grant will be from the date of execution through August 31, 2025.

# Scope of Grant Award



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- The purpose of this grant is to provide supplemental funds to HHS licensed GROs that have achieved, are maintaining, or are pursuing Accreditation. DFPS is awarding these funds to further the goal of increasing the number of QRTPs, which will provide more 24-Hour Residential Child Care (RCC) options for DFPS Children.
- Grantees will receive financial support to assist with costs associated with the Accreditation as allowable under federal guidelines in the Family First Transition Act funds.
- This may include:
  - A. Accreditation related costs including:
    1. Fees to the accreditation entity; and
    2. Providing technical assistance needed to plan for new program requirements due to Accreditation.

# Scope of Grant Award (Continued)



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- B. Paying staff and/or consultant costs tied directly to the Accreditation Process, including:
  - 1. Salary;
  - 2. Travel;
  - 3. Fringe benefits; and
  - 4. Preparing standards-compliant policies, procedures, and protocols.
  
- C. Costs of supplies, controlled assets, equipment, and software.
  
- D. Incidentals which are directly associated with the cost of Accreditation.



# Grant Requirements



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If awarded a grant, as part of the grant agreement, both Completed Accreditation and Pursuing Accreditation Applicants will execute and agree to:

- Use the full amount of the award solely toward Accreditation expenditures;
- Expend full grant amount no later than September 30, 2025;
- Timely submit required or requested financial documents to ensure grant funding can be applied toward or reimbursed for its intended purpose; and
- Timely submit the required reports.

# Required Reports



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- **Completed Accreditation: Annual Report** – Annual written report must be submitted to DFPS to report any status changes to Accreditation process and include an updated Form E: Financial Proposal.
- **Pursuing Accreditation:**
  1. Quarterly Report - Quarterly narrative summary must be submitted to DFPS to report progress on Accreditation status and projected date for completion; and
  2. Annual Report - Annual written report must be submitted to DFPS to report any status changes to Accreditation process and include an updated Form E: Financial Proposal.

# Eligible Applicants



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To be awarded a grant as a result of this RFA, an Applicant must meet the following requirements:

- Applicant must be licensed by HHSC CCR as a GRO providing Treatment Services or RTC (GROs);
- Applicant's HHS license must be in good standing with HHS CCR;
- Applicant must have completed Accreditation or be pursuing Accreditation from one of the three Accreditation Entities approved by DFPS (See Section 1.2: Definition – Accreditation Entity); and
- Applicant must agree that they intend to provide placement and services for Children involved with HHSC, DFPS or TJJD.

# Communication

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## Sole Point of Contact

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

**Barbara Logan, CTCD, CTCM**

HHSC Contract Specialist

1100 W. 49<sup>th</sup> Street, Mail Code 2020

Austin, TX 78756

Email: [Barbara.logan@hhs.texas.gov](mailto:Barbara.logan@hhs.texas.gov)



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# Communication

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## Sole Point of Contact

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



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# Schedule of Events



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Event	Date/Time
RFA Release Date	October 29, 2024
<b>Deadline for Submitting Questions</b>	November 15, 2024, at 5 PM Central Time
Tentative Date to Posted to HHS Grants RFA website	November 22, 2024
<b>Deadline for Submission of Responses</b>	December 12, 2024, at 10:30 AM Central Time
Anticipated Notice of Award	January 1, 2025
Anticipated Contract Start Date	Upon execution of Grant Agreement

# Procurement Access

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

HHS Grant website at

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

HHS0014980

HHSC and DFPS 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 and DFPS may, in its discretion, reject any and all proposals or portions thereof.



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# Submission Requirements

## Submission Options

### Option 1 - USBs

### Option 2-Online Bid Room

U.S. Postal Service	Express/ Overnight Delivery	HHS Online Bid Room
<p>HHSC Procurement &amp; Contracting Services (PCS) Bid Room Attn: <b>Barbara Logan</b> P.O. Box 149166 Austin, TX 78714-9166</p>	<p>HHSC Procurement and Contracting Services (PCS) Bid Room Attn: <b>Barbara Logan</b> 1100 West 49th Street; Mail Code 2020 Building S Austin, TX 78756</p>	<p>See Exhibit L, HHS Online Bid Room <a href="https://hhs.texas.gov/doing-business-hhs/contracting-hhs/hhs-online-bid-room">https://hhs.texas.gov/doing-business-hhs/contracting-hhs/hhs-online-bid-room</a></p>



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# Submission Requirements

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## Items to submit for a RESPONSIVE response:

### **1. Exhibit A: HHS Solicitation Affirmations**

Ensure the document is SIGNED.

### **2. Form E: Financial Proposal (Excel)**

This Requested Financial Proposal Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive.



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# Submission Requirements

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## Items to submit for a RESPONSIVE proposal:

### **3. Exhibit G – Assurances – Non-Construction Programs**

Ensure the document is SIGNED.

### **4. Exhibit H Certification Regarding Lobbying**

Ensure the document is SIGNED.

### **5. Exhibit I- FFATA Certification**

Ensure the document is SIGNED.

### **6. Addenda(s)**

Ensure the document is SIGNED.



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# Submission Requirements

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Submissions must be received by HHSC  
no later than:

**Thursday, December 12, 2024, at  
10:30 AM CT**



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# Proposal Screening & Evaluation

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## Evaluation and Award Process

- Initial Screening of Minimum Qualifications (see RFA Section 3.2 and Section 2.3)
- 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

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- Read the RFA thoroughly and include all required documents.
- Deadline to Submit Questions: **November 15, 2024, at 5:00 p.m. Central Time,**
- Date Responses to Questions Posted on HHS Grant Website: **On or after November 22, 2024, at 5:00 p.m. Central Time**
- Application due: **December 12, 2024, by 10:30 a.m. Central Time**
- Late submissions will not be considered.



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# Vendor Questions

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**DFPS 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. DFPS reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.**

- All questions must be submitted in writing to the Contract Specialist at: [Barbara.logan@hhs.Texas.gov](mailto:Barbara.logan@hhs.Texas.gov)
- Refer to RFA Section 7.4, 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** November 15, 2024, at 5:00 p.m. Central Time.



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# Closing Comments

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



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**Thank You**

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