



TEXAS

Health and Human Services

Dr. Courtney N. Phillips, HHS Executive Commissioner

**Request for Proposals (RFP)
for
Healthy Texas Babies Community Coalition
Technical Assistance**

RFP No. HHS0000312

Date of Release: February 1, 2019

**Responses Due:
February 22, at 2:00 PM**

Class/Item:

**948-46 Health Related Services, Hospital Services, Inpatient and Outpatient
952-77 Research and Evaluation, Human Services, Including Productivity Audits
961-53 Marketing Services (Incl. Distribution, Research, Sales Promotions, Etc.)**

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ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND **AUTHORITY**

1.1 EXECUTIVE SUMMARY

The State of Texas, by and through the Texas Health and Human Services Commission (“HHSC”) on behalf of the Texas Department of State Health Services (“DSHS”), seeks a qualified contractor to provide Technical Assistance (“TA”), training, collaborative learning forums, and evaluation services to support the Healthy Texas Mothers and Babies Community Coalitions (“HTMB Coalitions”) program.

The DSHS Healthy Texas Mothers and Babies (“HTMB”) initiative is dedicated to improving maternal and infant health and safety by advancing quality, equity, and Evidence-based Public Health prevention for all Texas mothers and babies. The HTMB Coalition program forms part of this DSHS initiative by engaging community partners to strengthen perinatal health networks for collaboration, innovation, and collective impact for improved birth outcomes.

The successful Respondent will assist with developing and strengthening the HTMB Coalitions local collaboration and data capacity, community readiness and engagement, and use of data-focused, Evidence-based Public Health strategies to improve equity in birth outcomes and reduce racial disparities in infant mortality at the community level.

The successful Respondent will be required to guide and support HTMB Coalitions with the:

- A. Assessment of the community’s perinatal risk factors, health and epidemiological indicators;
- B. Assessment of the community’s readiness and HTMB Coalition capacity for data-focused action regarding equity in birth outcomes;
- C. Development of plans, tools, and strategies for determining, designing and implementing evidence-based, community-specific public health interventions to improve equity in birth outcomes;
- D. Engagement of community member stakeholders in a Community-based Participatory Approach for assessment, planning, and action to address inequities in birth outcomes; and
- E. Evaluation of the activities and interventions to produce evidence of their process and impact.

The successful Respondent will promote collaboration between and among the HTMB Coalitions by providing a forum and opportunities for communication, sharing information and ideas, and networking. The successful Respondent will work with the HTMB Coalitions to evaluate and disseminate the processes and impact of the HTMB Coalitions’ local initiatives. Additionally, the successful Respondent will plan and conduct a meta-evaluation of the HTMB Coalitions, including formative and summative assessment of the capacity, reach, and impact of the HTMB Coalition component of the HTMB initiative to address inequities in birth outcomes in Texas.

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance, v. 1.3** and **Exhibit B, Federal Assurances & Certifications**, of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

1.2 DEFINITIONS

Refer to **Exhibit C, HHSC Uniform Terms and Conditions – Vendor, v. 2.15**, and **Exhibit D, the HHSC Supplemental and Special Terms and Conditions**, for additional definitions.

Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

"Addendum" means a written clarification or revision to this Solicitation issued by the System Agency.

"Community-based Participatory Approach" refers to an approach to addressing a given issue that equitably involves members of the community who are impacted by the issue as well as organizational representatives who are stakeholders in the issue in the processes (e.g. research, analysis and interpretation, planning, development and implementation of action) intended to understand and address that issue. Community members and organizational representatives are engaged as partners in the processes and participate to contribute their knowledge, experience, and expertise while sharing in decision making, ownership, and credit resulting from the processes.

"Community Mobilization" refers to efforts to bring together people who are stakeholders in, and/or influencers of, an identified community priority need; raise awareness and educate them about issues relevant to the priority; and motivate them to participate in and bring resources forward for implementation of developmental activities that have been prioritized and planned from within the community.

"Equity in Birth Outcomes" means attainment of the highest level of health during pregnancy, labor, delivery, and the year after birth for all mothers and infants.

"ESBD" means the Electronic State Business Daily, the electronic marketplace where State of Texas bid opportunities over \$25,000 are posted. The ESBD may currently be accessed at <http://www.txsmartbuy.com/sp>

"Evidence based Public Health" means "the development, implementation, and evaluation of effective programs and policies in public health through application of principles of scientific reasoning, including systematic uses of data and information systems, and appropriate use of behavioral science theory and program planning models."¹

"Health Disparities" are particular types of health differences that are closely linked with social, economic, and/or environmental disadvantage.

¹ Partners in Information Access for the Public Health Workforce (2013). *Public Health Information and Data Tutorial*. Retrieved from: <https://phpartners.org/tutorial/index.html> on September 19, 2017. (Cited Source: Brownson, Ross C., Elizabeth A. Baker, Terry L. Leet, and Kathleen N. Gillespie, Editors. *Evidence Based Public Health*. New York: Oxford University Press, 2003.)

“Knowledge Translation” refers to the full range of processes and activities involved in moving what has been found or established through research into applied action by the people and organizations who are positioned to put the knowledge gained through research to practical use in various practice settings and circumstances.

“Perinatal Periods of Risk (PPOR) Approach” is a comprehensive approach of using data to strategically target, develop, and sustain community action for reduction in infant mortality.

“Respondent” means the entity responding to this Solicitation.

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

“Technical Assistance” or “TA” means the process of providing specialized support, direction, and guidance with a high degree of expertise.

“Quality Improvement” or “QI” means the use of a deliberate and defined improvement process results in a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.²

1.3 AUTHORITY

The System Agency is soliciting the services listed herein under Title 10, Subtitle D of the Texas Government Code.

Remainder of this page is intentionally left blank.

² National Association of County & City Health Officials, *Quality Improvement*. Retrieved from: <http://archived.naccho.org/topics/infrastructure/accreditation/quality.cfm> on September 19, 2017.

ARTICLE 2. SCOPE OF WORK

2.1 BACKGROUND

The annual infant mortality rate in Texas has decreased in recent years and has consistently remained below the national rate for the past ten years. However, racial/ethnic disparities in infant mortality persist and reductions in the infant mortality rate over the past five years have not been evenly distributed across all racial/ethnic groups. The infant mortality rate for infants born to Black mothers remains more than twice as high as rates for infants born to White or Hispanic mothers.

Preterm birth rates in Texas and the nation have decreased over the past decade. However, the annual preterm birth rate in Texas has remained higher than the national rate over the past 10 years. As with infant mortality, substantial racial/ethnic disparities persist in the rate of preterm birth. Infants born to Black mothers have a higher preterm birth rate than do infants of any other racial/ethnic group. Regional differences are also observed. Many counties in east Texas and in the south coastal region of the state had higher rates of preterm birth than the state as a whole.

The [Healthy Texas Babies Data Book](#) is updated annually and uses vital records data (information from Texas birth, death, fetal death, and linked infant birth-death files), as well as results from the [Texas Pregnancy Risk Assessment Monitoring System](#) (“PRAMS”) survey, to inform DSHS priorities for maternal and infant health under the Healthy Texas Mothers and Babies initiative.

The HTMB initiative improves maternal and infant health and safety by advancing quality, equity, and Evidence-based Public Health prevention for all Texas mothers and babies. The HTMB initiative coordinates efforts and programs that address prevention and health promotion, in partnership with stakeholders, using Evidence-based Public Health strategies, epidemiology and research to reduce disparities in maternal and infant morbidity and mortality in Texas to:

- A. Increase awareness and knowledge of individuals, their support networks, and the public to change attitudes and behaviors for improved maternal and infant health outcomes;
- B. Strengthen competencies and prepare professionals to optimize maternal and infant health outcomes;
- C. Engage community partners to strengthen networks for collaboration, innovation and collective impact;
- D. Foster the development of environments that reduce barriers, promote healthy lifestyle choices, and optimize maternal and infant health outcomes; and
- E. Drive systems change to support adoption and Quality Improvements for maternal and infant health and safety.

The HTMB Coalition program forms part of the HTMB initiative by engaging community partners to strengthen perinatal health networks for collaboration, innovation, and collective impact for improved birth outcomes.

Since 2011, DSHS has contracted with HTMB Coalitions, including county health departments, health and hospital districts and other local public health entities, to strengthen local capacity and activities related to infant mortality and maternal, perinatal, and infant health. **Table 1** identifies previous DSHS-funded HTMB Coalitions that may continue to be active.

TABLE 1: PREVIOUS DSHS-FUNDED HTMB COALITIONS			
Texas Public Health Region (PHR)	Organization	Years Funded	HTMB Coalition Location
PHR 1	Texas Tech University Health Sciences Center	2011-2013	Lubbock County
PHR 4	Gregg County Health Department / Longview Wellness Center	2011-2013	Gregg County
PHR 6	Baylor College of Medicine Teen Health Clinic	2015-2017	Harris County
PHR 6	Galveston County Health District	2011-2013	Galveston County
PHR 6	Harris County Hospital District IMPACT Collaborative	2011-2013	Harris County
PHR 7	Austin-Travis County Health and Human Services	2015-2017	Travis County
PHR 8	Healthy Families Network of Greater San Antonio and Bexar County	2011-2013	Bexar County
PHR 10	Texas Tech University Health Sciences Center	2011-2013	El Paso County
PHR 11	City of Laredo Health Department	2011-2013	Webb County
PHR 11	Corpus Christi-Nueces County Public Health District	2011-2013	Nueces County

Table 2 identifies current, DSHS-funded HTMB Coalitions.

TABLE 2: CURRENT DSHS- FUNDED HTMB COALITIONS			
Texas Public Health Region (PHR)	Organization	Years Funded	HTMB Coalition Location
PHR 3	Dallas County Hospital District (d/b/a Parkland Health & Hospital System)	2011-2013; 2015-present	Dallas County
PHR 3	Tarrant County Public Health	2011-2013; 2015-present	Tarrant County
PHR 4	Northeast Texas Public Health District	2015-present	Smith County
PHR 7	Waco-McLennan County Public Health District	2011-2013; 2015-present	McLennan County
PHR 1	City of Amarillo Department of Public Health	present	Randall and Potter Counties

PHR 11	City of Laredo Health Department	Present	Webb County
PHR 11	City of Brownsville Health Department	Pending	Cameron County
PHR 8	San Antonio Metropolitan Health District	present	Bexar County
PHR 6/5S	Port Arthur Health Department	present	Jefferson County

System Agency may contract with additional HTMB Coalitions during the course of any resulting Contract. In the event this happens, DSHS and Contractor may negotiate any additional costs associated with the work required for the additional HTMB Coalitions, in accordance with applicable procurement and contracting laws or regulations.

2.2 SCOPE OF WORK

The Contractor will provide TA, training, communication, networking and collaborative learning forums, and evaluation services and will foster opportunities for collaboration to support HTMB Coalitions identified in **Table 1** (to the extent the entity chooses to participate) and **Table 2** above, and any additional HTMB Coalitions added by System Agency (collectively referred to herein as the “HTMB Coalitions”), with developing and strengthening local collaboration and data capacity, community readiness and engagement, and use of data-focused, Evidence-based Public Health strategies to improve Equity in Birth Outcomes and reduce racial disparities in infant mortality at the community level. Respondents must propose the tools, strategies, and approaches they will use in this effort. The successful Respondent will provide services throughout the State of Texas.

I. Technical Assistance

The Contractor will:

- A. Support HTMB Coalitions and their stakeholders through provision of public health TA, tailored to the specific needs of each Coalition, which may include but is not limited to specialized assistance, strategic direction, expert consultation, coaching, skill development, access to subject matter expertise, resources and tools, technical resources, and training and education to prepare and guide them to successfully:
 - i. Use epidemiologic analysis, the PPOR Approach, and other relevant methods to inform, justify, focus, and build community consensus for prioritization of strategic direction to address inequities in birth outcomes;
 - ii. Assess HTMB Coalition and community needs, capacity, and readiness for action to improve Equity in Birth Outcomes;
 - iii. Determine locally relevant targeted initiatives to address inequities in birth outcomes and improve birth outcomes in vulnerable populations experiencing Health Disparities in their communities;
 - iv. Translate knowledge and accelerate application of science to practice through implementation of Evidence-based Public Health strategies to reduce inequities in birth outcomes;

- v. Develop logic models, plans, tools, strategies, and metrics and use QI for implementing interventions into practice;
- vi. Engage in conversations with community members, stakeholders, and key decision makers to build common understanding and shared goals to address inequities;
- vii. Engage and mobilize the community using a Community-based Participatory Approach and other relevant methods;
- viii. Create a sustainability plan which defines and details the community resources and capacity needed to effectively implement and maintain the Evidence-base Public Health strategies over time.
- ix. Identify data measures (both process and impact) for development of an evaluation plan;
- x. Communicate and share ideas and lessons learned with local, state and national colleagues; and
- xi. Contribute to the public health knowledge base to improve Equity in Birth Outcomes.

B. Propose a HTMB Coalition Technical Assistance Plan.

C. Conduct a minimum of one (1) site visit annually with each HTMB Coalition to identify TA needs and tailor TA offered for each HTMB Coalition.

D. Provide HTMB Coalitions with ongoing expertise and support in:

- i. Community needs and community readiness assessment;
- ii. Data collection and epidemiologic analysis;
- iii. PPOR Approach;
- iv. Community-based Participatory Approach;
- v. Utilization of the current Evidence-base Public Health related to Equity in Birth Outcomes and applying Knowledge Translation to create action and implement initiatives to increase Equity in Birth Outcomes;
- vi. Development and adaptation of materials and best practices for local use;
- vii. Development of concept mapping, logic models, and other relevant planning, implementation, and evaluation tools;
- viii. Community health improvement planning;
- ix. Strategic planning;
- x. Sustainability planning;
- xi. Community Mobilization;
- xii. Implementation of evidence-based public health strategies and initiatives directly aimed at increasing Equity in Birth Outcomes;
- xiii. Synthesis of lessons learned to inform QI;
- Production of evidence to improve the evidence based needed to eliminate disparities in birth outcomes.

II. Training and Capacity Building

The Contractor will:

- A. Develop a training curriculum, content, delivery framework and schedule for DSHS' review and written approval. The Contractor must, in coordination with DSHS, provide the training to the members and stakeholders of the HTMB Coalitions. The training must prepare HTMB Coalition members and stakeholders to understand, develop strategies, and evaluate efforts for addressing health Equity in Birth Outcomes, including preparedness to understand and apply the knowledge base related to disparities in birth outcomes infant mortality, develop leadership, and engage and mobilize communities for directed action. Training content must be presented by experts in fields of study and practice relevant to the content.
 - i. The training curriculum must, at a minimum, address the following topics:
 - a) Issues of race and inequity in birth outcomes;
 - b) Epidemiology of birth outcomes and racial disparities;
 - c) Disparities and social determinants of health;
 - d) Leadership skills and capacity development;
 - e) Working with vulnerable populations and with new or non-traditional stakeholders (e.g., family members, peer supporters, educators, policy-makers, city planners, faith-based communities);
 - f) Evidence-based Public Health strategies and initiatives that are effective for increasing Equity in Birth Outcomes among vulnerable populations;
 - g) Quality Improvement;
 - h) Using data as a call to action;
 - i) Using communication and outreach strategies, including messaging and social marketing; and
 - j) Engaging parents, family members and community representative advisors in assessment and planning efforts (e.g. using a Community-based Participatory Approach).
 - ii. The training curriculum delivery framework must include:
 - a) Face-to-face (in person) trainings;
 - b) Monthly calls and/or webinars;
 - c) Online curriculum learning; and
 - d) Other methods as proposed;

III. Communication, Networking and Collaborative Learning

The Contractor will:

- A. In coordination with DSHS, promote collaboration within and between the HTMB Coalitions by providing opportunities (e.g. semi-structured phone calls, in-person meetings) and an online forum for ongoing communication, sharing information and ideas, and networking;

- B. Take regular (at least monthly) action to post, or engage HTMB Coalitions to post questions, project highlights, success stories, local community and/or project data, plans, tools, and other relevant content with the intent of contributing to, and stimulating discussion about, opportunities for shared learning among HTMB Coalition members;
- C. Disseminate information through the online forum to the HTMB Coalitions including information on best practices, news from the field, relevant research, local, state and national events of interest, training opportunities, articles, and other relevant content;

IV. Evaluation

The Contractor will:

- A. Plan and conduct a meta-evaluation of the HTMB Coalitions including formative and summative assessment of the capacity, reach, and impact of the HTMB Coalition component of the HTMB initiative to address inequities in birth outcomes in Texas.
 - i. The meta-evaluation plan must:
 - a) Use a nationally-recognized best practice evaluation framework;
 - b) Engage stakeholders, describe the HTMB Coalition programs, gather credible evidence, justify conclusions, and use and share lessons learned in order to assess and disseminate the processes and impact of the HTMB Coalitions' local initiatives;
 - c) Set a timeframe and process for conducting the meta-evaluation, identifying specific indicators and measures, evaluation methods, data analysis and reporting methods;
 - d) Identify data collection tools, data sources, metrics, data collection, and entry schedule;
 - e) Identify dissemination strategies to inform and capture project outcomes with accuracy and timeliness;
 - f) Include an assessment of the comparative and cumulative impact of each HTMB Coalition's project(s); and
 - g) Include an assessment of the HTMB Coalitions' structures, sustainability, community readiness, and capacity for impact.
 - ii. The meta-evaluation must be designed and conducted with the intent to produce evidence that can increase the body of knowledge needed to eliminate disparities in birth outcomes. Evaluation plans shall use nationally-recognized/best practice evaluation framework(s) and also include lessons learned, success stories, and recommendations for future action and sustainability;
- V. The Contractor must coordinate activities necessary to carry out this Scope of Work with DSHS through regular and ongoing communication including, at a minimum, monthly planning calls and regular email and/or phone correspondence as necessary.
- VI. The Contractor must submit to DSHS the following:

- A. A final, DSHS-approved annual Work Plan within thirty (30) days after the Contract Effective Date outlining how Contractor will implement activities, strategies, goals and objectives with a detailed timeline. DSHS must provide approval prior to implementation. Activities from the Work Plan can not start until it is approved by DSHS. The annual Work Plan must be submitted to cdsb@dshs.state.tx.us and titlev@dshs.state.tx.us.
- B. Quarterly Reports submitted to cdsb@dshs.state.tx.us and titlev@dshs.state.tx.us.
- C. [Meta Evaluation Report \(annual\)](#).
- D. Quarterly Financial Status Reports (FSR) submitted to invoices@dshs.state.tx.us and to cdsb@dshs.state.tx.us. Deliverables as agreed upon and as approved in the Deliverable Cost Proposal, outlined in Section 7.1.
- E. Additional reports as requested by the System Agency.
- F. DSHS may withhold payment until deliverables and reports are accepted by DSHS.

2.3 CONTRACT AWARD, TERM AND AMOUNT

2.3.1 Contract Award and Execution

The System Agency intends to award one (1) Contract as a result of this Solicitation. Any award is contingent upon approval of the Executive Commissioner or their designee.

If, for any reason, a final Contract cannot be executed with a Respondent selected for award within sixty (60) days of the System Agency's determination to seek to contract with that Respondent, the System Agency may negotiate a contract with the next highest scoring Respondent or may withdraw, modify, or partially award this Solicitation.

2.3.2 Contract Term

The System Agency anticipates that the initial duration of the Contract resulting from this Solicitation shall be for a period of two (2) years. The System Agency, at its sole option, may extend any Contract awarded pursuant to this Solicitation for up to one (1) additional two (2) year period.

Following the base term and any allowable extensions, the System Agency may extend any resulting Contract for the purpose of completing a new procurement and/or to transition to a new vendor if necessary to avoid interruption in System Agency services.

2.3.3 Contract Amount

Initial total compensation under the Contract awarded on a deliverables basis shall not exceed **SEVEN HUNDRED THOUSAND DOLLARS (\$700,000.00)**. However, notwithstanding the preceding, the System Agency reserves the right to increase this amount if additional state or federal funding become available during the term of the Contract, including any extensions.

2.3.4 No Guarantee of Volume, Usage or Compensation

The System Agency makes no guarantee of volume, usage, or total compensation to be paid to any Contractor under the Contract resulting from this Solicitation. The Contract is subject to appropriations and the continuing availability of funds.

The System Agency reserves the right to cancel, make partial award, or decline to award a Contract under this Solicitation at any time at its sole discretion.

2.3.5 Governmental Entities

The selected Respondent shall be bound to specific terms and conditions found in **Exhibit C, HHSC Uniform Terms and Conditions – Vendor, v. 2.15** and **Exhibit D, Supplemental and Special Conditions**. However, to the extent Respondent is a governmental entity, responding to this Solicitation in its capacity as a governmental entity, certain terms and conditions may not be applicable. Furthermore, to the extent permitted by law, if a Solicitation response is received from a governmental entity, the System Agency reserves the right to enter into an Interagency or Inter-local agreement with the governmental entity in lieu of awarding a Contract as a result of this Solicitation.

2.4 DATA USE AGREEMENT

By entering into a Contract, or purchase order with the System Agency as a result of this Solicitation, Respondent agrees to be bound by the terms of the Data Use Agreement attached as **Exhibit G, Data Use Agreement and Attachment 2, Security and Privacy Inquiry**.

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ARTICLE 3. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	February 1, 2019
Deadline for Submitting Questions	February 8, 2019 @ 5:00 PM Central Time
Deadline for submission of Solicitation Responses [NOTE: Responses must be <u>RECEIVED</u> by HHSC by the deadline.]	FEBRUARY 22, 2019 @ 2:00 PM Central Time
Anticipated Contract Start Date	March, 2019

Note: These dates are a tentative schedule of events. HHSC reserves the right to modify these dates at any time upon notice posted to the ESBD. Any dates listed after the Solicitation Response deadline will occur at the discretion of the HHSC and may occur earlier or later than scheduled without notification on the ESBD.

3.2 CHANGES, AMENDMENT OR MODIFICATION TO SOLICITATION

The System Agency reserves the right to change, amend, or modify any provision of this Solicitation, or to withdraw this Solicitation at any time prior to award if it is in the best interest of the System Agency. Any such revisions will be posted on the ESBD. It is the responsibility of Respondent to periodically check the ESBD to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES IN THE SOLICITATION

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in Section 3.5.1 as soon as possible so corrective addenda may be furnished to prospective Respondents.

3.4 PROPOSAL MINOR IRREGULARITIES OR GENUINE MISTAKES

In accordance with Title 1, Texas Administrative Code, Part 15, Chapter 391, Subchapter B, Rule 391.201, HHSC reserves the right to waive minor irregularities or genuine mistakes in a proposal and award a contract that is in the best interest of the state of Texas. HHSC may waive a minor irregularity or permit a Respondent to correct a minor irregularity in a response, if the irregularity:

- (1) is purely a matter of form rather than substance; and
- (2) does not affect price, quality, or delivery of the desired goods or services.

3.5 INQUIRIES

3.5.1 Point of Contact

All requests, questions, or other communication about this Solicitation shall be made in writing to HHSC's Purchasing Department, addressed to the person listed below. All communications between Respondents and other System Agency staff members concerning the Solicitation are strictly prohibited. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

Name: Carolyn R. DeBoer, CTPM, CTCM
Title: Purchaser
Address: 1100 West 49th Street, Austin, TX 78756
Phone: 512-406-2447
Email: Carolyn.deboer@hhsc.state.tx.us

3.5.2 Prohibited Communication

On issuance of this Solicitation, except for the written inquiries described in Section 3.5.3 and 3.5.4 below, the System Agency, its representative(s), or partners will not answer any questions or otherwise discuss the contents of this Solicitation with any potential Respondent or their representative(s). Attempts to ask questions by phone or in person will not be allowed or recognized as valid. Respondent shall rely only on written statements issued by or through the System Agency's designated staff as provided by this Section. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

3.5.3 Questions

The System Agency will allow written questions and requests for clarification of this Solicitation. Questions must be submitted in writing and sent by U.S. First class mail or email to the Point of Contact listed in section 3.5.1 above. Respondents' names will be removed from questions in any responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

- A. Identifying Solicitation number;
- B. Section Number;
- C. Paragraph Number;
- D. Page Number;
- E. Text of passage being questioned; and
- F. Question.

Note: Questions or other written requests for clarification must be received by the Point of Contact by the deadline set forth in Section 3.1 above. Please provide company name, address, phone number; fax number, e-mail address, and name of contact person when submitting questions.

3.5.4 Clarification

Respondents must notify the Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions. If a Respondent fails to properly and timely notify the Point of Contact of such issues, the Respondent submits its Solicitation at its own risk, and if awarded a Contract:

- (1) shall have waived any claim of error or ambiguity in the Solicitation and any resulting Contract,
- (2) shall not contest the interpretation by any System Agency of such provision(s), and
- (3) shall not be entitled to additional compensation, relief, or time by reason of ambiguity, error, or later correction.

3.5.5 Responses

Responses to questions or other written requests for clarification may be posted on the ESBD. The System Agency reserves the right to amend answers prior to the deadline for submission of Solicitation Responses. Amended answers may be posted on the ESBD. It is Respondent's responsibility to check the ESBD. The System Agency also reserves the right to provide a single consolidated response of similar questions at the System Agencies sole discretion.

3.6 SOLICITATION RESPONSE COMPOSITION

3.6.1 Generally

Respondent shall submit an original on paper and one (1) digital copy of the Proposal, Respondent Information document, and Cost proposal in searchable portable document format (.pdf) on USB flash drive or compact disk, compatible with Microsoft Office 2010. The Original hard copy must include all required documents. Failure to submit all required documents in required format(s) may result in disqualification of the Solicitation Response without further consideration. A Respondent shall prepare a Solicitation Response that clearly and concisely represents its qualifications and capabilities under this Solicitation. Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired. Respondent should focus on the instructions and requirements of the Solicitation.

The System Agency, in its sole discretion, may reject any and all proposals or portions thereof.

3.6.2 Submission in Separate Parts

Solicitation Responses must be submitted in separate parts as follows:

- A. Narrative Proposal and Required Respondent Information
- B. Cost Proposal

The individual components of the Original hard copy of the Solicitation Response must be separated by binding or separate packaging. Electronic submissions must be separated by electronic medium used for submission (i.e. flash drive).

The entire Solicitation Response --all separated paper documents and electronic copies-- must then be submitted in one package to HHSC at the address listed in Section 3.7.

3.6.3 Page Limit and Supporting Documentation

The Narrative Proposal should not exceed twenty-five (25) pages in length, not including appendices or attachments, and should be formatted as follows: 8 ½" x 11" paper, 12-point font size, and single-sided. If complete responses cannot be provided without referencing supporting documentation, such documentation will not exceed five (5) Attachments and must be provided with the Solicitation Response, with specific reference made to the tab, page, section, and/or paragraph where the supporting information can be found. Supporting documentation may include: Organizational Chart, Curriculum Vitae of relevant staff, Logic Model, or other. In addition, submit one electronic copy of the proposal on a portable media, such as a compact disk or flash drive, compatible with Microsoft Office. The electronic copy must be organized with a file format that corresponds with the checklist provided in this RFP.

3.6.4 Discrepancies

Discrepancies or disparities between the contents of original Solicitation Responses and copies will be interpreted in favor of the System Agency. If Respondent fails to designate an "ORIGINAL," the System Agency may reject the Solicitation Response or select a copy to be used as the original.

3.6.5 Exceptions

System Agency will more favorably evaluate responses that offer no or few exceptions, reservations, or limitations to the terms and conditions of the Solicitation.

Respondents are highly encouraged, in lieu of including exceptions in their Solicitation Responses, to address all issues that might be advanced by way of exception by submitting such issues pursuant to Section 3.6.5. Any exception included in a Solicitation Response may result in a Respondent not being awarded a Contract. If a Respondent includes exceptions in its Solicitation Response, Respondent is required to use **Exhibit E - Exceptions and Assumptions Form** included in this Solicitation and provide all information requested on the form (Solicitation Section Number, Solicitation Section Title, Language to which Exception is Taken, Proposed Language, and Statement as to whether or not, by indicating only "yes" or "no," Respondent still wants to be considered for a Contract award if the exception is denied). Any exception that does not provide all required information without qualification in the format set forth in Exhibit E may be rejected without consideration.

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

A Solicitation Response should be responsive to the Solicitation as worded, not with any assumption that any or all terms, conditions, or provisions of the Solicitation will be negotiated. Furthermore, all Solicitation Responses constitute binding offers. **Any Solicitation Response to this Solicitation that includes any type of disclaimer or other statement indicating that the response does not constitute a binding offer may be disqualified.**

3.6.6 Assumptions

Respondent must identify on the **Exhibit E - Exceptions and Assumptions Form** any business, economic, legal, programmatic, or practical assumptions that underlie the Respondent's response to the Solicitation. The System Agency reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into any Contract resulting from this RFP are deemed rejected by the System Agency.

3.7 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.7.1 Deadline

Solicitation Responses must be received at the address in Section 3.7.3 time-stamped by HHSC no later than the date and time specified in Section 3.1.

3.7.2 Labeling

Solicitation Responses shall be placed in a sealed box and clearly labeled as follows:

SOLICITATION NO: HHS0000312
SOLICITATION NAME: Healthy Texas Babies Community Coalition Technical Assistance
RESPONSE DEADLINE: February 22, 2019 at 2:00 p.m.
PURCHASER'S NAME: Carolyn R. DeBoer
RESPONDENT'S NAME:

The System Agency will not be held responsible for any Solicitation Response that is mishandled prior to receipt by HHSC. It is Respondent's responsibility to mark appropriately and deliver the Solicitation Response to HHSC by the specified date and time.

3.7.3 Delivery

Respondent must deliver Solicitation Responses by one of the methods below. Solicitation Responses submitted by any other method (e.g. facsimile, telephone, email) will **NOT** be considered.

U.S. Postal Service/Overnight/Express Mail/Hand Delivery
Health and Human Services Commission Procurement and Contracting Services Building ATTN: Response Coordinator 1100 W 49th. MC 2020 Austin, Texas 78756

NOTE: All Solicitation Responses become the property of HHSC after submission and will not be returned to Respondent.

3.7.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation Response submission deadline, a Respondent may:

- (1) withdraw its Solicitation Response by submitting a written request to the Point of Contact identified in Section 3.5.1; or
- (2) modify its Solicitation Response by submitting a written amendment to the Point of Contact identified in Section 3.5.1. The System Agency may request Solicitation Response modifications at any time.

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ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 EVALUATION CRITERIA

4.1.1 Conformance with State Law

Solicitation Responses shall be evaluated in accordance with Title 10, Subtitle D of the Texas Government Code and applicable law. The System Agency shall not be obligated to accept the lowest priced Solicitation Response but shall make an award to the Respondent that provides the best value to the State of Texas.

4.1.2 Minimum Qualifications

In order to be awarded a Contract as a result of this RFP, Respondent must meet the minimum qualifications listed below.

- A. Respondent must be a governmental entity or non-profit organization. Complete **Form D-1 – Governmental Entity or D-2 - Non-Profit Entity** as applicable.
- B. Respondent must be established as an appropriate legal entity, under state statutes, and must have the authority and be in good standing to do business in Texas and to conduct the activities described in this Solicitation.
- C. Respondent shall be financially solvent and adequately capitalized.
- D. Respondent must have a Texas address. A post office box may be used when the proposal is submitted, but the respondent must conduct business at a physical location in Texas.
- E. Respondent must not be currently debarred, suspended, or otherwise excluded or ineligible for participation in Federal or State assistance programs.
- F. Respondent must have demonstrated a minimum of five (5) years' experience in providing TA and training to public health organizations and to maternal and child public health professionals and their stakeholders to improve birth outcomes and health equity.
- G. Respondent must have demonstrated expertise and experience in the science, public health practice, and epidemiologic analytics related to maternal, perinatal and infant health including but not limited to the PPOR Approach; health Equity in Birth Outcomes; community needs assessment, engagement and mobilization; Knowledge Translation including accelerated transfer and application of science to practice; health improvement planning and strategic planning; and evaluation and dissemination of birth outcome equity practices, programs, and policies.
- H. Respondent must not use subcontractors to complete the activities outlined in this Solicitation.
- I. Respondent's staff members, including the executive director, must not serve as voting members on their employer's governing board.
- J. In compliance with Comptroller of Public Accounts and Texas Procurement and Support Services rules, a name search will be conducted using the websites listed in this section prior to the development of a contract. A respondent is not considered eligible to contract with DSHS, regardless of the funding source, if a name match is found on any of the following lists:

- a) The General Services Administration's (GSA) [System for Award Management \(SAM\)](#) for parties excluded from receiving federal contracts, certain subcontracts and from certain types of federal financial and non-financial assistance and benefits. Must use Google Chrome for this website.
- b) The [Office of Inspector General \(OIG\) List of Excluded Individuals/Entities Search](#); and
- c) [Texas Comptroller of Public Accounts \(CPA\) Debarment List](#).

Respondent must continue to meet the above conditions throughout the selection and funding process. DSHS expressly reserves the right to review and analyze the documentation submitted and to request additional documentation and determine the respondent's eligibility to compete for the contract award.

4.1.3 Specific Criteria

Solicitation Responses shall be consistently evaluated and scored in accordance with the following point system using **Exhibit F: Evaluation Score Sheet**. DSHS will select Respondents to receive awards based on eligibility criteria, proposal components as outlined below and the applicable scores, best value factors in accordance with the Texas Administrative Code Title 1, Part 15, Chapter 391 Subchapter B, 391.207, and the best interest of the State of Texas.

Proposal Components	Value Points
Narrative Proposal	50
Respondent Information	30
Deliverables Cost Proposal	20
Total	100

4.1.4 Other Information

HHSC may contact references provided in response to this Solicitation, contact Respondent's clients, or solicit information from any available source, including the Comptroller's Vendor Performance Tracking System.

4.2 INITIAL COMPLIANCE SCREENING

HHSC will perform an initial screening of all Solicitation Responses received. Unsigned Solicitation Responses, and Solicitation Responses that do not meet Section 4.1.2 above and/or do not include all required forms and information may be subject to rejection without further evaluation.

4.3 COMPETITIVE RANGE AND BEST AND FINAL OFFER

The System Agency may determine that certain Solicitation Responses are within the competitive range, and may use this range to award multiple contracts or as a basis to request a Best and Final Offer ("BAFO") from Respondents. If the System Agency elects to limit award consideration to a competitive range, the competitive range will consist of the Solicitation Responses that receive the highest or most satisfactory ratings, based on the published evaluation criteria and procedures governing this procurement. The System Agency, in the interest of administrative efficiency, may place reasonable limits on the number of Solicitation Responses that will be included in the competitive range.

The System Agency may, at its discretion request that any or all Respondents provide a BAFO. A request for a BAFO from a System Agency does not guarantee an award or further negotiations.

4.4 ORAL PRESENTATIONS AND SITE VISITS

The System Agency may require an oral presentation from any or all Respondents. Respondents will be provided with advance notice of any such oral presentation and are responsible for their own presentation equipment. Failure to participate in the requested presentation may eliminate a Respondent from further consideration. The System Agency is not responsible for any costs incurred by the Respondent in preparation for any oral presentation.

The System Agency may require site visits from any or all Respondents. The System Agency will notify selected Respondents of the time and location of site visits. Failure to permit or participate in the requested site visit may eliminate a Respondent from further consideration. The System Agency is not responsible for any costs incurred by the Respondent in preparation for any site visit.

4.5 QUESTIONS OR REQUESTS FOR CLARIFICATION BY THE SYSTEM AGENCY

The System Agency reserves the right to ask questions or request clarification from any Respondent at any time during the Solicitation process, including during Oral Presentations, Site Visits, or during the BAFO process.

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ARTICLE 5. NARRATIVE PROPOSAL

5.1 NARRATIVE PROPOSAL

5.1.1 Executive Summary

Using **Form A, Narrative Proposal**, provide a high-level overview of the Respondent's approach to meeting the requirements contained in Article 2. The summary must demonstrate an understanding the System Agency's goals and objectives for this Solicitation.

5.1.2 Proposed Work Plan

Using **Form A, Narrative Proposal**, describe Respondent's proposed processes and methodologies for providing all components of the Statement of Work described in Article 2, including the Respondent's approach to meeting the Deliverables schedule. Respondent should identify all tasks to be performed, including all Project activities, materials and other products, services and reports to be generated during the Contract period and relate them to the stated purposes and specifications described in this Solicitation.

The Work Plan must include:

- A. Goals;
- B. Objectives (Specific, Measurable, Achievable, Relevant, Time-Framed);
- C. Action steps to carry out the Scope of Work and related to the stated purposes and specifications described in this Solicitation;
- D. Milestones for implementation of action steps and progress on objectives written as defined, time-bound activities that are carefully planned and will lead to achievement of the outcome objectives;
- E. Key stake holders and local community partners identified to be engaged for collaboration;
- F. Evaluation strategies, including key output and outcome measures related to the action steps and objectives, and data source for collection of these measures; and
- G. A proposed timeline for required deliverables and any other deliverable that are necessary to achieve this Statement of Work.

5.1.3 Value-Added Benefits

Using **Form, A- Narrative Proposal**, describe any service or deliverables that are not required by this Solicitation that the Respondent proposes to provide at no additional cost to the System Agency. Respondents are not required to propose value-added benefits, but inclusion of such benefits may result in a more favorable evaluation.

5.1.4 Key Staffing Profile

Using **Form, A - Narrative Proposal**, provide a key staffing profile and resumes or curriculum vitae for staff that will be responsible for the performance of the Services requested under this Solicitation. Selected respondent must notify System Agency of any changes to key staffing within ten days of change.

ARTICLE 6. REQUIRED RESPONDENT INFORMATION

6.1 COMPANY INFORMATION

Using **Form B - Respondent Information**, Respondent must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation and to produce the specified goods or services on time. As a part of the Solicitation Response requested in Article 3, Respondent must provide a detailed narrative explaining why Respondent is qualified to provide the services enumerated in Article 2, focusing on its company's key strengths and competitive advantages.

6.1.2 Organization Background & Experience

Using **Form B – Respondent Information**, provide an overview of the Respondent's organization including the following information:

- A. Provide the legal names of the Respondent; the Respondent's overall purpose or mission statement; description of the Respondent's organizational structure and how the structure supports the execution of services; description of staff relevant credentials, knowledge, training, and experience; and a brief background and history of the Respondent's accomplishments related to Equity in Birth Outcomes projects in maternal and child health programs;
- B. Describe Respondent's relevant expertise in Evidence-based Public Health practice, and epidemiologic analytics related to maternal, perinatal and infant health; health Equity in Birth Outcomes; community needs assessment, engagement and mobilization; Knowledge Translation including accelerated transfer and application of science to practice; provision of relevant TA and training to public health professionals and community stakeholders; health improvement planning and strategic planning; and evaluation and dissemination of birth outcome equity practices, programs, and policies;
- C. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders with local health assessments of community level perinatal risk factors and identification of epidemiological indicators;
- D. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders with assessment of community readiness and capacity for data-focused action regarding Equity in Birth Outcomes;
- E. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders with development of plans, tools, and strategies for determining,

designing and implementing community-specific public health interventions to improve Equity in Birth Outcomes;

- F. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders with active and authentic engagement of community member stakeholders in a Community-based Participatory Approach for assessment, planning, and action to address inequities in birth outcomes;
- G. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders with engagement in intervention/activity evaluation to produce process and build the public health knowledge base;
- H. Describe Respondent's role and experience in supporting public health organizations, maternal and child public health professionals and their community stakeholders in promoting collaboration, providing a forum and opportunities for communication, sharing information and ideas, and networking;
- I. Describe Respondent's role and experience in the planning and conducting of meta-evaluations of community based perinatal or maternal and child health interventions and activities including formative and summative assessment of capacity, reach, and impact.

6.1.3 Company Profile

Using **Form B-1 – Company Profile**, provide a company profile to include:

- A. The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly-owned subsidiaries, affiliated companies, or joint ventures. (Please provide this information in a narrative and as a graphical representation) If Respondent is an Affiliate of, or has a joint venture or strategic alliance with, another company, Respondent must identify the percentage of ownership and the percentage of the parent's ownership. The entity performing the majority of the Work under a Contract, throughout the duration of the Contract, must be the primary bidder. Finally, please provide your proposed operating structure for the services requested under this Solicitation and which entities (i.e. parent company, Affiliate, Joint Venture, subcontractor) will be performing them
- B. The year the company was founded and/or incorporated. If incorporated, please indicate the state where the company is incorporated and the date of incorporation;
- C. The location of company headquarters and any field office(s) that may provide services for any resulting Contract under this Solicitation;

- D. The number of employees in the company, both locally and nationally, and the location(s) from which employees will be assigned;
- E. The name, address, and telephone number of Respondent's point of contact for any resulting Contract under this Solicitation;
- F. Indicate whether the company has ever been engaged under a contract by any Texas state agency. If "Yes," specify when, for what duties, and for which agency; and

G. Complete **Form C – Respondent Information (Face Page)** and **Form D-1 - Government Entity** or **Form D-2 - Non-Profit Entity**

Note: If Respondent is an out-of-state company, a Certificate of Authority from the Secretary of State to do business in Texas must be provided as well.

6.1.4 References

Using **Form B-2 – References**, Respondent shall provide a minimum of two (2) references from similar contracts or projects performed, preferably for state and/or local government, within the last five (5) years. Respondent must verify current contracts. Information provided shall include:

- A. Client name;
- B. Contract/Project Description
- C. Total Dollar amount of contract/project
- D. Key staff assigned to the referenced contract/project that will be designated for work under this Solicitation; and
- E. Client contract/project manager name, telephone number, fax number and email address.

6.2 MAJOR SUBCONTRACTOR INFORMATION

Respondent may not subcontract or otherwise delegate all or any portion of the services under the resulting Contract.

6.3 LITIGATION AND CONTRACT HISTORY

Respondent must include in its Solicitation Response, using **Form B-3 – Litigation and Contract History**, a complete disclosure of any alleged or significant contractual failures. In addition, Respondent must disclose any civil or criminal litigation or investigation over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable including any allegations of such that are currently pending.

Respondent must also disclose any settlement agreements entered into in the last five (5) years related to alleged contractual failures. Failure to comply with the terms of this provision may disqualify Respondent. Solicitation Response may be rejected based upon Respondent'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 obligations.

Failure to comply with the terms of this provision may disqualify Respondent. Solicitation Response may be rejected based upon Respondent'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 obligations.

6.4 CONFLICTS

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFP and any resulting Contract using **Form B-4 – Conflicts**. Additionally, if applicable, the respondent must disclose all potential conflicts of interest. The respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. The System Agency will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the Contract. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a Contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Contract, if any.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful respondent awarded a Contract greater than \$1 million dollars, or that requires an action or vote of the governing body, must submit a disclosure of interested parties to the System Agency at the time the business entity submits the signed Contract. Rules and filing instructions may be found on the Texas Ethics Commission's public website and additional instructions will be given by HHSC to successful Respondents.

6.5 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return all of the following listed exhibits:

- A. Exhibit A, Respondent Affirmations and Solicitation Acceptance, v. 1.3
- B. Exhibit B, Federal Assurances and Certifications
- C. Exhibit G, Data Use Agreement and Attachment 2, Security and Privacy Inquiry

6.6 OTHER REPORTS

6.6.1 FINANCIAL CAPACITY AND ANNUAL REPORT INFORMATION

Respondent shall submit an annual report, which must include:

- A. Most recent audited financial statement;
- B. If applicable, most recent consolidated statement for any holding companies or affiliates;
- C. An un-audited financial statement of the most recent quarter of operation; and
- D. A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this Contract.

If Respondent is unable to provide the annual report specified above, Respondent may, at the discretion of the System Agency, provide the following annual report:

- A. Most recent unaudited financial statements or a balance sheet statement of financial position;
- B. An un-audited financial statement of the most recent quarter of operation; and
- C. A full disclosure of any events, liabilities, or contingent liabilities that could affect Respondent's financial ability to perform this Contract.

6.7 CORPORATE GUARANTEE

If the Respondent is substantially or wholly owned by another corporate (or other) entity, HHSC reserves the right to request that such entity unconditionally guarantee performance by the Respondent in each and every term, covenant, and condition of the Contract.

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ARTICLE 7. DELIVERABLES COST PROPOSAL

7.1 DELIVERABLES COST PROPOSAL

As noted above, cost information must not be included with the Respondents Information and Narrative Proposal. Using **Form E, Deliverables Cost Proposal**, Respondent must submit a deliverables cost proposal for the services specified in Article 2, Scope of Work, and shall include all labor, materials, tools, supplies, equipment, and personnel, including but not limited to, travel expenses, associated costs and incidental costs necessary to provide the products and services according to the minimum specifications, requirements, provisions, terms and conditions set forth in this Solicitation.

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ARTICLE 8. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Amendment

The System Agency reserves the right to alter, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of the State.

8.1.2 Offer Period

Solicitation Responses shall be binding for a period of 240 days after the due date for submission of Solicitation Responses. Each Respondent may extend the time for which its Solicitation Response will be honored. Upon Contract execution, prices agreed upon by the Respondent(s) are an irrevocable offer for the term of the Contract and any Contract renewals or extension(s). No other costs, rates, or fees shall be payable to the Respondent unless expressly agreed upon in writing by the System Agency.

8.1.3 Costs Incurred

The issuance of this Solicitation in no way constitutes a commitment by any System Agency to award a Contract or to pay any costs incurred by a Respondent in the preparation of a response to this Solicitation. The System Agency is not liable for any costs incurred by a Respondent prior to issuance of or entering into a formal agreement, Contract, or purchase order. Costs of developing Solicitation Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

8.1.4 Contract Responsibility

The System agency will look solely to Respondent for the performance of all contractual obligations that may result from an award based on this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its subcontractors.

8.1.5 Public Information Act

Solicitation Responses are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Respondents who wish to protect portions of the Solicitation Response from public disclosure should familiarize themselves with this law. Information pertaining to the Solicitation will be withheld or released only in accordance with the PIA.

8.2 PROTEST

If a Respondent wishes to file a protest they may do so in accordance with the rules published by HHSC in the Texas Administrative Code 1 Chapter 391.

ARTICLE 9. SUBMISSION CHECKLIST

This checklist is provided for Respondent's convenience only and identifies documents that must be submitted with this Solicitation in order to be considered responsive. Any Solicitation Response received without these requisite documents may be deemed nonresponsive and may not be considered for contract award.

Original Solicitation Response Package

The Solicitation Package must include the "Original" Solicitation Response in hard-copy consisting of three parts described in detail below, each under separate cover but packaged together and clearly labeled "Original" on each.

1. Narrative Proposal and Required Respondent Information

- | | | | |
|----|--|--|-------|
| a. | Narrative Proposal (Form A) | (Section 5.1) | _____ |
| | i. | Executive Summary | |
| | ii. | Work Plan | |
| | iii. | Value Added Benefits (if any) | |
| b. | Key Staffing Profile (Form A) | (Section 5.1.4) | _____ |
| c. | Required Respondent Information (Form B) | (Section 6.1) | _____ |
| | i. | Company Information (Form B) | _____ |
| | ii. | Organization Background & Experience (Form B) | _____ |
| | iii. | Company Profile (Form B-1) | _____ |
| | iv. | Face Page (Form C) | _____ |
| | v. | Form D-1 Government Entity or Form D-2 Non-Profit Entity | _____ |
| | vi. | References (Form B-2) | _____ |
| d. | Litigation and Contract History (Form B-3) | (Section 6.3) | _____ |
| e. | Conflicts (Form B-4) | (Section 6.4) | _____ |

2. Deliverables Cost Proposal (Form E) (Article 7) _____

3. Applicable Exhibits

EXHIBIT A- AFFIRMATIONS AND SOLICITATION ACCEPTANCE

EXHIBIT B- FEDERAL ASSURANCES AND CERTIFICATIONS

EXHIBIT E- EXCEPTIONS FORM, IF APPLICABLE

Copies to be provided (all clearly labeled as "copy")

1 Electronic copy of **Narrative Proposal and Respondent Information** in searchable .pdf format on a USB Drive.

1 Electronic copy of **Deliverables Cost Proposal** on a USB Drive

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ARTICLE 10. FORMS AND EXHIBITS















FORM A: NARRATIVE PROPOSAL <u>ARTICLE 5</u>	 Form A Narrative Proposal.docx
FORM B: RESPONDENT INFORMATION <u>ARTICLE 6</u>	 Form B Respondent Information.docx
FORM C: RESPONDENT INFORMATION (FACE PAGE) <u>SECTION 6.1.3</u>	 Form C-Respondent Info
FORM D-1: GOVERNMENTAL ENTITY (IF APPLICABLE) <u>SECTION 4.1.2</u>	 Form D-1 Governmental Entity
FORM D-2: NON-PROFIT ENTITY (IF APPLICABLE) <u>SECTION 4.1.2</u>	 Form D-2 Non-Profit Entity.do
FORM E: DELIVERABLES COST PROPOSAL <u>SECTION 7.1</u>	 Form E Deliverables Cost Proposal1.docx
EXHIBIT A: AFFIRMATIONS AND SOLICITATION ACCEPTANCE, VERSION 1.3 <u>SECTION 1.1 & 6.5</u>	 Exhibit A Affirmations and sol
EXHIBIT B: FEDERAL ASSURANCES AND CERTIFICATIONS <u>SECTION 1.1 & 6.5</u>	 Exhibit B Assurances.pdf
EXHIBIT C: HHSC UNIFORM TERMS AND CONDITIONS, VENDOR, VERSION 2.15 <u>SECTION 1.2 & 2.3.5</u>	 Exhibit C HHSC UTC's.pdf
EXHIBIT D: SUPPLEMENTAL AND SPECIAL CONDITIONS <u>SECTION 1.2 & 2.3.5</u>	 Exhibit D DSHS Supplemental.docx
EXHIBIT E: EXCEPTIONS AND ASSUMPTIONS FORM <u>SECTION 3.6.5 & SECTION 3.6.6</u>	 Exhibit E Exceptions and Assumptions.dc

EXHIBIT F: EVALUATION SCORE SHEET <u>SECTION 4.1</u>	 Exhibit F Eval Tool PDF.pdf
EXHIBIT G: DATA USE AGREEMENT (DUA) ATTACHMENT 2 SECURITY AND PRIVACY INQUIRY (SPI) <u>SECTION 2.6 & SECTION 6.5</u>	 Exhibit G - DUA.pdf  Att 2 Security and Privacy Inquiry.pdf