



Commissioner
H. L. Whitman, Jr.

Texas Department of Family and Protective Services

Request for Applications (RFA)

For

**DFPS Fatherhood:
Educating Fathers for Empowering
Children Tomorrow (EFFECT)
Program**

RFA No. HHS0003643

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**NIGP Class/Item Codes:
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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 Family and Protective Services (DFPS) and pursuant to its Fatherhood: Educating Fathers for Empowering Children Tomorrow (Fatherhood EFFECT) Program, seeks proposals to increase availability and accessibility of services and resources to fathers and father figures in the State of Texas.

This Request for Applications (“RFA” or “Solicitation”) contains standardized requirements that all Respondents must meet to be considered for contracts under this RFA. Failure to comply with these requirements may result in disqualification of the Respondent without further consideration. Each Respondent is solely responsible for the preparation and submission of an application in accordance with instructions contained in this RFA.

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

Information regarding DFPS and the Fatherhood EFFECT program is available online and can be accessed:

https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/About_Preventionand_Early_Intervention/programs.asp

1.2 DEFINITIONS

Refer to **Exhibit B, DFPS Grant Uniform Terms and Conditions, Exhibit C, DFPS Grant Supplemental and Special Conditions, Exhibit D, Assurances Non-Construction Programs and Certification Regarding Lobbying, Exhibit E, Glossary** 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 DFPS.

“Apparent Awardee” means an organization that has been selected to receive a grant award through response to this RFA but has not yet executed a grant agreement or contract. May also be referred to as **“Apparent Grantee.”**

“Awarded Respondent” means an organization that receives a grant award as a result of this RFA. May also be referred to as **“Grantee,” “Successful Respondent”** or **“Grant Recipient.”**

“DFPS” means the Texas Department of Family and Protective Services its officers, employees or authorized agents.

“Health and Human Services Commission” or “HHSC” means the administrative agency established under Chapter 531, Texas Government Code or its designee.

“PEI” means Prevention and Early Intervention Division of DFPS.

“PEIRS” means Prevention and Early Intervention Reporting System. It is a data reporting system that all is used by DFPS Contractors and DFPS Employees.

“Respondent” means the entity responding to this Solicitation. May also be referred to as “Applicant.”

“Solicitation” means this RFA including any exhibits and Addenda.

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

1.3 AUTHORITY

The Texas Department of Family and Protective Services (DFPS) is seeking this contract(s) under its authority in Texas Human Resources Code Chapter 40.

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ARTICLE 2. SCOPE OF WORK/SPECIFICATIONS

2.1 DESCRIPTION OF SERVICES/STATEMENT OF WORK/SPECIFICATIONS

2.1.1 Program Background

Fathers play a critical role in the lives of their children. Actively engaged fathers support their children's healthy emotional, physical and psychological development. Recent studies show that fathers often interact with children differently than mothers do, and that their modes of supporting their kids confer many additional benefits in education, healthy decision making, and delinquency avoidance.¹

Conversely, children without involved fathers are two to five times more likely to experience poverty, perform poorly in school, and engage in delinquent activity and abuse substances. In short, having supportive parents set children up for success. The good news is that fathers are more engaged than they were in the past. According to the Pew Research Center, fathers report spending more time with their children and consider their roles as fathers as a significant part of their identities, yet they feel significantly less confident in their parenting abilities than mothers.²

Past Fatherhood: EFFECT procurements primarily focused on direct services to fathers and father figures. Concurrently, PEI has worked with SUMA Social Marketing (SUMA) and the Child and Family Research Partnership (CFRP) to learn more from fathers and service providers about the effectiveness of programming and best practices in serving this important and underserved population.

SUMA's evaluation included focus groups and interviews to drill down to the clients' experiences. Participants reported gaining new skills to manage emotions, nurture their children and improve communication with their children and co-parent.

Like SUMA, CFRP conducted a literature review; led focus groups with participating fathers; and interviewed EFFECT staff. In addition, the researchers identified efforts across state agencies and across the country to bolster fathers' strengths and address their needs. The FY2017 CFRP evaluation concluded:

“Most efforts to support fathers have been through father-specific programs designed to increase fathers' economic self-sufficiency and improve their parenting knowledge and skills, but the evidence for the effectiveness of these programs is limited. In addition to investing in fatherhood programs through Fatherhood EFFECT, PEI is committed to considering a broader system of supports for fathers. This broader agenda includes gathering key stakeholders.”

Per CFRP's recommendations, this procurement intends to extend PEI's efforts in the fatherhood arena, to include engaging stakeholders like program providers, researchers, and state and local agencies. Through the new approach, PEI continues to champion the use of a

¹ Scott, M. E., Wilson, A., Teague, S., Turner, K., & Karberg, E. (2016, June 15). 5 Ways Fathers Matter. Retrieved March 12, 2019, from <https://www.childtrends.org/child-trends-5/5-reasons-fathers-matter>

² Parker, K., Livingston, G., Parker, K., & Livingston, G. (2018, June 13). 7 facts about American fathers. Retrieved March 12, 2019, from <http://www.pewresearch.org/fact-tank/2018/06/13/fathers-day-facts/>

father-inclusive lens in programs and services for families and the general public while also expanding to a broadened approach by incorporating lessons learned from EFFECT I and II.

The full reports for Fatherhood EFFECT can be accessed on PEI's website:

https://www.dfps.state.tx.us/About_DFPS/Reports_and_Presentations/PEI/default.asp

Activities funded by this procurement aim to increase fathers' involvement with their children by putting systems and services in place to further these ends. Often fathers perceive that mothers are the intended recipients of services for families and children. Sometimes, it is because mothers are the assumed nurturers and caretakers and are thus the focus of family interventions. In other cases, scheduling of services, promotional materials and planned activities communicate to the public that mothers and children are the intended audience—even though fathers are equally eligible to participate. These notions are often reinforced when male caregivers approach an organization for support and find that the settings and services are not designed with their priorities and needs in mind. Identifying and addressing these types of barriers will benefit Texas fathers and families.

- A. For more information on fathers' experiences in home visiting and formal supports, see:
 - 1. [Approaches to Father Engagement and Fathers' Experiences in Home Visiting Programs](#); and
 - 2. [First-time Fathers' Experiences of and Desires for Formal Support: A multiple lens perspective](#).
- B. According to the Texas Demographic Center, an estimated 7.5 million children were living in Texas in 2017, the most current year for which the data is available. There are additional facts that are salient, as well. Of the over 7.5 million Texas children, the American Community Survey estimates that:
 - 1. 67.5% were in married-couple homes;
 - 2. 25% were in female-headed households, of which 13.3% also had an unmarried partner present in the home and
 - 3. 7% were in male-headed households, of which 36.9% also had an unmarried partner present in the home.

In sum, more than 74% of children across the state have male caregivers living in the home, be they biological or step-parents, grandparents, other relatives or other caregivers. Moreover, fathers and father figures, regardless of residence, play critical roles in the lives of their children. It is critical that organizations and communities support families holistically to and foster fathers' involvement in their children's lives. These activities have the power to effect lasting changes in families and communities.

2.1.2 Fatherhood EFFECT Program Objectives

DFPS seeks to award grants to qualified governmental or non-profit entities currently contracted with PEI to provide family intervention and prevention services.

Responses should include plans to increase protective factors in families, support healthy and safe homes for Texas children, and reduce the risk of child abuse, neglect, and other negative outcomes in accordance with specifications contained in this RFA. In this procurement, the overarching goals of the Fatherhood EFFECT program are to:

- A. Support organizations as they assess and improve their operations and services to better embrace fathers and support them in being the best fathers they can be for their biological and social children; and
- B. Spur communities to set priorities that increase their emphasis on supporting fathers in their roles as caregivers.

2.1.3 Service Delivery Area

While the procurement is statewide, Respondents may select one or more counties they currently serve with a PEI program. Based on community needs, a Respondent may target certain areas of a county or counties. DFPS reserves the right to negotiate with the Respondent regarding specific geographic coverage.

2.1.4 Eligible Respondents

Under this RFA, eligible Respondents must be nonprofit or governmental entities currently serving families as described by Texas Business Organization Code Chapter 22 or governmental organizations.

2.1.5 Program Requirements

The Awarded Respondent agrees to adhere to the following conditions in the provision of services to clients under this contract.

The Respondent must propose a coordinated system that includes organizational enhancements and community or regional-level collaboration work. Under the scope of organizational enhancements, the Respondent must also identify the ways in which it is positioned to competently address the needs and preferences of the community or region's fathers and father figures.

2.1.6 Organizational Enhancements

- A. Respondent must propose a strategy for assessing and improving the organization's capacity to serve fathers effectively. Some dimensions to evaluate include service sites and hours, outreach materials, whether fathers feel welcomed and included in the organization, design of spaces, relevance of client services and activities. Examples of activities that may be proposed include:

1. Developing a parent advisory committee of fathers to partner with the organization and develop and vet improvements or engage in intentional activities to recruit fathers into an existing one;
 2. Cultivating fathers as mentors and leaders;
 3. Engaging fathers in outreach strategies such as word-of-mouth and culturally relevant advertising campaigns;
 4. Involving alumni fathers in new program activities, and across the organization; and
 5. Strategic hiring of program staff.
- B. Tools like the [National Family Support Network's Standards of Quality](#) may be implemented to assess the Respondent's organization and services for responsiveness to the needs of fathers and father figures and plan their approach.
- C. The Awarded Respondent must propose some direct engagement of fathers. Direct engagement could include:
1. Evidence-based or evidence informed programming offered directly to fathers;
 2. Improved or increased engagement of fathers in existing PEI programs or services;
 3. Supplementary services to fathers who have children participating in existing services. Examples of such services include: service planning and service coordination, referral or navigation services, additional parenting, co-parenting, coaching, or individualized parent education;
 4. Educational or relationship-building opportunities for fathers within the community, such as providing peer father mentoring opportunities; or
 5. Support groups or workshops targeted to fathers.
- D. In addition, the Awarded Respondent must identify a continuum of services, some within the provider's existing service array and others to meet fathers' particular priorities based on the community needs, citing existing community needs assessments or other relevant community-specific resources. Respondent should identify existing support services for families or propose other support services for families where appropriate.
- E. If the Awarded Respondent proposes using an evidence-based or evidence-informed curriculum or practice, documentation of one of the following must be submitted to verify the program(s) selected:
1. Rated promising or higher in the [California Evidence-Based Clearinghouse for Child Welfare](#); or
 2. Rated promising or higher using **Exhibit F, PEI Evidence-Based Program Ranking Tool.**

2.1.7 Service Population Requirements

- A. For clients served through this procurement, the following requirements must be met:
 - 1. All clients must enter into services voluntarily;
 - 2. Awarded Respondent cannot charge clients fees for participating in a program or for any program participation-related costs; and
 - 3. Awarded Respondent must recruit families that are not already receiving similar services.
- B. Additional considerations for service delivery:

Programs must recruit and serve families with one or more of the following priority characteristics, to include those qualifying characteristics for the Respondent's existing PEI-funded program or programs. Note: Some priority characteristics are only applicable to a specific subset of evidence-based and evidence-informed programs. As a result, priority characteristics may be negotiated with the Apparent Awardee.

2.1.8 Priority Characteristics

- A. Caregiver Characteristics:
 - 1. Current or Past Alcohol Abuse;
 - 2. Current or Past Domestic or Interpersonal Violence;
 - 3. Developmental Delay or Disability;
 - 4. High Stress Level;
 - 5. Homeless/Runaway;
 - 6. Low School Attainment;
 - 7. Mental Health Concern;
 - 8. Parenting Skills Concern; or
 - 9. Social Support Concern.
- B. Index Child/Youth Characteristics:
 - 1. Behavior Concern;
 - 2. Developmental Delay or Disability;
 - 3. High Stress Level;
 - 4. Homeless/Runaway;
 - 5. Mental Health Concern;
 - 6. Current or Past Alcohol Abuse;
 - 7. Current or Past use or Abuse of Other Substance;
 - 8. Current or Past Conflict in School;
 - 9. Current or Past Criminal Justice Involvement; or
 - 10. School Engagement Concern.

- C. Household/Family Characteristics:
 - 1. Current or Past Domestic or Interpersonal Violence;
 - 2. Family Dynamics/Structure Concern;
 - 3. Family or Household Conflict;
 - 4. High Stress Level;
 - 5. Homeless/Runaway; or
 - 6. Low-Income Household.

- D. Household Priority Characteristics for Maternal, Infant, and Early Childhood Home Visiting-funded Programs:
 - 1. Household Contains an Enrollee who is Pregnant and Under 21;
 - 2. Household has a History of Child Abuse or Neglect or has had Interactions with Child Welfare Services;
 - 3. Household Has a Child with Developmental Delays or Disabilities;
 - 4. Someone Uses Tobacco Products in the Home;
 - 5. Someone in the Household has attained low student achievement or has a child with low student achievement;
 - 6. Household includes individuals who are serving or formerly served in the US Armed Forces;
 - 7. Household has a History of Alcohol Abuse or a Need for Alcohol Abuse Treatment;
 - 8. A significant proportion of people in the criminal justice system, both juveniles and adults, are parents. Respondents may include system-involved fathers as a portion of clients served through these funds, with preference given to Respondents engaged in re-entry work; or
 - 9. Limited services may also be proposed for the index child or youth, co-parent or family for the purpose of meeting needs of fathers or improving family relationships.

2.1.9 Special Populations

PEI recognizes that across the state there are factors or circumstances requiring additional considerations when working with fathers and their families. For this reason, applications that will be scored higher are those in which the Respondents identify special populations in their communities that will be targeted by the program and include clear plans and citable justification.

2.1.10 Community and Systems Supports

A. Local Coalitions

Each Awarded Respondent must create or participate in a community coalition of social service and community agencies, businesses, and area resident's/service recipients who share a common goal of supporting fathers and their families and

preventing child abuse and neglect in their proposed service areas. PEI's intent is that this coalition work will lead to improved services and resources for fathers and their families. It is recommended that Respondents join an existing coalition to meet these goals where possible. Coalitions may be father-focused or have a subcommittee or task force with the purpose of addressing needs of the communities' fathers. Examples of agencies and businesses that may be involved include:

Afterschool programs	Faith-based organizations	Local school representatives
Child care centers	Head Start programs	Local workforce boards
Child Protective Services	Housing authorities	Military and veteran family-serving organizations
Community Resource Coordination Group (CRCG) member organizations	Law enforcement	Offender re-entry programs
DFPS (PEI) contractors	Legal services	Office of the Attorney General
Domestic violence shelters	Licensed Mental Health Authorities (LMHAs) and other mental health providers	Primary care providers (examples: pediatricians and OB/GYNs)
Early childhood intervention (ECI) providers	Local municipalities such as cities and counties	

Active involvement in the coalition for the purposes of this procurement will focus on support for fathers and father figures' participation in programs, services and the community at large in their role as nurturing caregivers of their children.

- B. Coalition activities include:
 - 1. Improving coordination of existing resources and advocating for additional ones to address issues fathers face;
 - 2. Engaging fathers in community-building efforts; or
 - 3. Developing a subcommittee to assess, plan and improve service delivery for fathers and families across the community.
- C. Community coalition that is the appropriate fit for a Grantee under this procurement would have the following goals:
 - 1. Integrate proposed family support systems within the community;

2. Encourage collaboration among area agencies to ensure a range of the needs of fathers and their families are met;
 3. Identify barriers to service delivery and find solutions to those barriers; and
 4. Address sustainability of the procurement's goals beyond the period of the contract resulting from this RFA.
- D. Collaborating with PEI Providers within Service Area
- The response package should include a narrative of existing relationships with PEI providers in addition to any documented communications with area PEI grantees in the region to lay out plans for formalized partnerships after the contract's execution, within the first 60 days of the contract. For an example of a non-binding MOU, see this resource published by the Administration for Children and Families: https://www.acf.hhs.gov/sites/default/files/fysb/mou_508.pdf.

2.1.11 Community and Systems-Level Father Support

Respondent must also propose an organized strategy for assessing and improving the community's capacity to meet the needs of fathers. Some dimensions to evaluate: access and availability of services, including locations and hours; communication materials across non-profit organizations, state agencies, city and county departments, faith organizations and businesses; and community-level policies and practices. Examples of activities that may be proposed include:

- A. Developing an advisory committee of fathers to inform local policy makers, city council members, school board members, or other community leaders on best practices, needs of fathers, and opportunities for improvement within policies or systems;
- B. Surveying fathers within the community to determine gaps in services, ability to access services, knowledge of services or ideas for future engagement opportunities;
- C. Collaborating with cross-systems leaders and policy makers to identify barriers to father engagement and involvement and propose specific strategies to address those barriers;
- D. Recognizing local and regional companies that have father-inclusive workplace policies and business practices and engaging with others to enhance their operations in these areas; and
- E. Creating community-wide events or awareness campaigns to increase positive father engagement, promote the importance of fathers in the lives of their children or drive additional community efforts to support men in their roles as nurturing caregivers.

For more examples of community and systems level activities, please refer to [CFRP's brief, A Framework for Evidence Based Systems-Level Change](#).

2.1.12 Recruitment and Outreach

- A. Respondents must develop an outreach plan to connect to vulnerable fathers and their families with children ages 0 to 17 that addresses both recruitment and retention strategies. In addition to standard means, outreach to eligible families within the community should involve innovative approaches and recruitment methods.
- B. Respondents should address barriers to father engagement and participation. Outreach and retention plans should include consideration of community context, geographic location, etc. Outreach and retention plans should include strategies for engaging prospective clients and effective retention of enrolled families.

- C. Awarded Respondent must document families referred to the Awarded Respondent for services, including the origin of the referral, whether services were provided and/or if subsequent referrals are provided to another social service provider.
- D. Efforts must be made by the Awarded Respondent to ensure that families are not denied or delayed services due to a wait list. The Awarded Respondent must have referral policies and procedures in place that provide alternative service options either through the Awarded Respondent or through other community resources when the Awarded Respondent is at capacity.

2.1.13 Service Authorization and Referral

- A. Intake Process: The intake process must include completion of the PEI enrollment form, a pre-service protective factors survey, and any additional client surveys and assessments as required by PEI or the selected model(s). Awarded Respondent must have a process for intake and assessment of families' strengths and needs. This intake process must be documented in each client's case file. Awarded Respondent's intake process must ensure the program is suitable to meet family's needs.
- B. Transition/Case Closure Procedure: Case closure must include collection of a post-service protective factors survey and any additional surveys as required by PEI. When services are completed, the Awarded Respondent must document closure of the case on the discharge form and in PEIRS. Any referrals made for additional services to other local social service providers must be tracked by the Awarded Respondent in their referral tracking tool.
- C. Area Information Center 2-1-1: Awarded Respondent must add their services to the 2-1-1 Area Information Center for the Region in which the contracted program primary service area is located and must update information provided to the 2-1-1 Area Information Center within 30 days of any changes in the scopes of their programs. Awarded Respondent information should also be available on the Texas 2-1-1 website.

2.1.14 Minimum Staffing Qualifications

- A. Direct Service Staff and/or Volunteers
 - 1. Direct service staff or volunteers who are primarily responsible for delivering the core Evidence-Based Program components must have an associate degree or higher in a health and human services field; a bachelor's degree is preferred and two years of direct service experience in a health and human services field and
 - 2. If any proposed evidence-based programs have more stringent requirements, the Awarded Respondent must meet those rather than the minimum requirements cited.
- B. Program Director Role and Qualifications
 - 1. The Program Director role, or equivalent position, will be the primary program contact and will be responsible for program oversight, services, and supervision;

2. Any person holding the Program Director position or performing Program Director responsibilities must have at least a bachelor's degree in a relevant field, with relevant work experience, and a minimum of five (5) years of relevant program management and supervisory experience or a master's degree in a relevant field, along with a minimum of three (3) years program management and supervisory experience is preferred;
 3. The Program Director must have experience with performance evaluation, data analysis, reporting, and social service programming; and
 4. The following responsibilities and activities are required of the Program Director role and/or must be integrated into other appropriate manager roles where qualifications are met. Clear organizational structure is required, with Program Director responsibilities clearly accounted for and assigned to the qualified FTE(s).
- C. The Program Director will:
1. Serve as primary program contact and liaison;
 2. Provide program oversight, to include managing operations, supporting and monitoring performance related to the project, and planning for improvements where needed;
 3. Ensure program operations and activities adhere to all applicable policies, procedures, and guidelines with regard to contract, organization, and selected program model(s);
 4. Ensure program goals are met, especially related to deliverables, targets, and processes;
 5. Assist in budget planning, ensuring budget is aligned with program goals and operations;
 6. Provide for hiring, training, and supervision of staff working on the project; and
 7. Provide for regular administrative, clinical, and reflective supervision of direct service staff, to include twice monthly reflective supervision for any clinical staff.

2.1.15 Minimum Organizational Qualifications

- A. Respondent's organization must meet the following qualifications:
1. Respondent lead agency must be an agency with at least five years' experience working with vulnerable families or with families with children ages 0 to 17 or overseeing services to this population;
 2. Respondent lead agency must have provided services in the primary service area for a minimum of 1 year directly preceding the submission of Response;
 3. Respondent must show demonstrated competency working with families (either through Respondents own expertise and programming or through formal partnerships with local service providers) who have experienced the following:
 - a. Trauma;
 - b. Substance use; and
 - c. Mental and emotional distress.
 4. Respondent must have at least five years' experience in managing budgets, grants, and contracts for social services;

5. Respondent that has monitoring reports from any Texas state agency, or federal funding entity, and/or audits performed on Respondent's organization in the past three years must be able to demonstrate the organization is competent in managing and budgeting its programs and operations;
6. Respondent must have a Financial Manager responsible for financial oversight of the Awarded Respondent's organization; and
7. The same minimum organizational qualifications must be met by subcontractors performing services under this award.

2.1.16 Minimum Organizational Training

A. Respondent's organization must meet the following:

1. Respondent must submit a training plan for all Fatherhood EFFECT staff, including volunteers, subcontractor staff, and anyone else working on the contract that includes both initial and ongoing training. Staff training must include the following competencies:
2. Cultural Humility;
3. Mental Health First Aid Training;
4. New Employee Orientation; and
5. Evidence-Based or Promising Practice Program Training (when appropriate).

B. Additional training topics may include, but are not limited to:

1. Breastfeeding;
2. Case Documentation;
3. Case Management;
4. Child Development;
5. Co-Parenting;
6. Healthy Relationships;
7. Effective Collaboration;
8. Effective Group or Meeting Facilitation
9. Ethics;
10. Motivational Interviewing;
11. Referrals and Service Connections;
12. Safe Sleep;
13. Substance Use;
14. Shaken Baby Syndrome; and
15. Trauma-Informed, Resilience-Based Approaches.

- B. Awarded Respondent must document all required training in the personnel files and attendees must sign to indicate attendance/completion. All training must be noted in the regular program quarterly reports.

- C. The same minimum training requirements must be met by any subcontractors performing services under this award.

2.1.17 PEIRS Database

- A. Respondent must key-enter all service data for all participants served through the Fatherhood EFFECT program into the PEIRS database or other data reporting tools using a secure internet connection. Data entered into the PEIRS database or other data reporting include the registration information, service data, and Outcome data (e.g. the pre-and post- service protective factors surveys and the program experience survey). Respondent must ensure that computer equipment used for data entry meets minimum requirements established by DFPS for efficient connection to the PEIRS database (currently Internet Explorer 9 or higher and/or Chrome 47 or higher).
- B. The Respondent must ensure accurate data entry into the PEIRS database or other data reporting tools and must enter all data for a specific month into the system no later than thirty (30) calendar days following the close of the month in which a registration occurred, services were provided, or the file was closed. Respondents are required to enter all data regarding the eligible family, even if a client and/or family does not engage in services and/or cannot be located.
- C. In order to be approved for database access, prior DFPS and criminal background check clearance must be obtained. Any person given permission to enter or view Fatherhood EFFECT Program data must strictly adhere to DFPS rules, regulations and standards for confidentiality, security and integrity of program data.
- D. The Respondent is responsible for entering all data into the PEIRS database or other data reporting tools.

2.1.18 Required Reports

- A. In addition to data entry requirements related to PEIRS documentation, Awarded Respondent are required to submit PEI quarterly reports in order to provide ongoing information regarding implementation efforts, achievements, and challenges. Quarterly reports will be due each quarter on the 15th day of the month following the reporting period for each year of the contract:
 - 1. Quarter 1 (September, October, November), Due December 15th
 - 2. Quarter 2 (December, January, February), Due March 15th
 - 3. Quarter 3 (March, April, May), Due June 15th
 - 4. Quarter 4 (June, July, August), Due September 15th

2.1.19 Case Records Management

- A. Tracking Referrals
 - 1. Awarded Respondent must develop and maintain a tracking system to record families referred to the Awarded Respondent for services, to include:
 - a. Date of referral;
 - b. Origin of the referral;
 - c. Whether family was eligible for services;
 - d. Whether services were initiated; and
 - e. Date services were initiated.

2. Documentation must also include reason if family was ineligible for services or if services were not initiated.

B. Service Documentation

1. Awarded Respondent will track all services provided in accordance with the Awarded Respondent's approved Project Work Plan and using the appropriate PEI documentation forms. Awarded Respondent must ensure that all service documentation is complete, accurate, maintained in an organized fashion, and made available to DFPS staff upon request.
2. Awarded Respondent must maintain records in a manner which protects the confidentiality of the families being served. Service documentation should include, but is not limited to:
 - a. Case notes to include service type and activity documentation;
 - b. Sign-in sheets, particularly for group activities;
 - c. Initial and ongoing assessment dates, results, and follow-up;
 - d. Service plans;
 - e. Referral records; and
 - f. Incentives and/or basic needs assistance records.
3. All services provided by Awarded Respondent and their subcontractors (if applicable) must have valid documentation that supports verification of participant attendance, such as sign-in sheets and attendance rolls including a signature certifying the validity of the information, individual/group progress notes, materials/hand-outs used, and additional documentation as appropriate to the proposed program.
4. Client files maintained by the Awarded Respondent must include, at a minimum, the following forms:
 - a. Enrollment form;
 - b. Pre-service protective factors survey; and
 - c. Post-service protective factors survey.

2.1.20 DFPS Protective Factors Surveys

- A. Prior to service delivery, the Awarded Respondent must provide a pre-service protective factors survey to primary caregivers. The Awarded Respondent may also provide this survey to any secondary caregivers who are participating in program services. The survey must be provided either shortly before or at the beginning of the first service session. Awarded Respondent must enter the survey data into the PEIRS database within the required data entry timeframe.
- B. The Awarded Respondent must provide a post-service protective factors survey to primary caregivers when the family meets the timeframe for completing the program or on an annual basis from the time that services began. The Awarded Respondent should attempt to have the primary caregiver complete a post survey if they leave the program prior to completion. The Awarded Respondent may also provide this survey to any secondary caregivers who are participating in program services. Awarded Respondent must enter the survey data into the PEIRS database within the required data entry timeframe.

- C. The Awarded Respondent must maintain the original pre-service and post-service Protective Factors Surveys in the client files.

2.1.21 Required Record Keeping

The Respondent must ensure compliance with all record keeping requirements stated in this document. All records must be housed in a central location and made available and accessible to DFPS without limitations.

Table 1 – Required Records	
Individual Family Service Case Record	
1) Purpose	To support and maintain details of services requested by DFPS and provided by the Respondent.
2) Minimum Requirements	<p>Respondent will track all services provided in accordance with the Respondent's approved Project Work Plan and by using the appropriate PEI documentation forms. Respondent must ensure that all service documentation is complete, accurate, maintained in an organized fashion, and made available to DFPS staff upon request. Respondent must maintain records in a manner which protects the confidentiality of the families being served. The Respondent must maintain individual client records. Records may be maintained electronically; however, Respondent must be able to promptly produce an easily legible hard copy of any records, if requested by DFPS. Family records must be housed or maintained in a central location, although backup copies of records may be maintained in an alternate secure location. The Case Record must contain, but is not limited to:</p> <ul style="list-style-type: none">a. Valid documentation authorizing Fatherhood EFFECT services for eligible clients;b. Documentation notes and dates of all family services occasions and any other family service contacts;c. Record of contract-related notices and communications;d. Initial and ongoing assessment tools;e. Pre-service protective factors survey;f. Program experience survey;g. Post-service protective factors survey;h. Release of information and/or confidentiality agreement;i. Family service plans;j. Resource and referral logs;k. Receipts for basic needs support;l. A copy of all required reports;m. All required documentation for program supplies; andn. All required documentation for program outreach.

Required Personnel Records	
1) Purpose	To support and maintain for monitoring purposes evidence of the Respondent's minimum requirements for staff, subcontractors, and volunteers with regards to qualifications.
2) Minimum Requirements	<p>Individual file for each staff, subcontractor and volunteer must include at a minimum, but is not limited to the following documentation:</p> <ul style="list-style-type: none"> a. Documentation clearly establishing that the Respondent's Service Providers meet the minimum qualifications as required; b. Background checks requirements; c. Business files to support compliance with insurance requirements; and d. Completed training.
Financial Records	
1) Purpose	To support and maintain for monitoring purposes evidence of payments (invoices) and adjustments related to services provided by the Respondent and billed to DFPS.
2) Minimum Requirements	<p>Respondent must create and maintain reliable and accurate records to support all actions related to invoicing, payments and adjustments for services provided to DFPS clients. Records must include at a minimum, but are not limited to the following:</p> <ul style="list-style-type: none"> a. Copy of all Invoices submitted by the Respondent b. Form 4116X, State of Texas Purchase Voucher c. Documentation clearly establishing date signed Invoice was submitted d. Monthly Mileage Log, Basic Needs Support Receipts, Monthly Client Activity Log e. Any other supporting documentation requested by DFPS

2.1.22 Additional Program Requirements

The Awarded Respondent must adhere to the following:

Awarded Respondent is responsible for following all policy updates and clarifications issued by DFPS subsequent to this RFA as provided by DFPS Program staff via email or as agreed upon by both DFPS and Awarded Respondent for the term of any Contract between DPFS and Respondent.

2.1.23 Use of Subcontractors

- A. Awarded Respondent may provide or subcontract for the provision of direct client services as described within the RFA. Subcontractors providing services under this RFA shall meet the same requirements and level of experience as required of the Respondent.

- B. No subcontract under the RFA shall relieve the Respondent of the responsibility for ensuring the requested services are provided according to required standards.
- C. Respondents planning to subcontract all or a portion of the work to be performed shall identify the proposed subcontractors along with the specific work to be performed by the subcontractor(s).

2.1.24 Eligible Service Population

The eligible client population consists of fathers and father figures with a target client, also known as index child/youth, ages 0 to 17. The male caregiver will be the primary participant in services, though limited ancillary services may be proposed for the child, spouse or co-parent. Note: Because the program's purpose for service delivery is to increase the number of fathers served and improve service delivery, fathers and father figures served in this procurement may have a separate registration, and services may be tracked independent from existing funding or programming.

- A. Additional considerations for service delivery:
 - 1. Programs must recruit and serve families with one or more priority characteristics, which include those qualifying characteristics for the Respondent's existing PEI-funded program or programs.
 - 2. A significant proportion of people in the criminal justice system, both juveniles and adults, are parents. Therefore, Respondents may include system-involved fathers as a subset of clients served through these funds, with preference given to Respondents focusing interventions on fathers in the re-entry process.
- B. Fatherhood EFFECT has a focus on primary and secondary prevention. While clients with a previous history with Child Protective Services are eligible to be served, outreach efforts should focus on those who have not been recently involved with CPS. DFPS may monitor the number of clients served under an Awarded Respondent's program that have a history or current involvement with CPS. If it is determined by DFPS that the population served falls excessively outside of the primary and secondary prevention focus, Agency staff will provide technical assistance regarding outreach efforts.

2.1.25 Community Needs Assessment

- A. Respondent should reference any community needs assessments from its existing PEI programs, taking care to highlight the areas identifying the available community programs and services, assets, and any needed supports for fathers and father figures in the community.
- B. This community needs assessment should inform the Response.
- C. The needs assessment should focus on the prevention of child abuse and neglect and corresponding services for families with children ages 0 to 17.

2.1.26 Project Approach and Plan

- A. Respondents must propose a plan consisting of approaches that enhance child and family well-being, increase protective factors, and leverage community efforts.

- B. Respondents must propose an approach that balances organizational enhancements with community and systems level efforts and integrating direct service approaches with attention to fathers' particular strengths and needs.

2.1.27 Performance Measures

Through the negotiation process, outputs and outcomes related to service and community change strategies will be identified. Some identified outcomes and outputs will be required by every Awarded Respondent. The Awarded Respondent may also be expected to select a limited number of community specific outcome and output measures based on the specific work, service array. The outputs and outcomes measures will be tracked through PEIRS and other data sources developed and maintained by DFPS. Examples of measures likely to be incorporated into all contracts include but are not limited to:

GRANTEE OUTPUTS AND OUTCOMES		
Services		
OUTPUT 1:	Expected average number of designated families served monthly.	Proposed target
OUTPUT 2:	Expected number of designated families served annually.	Proposed target
OUTPUT 3:	Primary Participating Caregivers complete both pre- and post- protective factors surveys.	60%
OUTPUT 4:	Program Experience Surveys are completed at discharge by Primary Participating Caregivers	50%
OUTCOME 1:	Index Children/Youths remain safe in care during services.	100%
OUTCOME 2:	An average increase in the score for at least one subscale is reported by Primary Participating Caregivers completing the pre- and post- protective factors surveys.	75%
OUTCOME 3:	Primary Participating Caregivers or Index Children/Youth report positive outcomes in at least one domain of the Program Experience Survey at discharge.	80%

2.1.28 Performance Reporting for Organizational Enhancements and Cross-Systems Activities

The table below outlines the primary methods of tracking and evaluating the organizational and systems-level efforts. Respondents that score more highly will be those demonstrating existing systems in place to conduct such evaluation efforts, and the fruits of such efforts.

Organizational Enhancements	
Organizational assessment, plan, and progress on improvements.	Reported Monthly
Events, to include detail on number of fathers in attendance.	Reported Monthly
Cross-systems Activities	
Meeting minutes.	Reported Quarterly in Quarterly Program Report

Documented actions undertaken by coalition, systems- and community-level efforts.	Reported Quarterly in Quarterly Program Report
Joint efforts undertaken through new and ongoing relationships, including agreements established to coordinate resources and activities.	Reported Quarterly in Quarterly Program Report
Participation and engagement of fathers and father-figures in coalition, systems- and community-level efforts.	Reported Quarterly in Quarterly Program Report

2.1.29 Transition Plan

At the end of the contract term, including any contract renewals if any, other contract termination or cancellation, the Respondent shall in good faith and in reasonable cooperation with PEI, aid in transition to any new arrangement or provider of services.

2.1.30 Transition/Case Closure Procedure

Case closure must include collection of a post service protective factors survey and program experience survey, if possible. When services are completed, the Respondent must document closure of the case on the client registration form and in the PEIRS database or other data reporting tools. Any referrals made for additional services to other local social service providers must be entered into PEIRS.

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

The total amount of federal Community-Based Child Abuse Prevention (CBCAP) (CFDA 93.590) funding available annually for the Fatherhood EFFECT program is anticipated to be up to **One Million Dollars (\$1,000,000.00)**. It is DFPS's intention to make up to 8 awards. DFPS will award only one contract for each service delivery area for this procurement. DFPS may not fully fund requests in order to ensure that funds are available for the broadest possible array of communities and programs.

Grants awarded as a result of this RFA will be on a cost reimbursement basis. Under the cost reimbursement method of funding, grant recipients are required to finance operations with their own working capital with grant payments made by DFPS to reimburse the grant recipients for actual cash disbursements to be supported by adequate documentation.

Upon execution of contracts resulting from this RFA, DFPS may at its sole discretion disperse an initial payment of no more than 20% of the initial annual budget.

2.2.2 Grant Term

DFPS anticipates that the initial term of any Contract resulting from this Solicitation shall be for a period of five (5) years (base term). Following the base

term, DFPS, at its sole option, may extend any resulting Contract as necessary for the purpose of completing a new procurement and/or to transition to a new Grantee if necessary, to avoid interruption in services.

2.2.3 Prohibitions

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

- A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- B. Lobbying;
- C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- D. Vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e. mobile data terminals, body cameras, in-car video systems, or radar units, etc. for officers assigned to routine patrol);
- E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives (exceptions may be granted when explosives are used for bomb squad training);
- F. Admission fees or tickets to any amusement park, recreational activity or sporting event;
- G. Promotional gifts;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
- I. Membership dues for individuals;
- J. Any expense or service that is readily available at no cost to the grant project;
- K. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- L. Fundraising;
- M. Statewide projects;
- N. Any other prohibition imposed by federal, state, or local law; and
- O. The acquisition or construction of facilities.

2.3 STANDARDS

Grantees must comply with the requirements applicable to this funding source cited in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200); the Uniform Grant Management Standards (UGMS) as issued by the Texas Comptroller of Public Accounts, and all statutes, requirements, and guidelines applicable to this funding.

Grantees are required to conduct Project activities in accordance with federal and state laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHSC) Civil Rights Office website at: <http://www.hhs.state.tx.us/aboutHHS/CivilRights.shtml>.

Upon request, a Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than 10 calendar days after receipt of the complaint. Notice must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751
Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Grantees must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.4 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

DFPS makes no guarantee of volume, usage, or total compensation to be paid to any Respondent under any awarded Grant, if any, resulting from this Solicitation. Any awarded Grant is subject to appropriations and the continuing availability of funds.

DFPS reserves the right to cancel, make partial award, or decline to award a Grant under this Solicitation at any time at its sole discretion.

There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE 3. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	Tuesday, March 12, 2019
Respondent Conference (optional) Webinar link https://attendee.gotowebinar.com/register/5883026421653886210	Friday, March 29, 2019 1:00 - 2:00 p.m. CST
Deadline for Submitting Questions	Friday, April 5, 2019 @ 5:00 p.m. CST
Questions to be posted by	Friday, April 12, 2019
Deadline for submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHSC by the deadline.]	Tuesday May 14, 2019 @ 2:00 p.m. CST
Anticipated Contract Start Date	September 1, 2019

Note: These dates are a tentative schedule of events. DFPS reserves the right to modify these dates at any time upon notice posted to the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. Any dates listed after the Solicitation Response deadline will occur at the discretion of the DFPS and may occur earlier or later than scheduled without notification on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites.

3.2 CHANGES, AMENDMENT OR MODIFICATION TO SOLICITATION

DFPS 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 DFPS and will post such on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. It is the responsibility of Respondent to periodically check the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in Section 3.4.1 as soon as possible so corrective addenda may be furnished to prospective Respondents.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to DFPS's Point of Contact addressed to the person listed below. All communications between Respondents and other DFPS staff members concerning the Solicitation are strictly prohibited, unless noted elsewhere in this RFA. **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

3.4.2 Prohibited Communications

All communications between Respondents and other DFPS staff members concerning the Solicitation may not be relied upon and respondent should send all questions or other communications to the point-of contact. 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.**

3.4.3 Questions

DFPS 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 3.4.1 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 entity name, address, phone number; fax number, e-mail address, and name of contact person when submitting questions.

3.4.4 Clarification request made by Respondent

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.

3.4.5 Responses

Responses to questions or other written requests for clarification will be posted on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. DFPS reserves the right to amend

answers prior to the deadline of Solicitation Responses. Amended answers may be posted on the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites. It is Respondent's responsibility to check the [ESBD](#), [HHSC Grants](#), and [Texas.gov eGrants](#) websites for updated responses. DFPS also reserves the right to provide a single consolidated response of similar questions at the System Agencies sole discretion.

3.5 SOLICITATION RESPONSE COMPOSITION

3.5.1 Generally

All Responses must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the respondents name at the top of each page;
- C. Organized in the sequence outlined in Article 9 - Submission Checklist;
- D. In Arial font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. Blank forms provided in the Attachments must be used (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
- F. Correctly identified with the RFA number and submittal deadline;
- G. Responsive to all RFA requirements; and
- H. Signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

3.5.2 Submission in Separate Parts

- A. All Responses must be submitted in separate parts as follows:
 - 1. Administrative Information, including all Exhibits;
 - 2. Narrative Proposal, including all Exhibits;
 - 3. Cost Proposal; and
 - 4. Required Executed Exhibits.
- B. Paper documents (i.e. the original and all hard copies) must be separated by parts. Electronic submissions must be separated by electronic medium used for submission (i.e. flash drive).
- C. 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 3.4.1. The number of copies and directions for submitting an "Original" and "Copies" are outlined in Article 9.

3.6 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

Solicitation Responses must be received at the address in Section 3.4.1 time-stamped by HHSC no later than the date and time specified in Section 3.1.

3.6.2 Labeling

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

SOLICITATION NO: HHS0003643
SOLICITATION NAME: DFPS Fatherhood EFFECT
RESPONSE DEADLINE: Tuesday, May 14, 2019 @ 2:00 p.m. CST
PURCHASER'S NAME: Carolyn R. DeBoer
RESPONDENT'S NAME:

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

3.6.3 Delivery

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

To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to:

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.

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, a Respondent may:

- (1) withdraw its Solicitation Response by submitting a written request to the Point of Contact identified in Section 3.4.1; or
- (2) modify its Solicitation Response by submitting a written amendment to the Point of Contact identified in Section 3.4.1.

DFPS may request Solicitation Response Modifications at any time.

The remainder of this page is intentionally left blank.

ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 GENERALLY

Those Respondents selected through the evaluation process will be invited to submit additional information and to participate in a negotiation process which will determine final selection. The specific dollar amount awarded to each successful Respondent will depend upon the merit and scope of the Response and negotiations. Funded amounts may differ from those requested. Not all Respondents who are deemed eligible to receive funds are assured of receiving an award. Fatherhood EFFECT services are funded with Community-Based Child Abuse Prevention (CBCAP) federal grant dollars (CFDA 93.590) and awardees will be sub-recipients. Procurement is valued at \$5,000,000.00 and PEI expects to award multiple contracts.

The final funding amount and the provisions of the contract will be determined at the sole discretion of DFPS.

4.2 ELIGIBILITY SCREENING

Responses will be reviewed for minimum qualifications and completeness. All complete Responses meeting the minimum qualifications will move to the Evaluation stage.

4.3 EVALUATION

DFPS will select Respondents to receive awards based on eligibility criteria, facility type, staffing requirements, service delivery, geographical distribution, scores, best value factors, and the best interest of the State.

Responses will be evaluated and scored in accordance with the factors required by the CBCAP grant program and other factors deemed relevant by DFPS.

4.3.1 Specific Selection Criteria

Grant applications shall be evaluated based upon and using **Exhibit G, Evaluation Score Tool:**

1. Respondent's Background and Experience (20 %)
2. Needs Assessment and Goals (10%)
3. Program Delivery (50 %)
4. Financial Stability (10%)
5. Reasonable Project Cost (10%)

4.4 FINAL SELECTION

After initial screening for eligibility, Response completeness, and initial scoring of the elements listed above in Section 4.3.1, a selection committee will look at all eligible respondents to determine which proposals should be awarded in order to most effectively accomplish state priorities. The

selection committee will recommend grant awards to be made to the DFPS Commissioner, who will make the final award approval.

DFPS will make all final funding decisions based on eligibility, geographic distribution across the state, state priorities, reasonableness, availability of funding, and cost-effectiveness.

4.5 NEGOTIATION AND AWARD

4.5.1 Negotiations

The specific dollar amount awarded to each Awarded Respondent will depend upon the merit and scope of the Response, the recommendation of the Selection Committee, the number of selected Respondents, and the decision of the DFPS Commissioner. Not all Respondents who are deemed eligible to receive funds are assured of receiving an award.

- A. The negotiation phase will involve direct contact between the Awarded Respondent and HHSC PCS and DFPS representatives via phone and/or email. During negotiations, Awarded Respondents may expect:
- B. An in-depth discussion of the submitted proposal and budget; and
- C. Requests from DFPS for clarification or additional detail regarding Response.
- D. The final funding amount and the provisions of the contract will be determined at the sole discretion of DFPS staff.

4.5.2 Exceptions

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA or Uniform Terms and Conditions, sought by the Respondent must be specifically detailed in writing by the Respondent on **Exhibit H, Exceptions and Assumptions Form** in this proposal and submitted to HHSC for consideration. DFPS will accept or reject each proposed exception. DFPS will not consider exceptions submitted separately from the Respondent's proposal or at a later date.

4.5.3 Assumptions

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

4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY DFPS

DFPS reserves the right to ask questions or request clarification from any Respondent at any time during the application process.

ARTICLE 5. REQUIRED RESPONDENT INFORMATION

5.1 ADMINISTRATIVE 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 the following information:

5.1.1 Respondent Information (Face Page)

Use **Exhibit I, Respondent Information (Face Page)** to complete basic information about the respondent and project, including the signature of the authorized representative. The face page is the cover page of the proposal and must be completed in its entirety.

5.1.2 Governmental/Non-Profit Information

1. Complete **Exhibit J, Governmental Entity Information** if Respondent is governmental entity; or
2. Complete **Exhibit J-1, Non-Profit Entity Information** if Respondent is a non-profit entity.

5.1.3 Administrative Information

Use **Exhibit K, Administrative Information** to provide information regarding identification and contract history of the respondent, executive management, project management, governing board members, and/or principal officers. Respond to each request for information or provide the required supplemental document behind this form. If responses require multiple pages, identify the supporting pages/documentation with the applicable request.

5.1.4 Internal Controls Structure Questionnaire. (ICSQ)

Exhibit L, Internal Controls Structure Questionnaire including all required attachments must be included in the response.

5.2 REFERENCES

Respondent shall provide a minimum of three (3) reference letters regarding similar contracts or projects performed, preferably for state and/or local government, within the last five (5) years. Attach to **Exhibit M, Program Narrative Response Template as Attachment M-I.**

Reference letter shall include:

1. Client name;
2. Contract/Project Description
3. Total Dollar amount of contract/project

4. Key staff assigned to the referenced contract/project that will be designated for work under this Solicitation; and
5. Client contract/project manager name, telephone number, fax number and email address.

5.3 MAJOR SUBCONTRACTOR INFORMATION

Respondent must identify any major subcontractors whom Respondent intends to utilize in performing fifteen percent (15%) or more of any Contract. Respondent must indicate whether or not Respondent holds any financial interest in any major subcontractor. It may be required as a condition of award that an authorized officer or agent of each proposed major subcontractor sign a statement to the effect that the subcontractor has read, and will agree to abide by, Respondent's obligations under any contract awarded pursuant to this Solicitation. Provide this information in **Exhibit M, Program Narrative Response Template Section C.7.**

5.4 LITIGATION AND CONTRACT HISTORY

Respondent must include in its Solicitation Response 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. Provide this information in **Exhibit K, Administrative Information.**

5.5 CONFLICTS

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting Contract. 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. DFPS 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. Provide this information in **Exhibit K, Administrative Information.**

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 DFPS 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.

5.6 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return all of the exhibits listed in Article 9, Executed Exhibits.

5.7 CORPORATE GUARANTEE

If the respondent is substantially or wholly owned by another corporate (or other) entity, DFPS 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 as executed by the parties.

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ARTICLE 6. NARRATIVE PROPOSAL

6.1 NARRATIVE PROPOSAL

6.1.1 Executive Summary

Respondent will complete **Exhibit N, Executive Summary** attached to this RFA. Respondents will provide a high-level overview with a broad understanding of the Respondent's approach to meeting the RFA's business requirements. The summary must demonstrate an understanding of the goals and objectives of this solicitation.

For this section, condense and highlight the content of the Response to provide DFPS with a broad understanding of the Respondent's approach to meeting the RFA's business requirements. The summary must clearly demonstrate an understanding of DFPS's goals and objectives for this procurement. The Respondent should address program goals and propose at least three objectives for the proposed program. Limit the Executive Summary to one page.

6.1.2 Program Narrative

Respondent will complete **Exhibit M, Program Narrative Response Template** attached to this RFA. Respondent will provide a detailed description of the Respondent's background and experience; needs assessment and goals; and program delivery. Response must support all the business activities and requirements described in this RFA. The detailed description must reflect a clear understanding of the work undertaken. Respondent will also include all documents requested as part of completing **Exhibit M** to demonstrate fulfilling Article 2 requirements. The Program Narrative should not exceed thirty (30) pages (excluding Attachments).

A. Respondent's Background and Experience

1. Respondents must address its qualifications and demonstrate its ability to effectively meet the goals of the procurement by addressing the following areas:
2. Experience with administering programs of a similar scale and scope;
3. Experience with managing subcontractors if proposing to use them;
4. Experience working with fathers and father figures;
5. Current performance on PEI and DFPS contracts, including outputs and outcomes; program reports and billing; and monitoring findings; and
6. Current involvement in and contributions to formal collaborations and coalitions and any successes or gains realized.

B. Needs Assessment and Goals

The Respondent will address the topics below:

1. The need in the proposed service area for supporting fathers and their families at the organization, community and systems levels; and
2. The ways in which the resources available through the procurement will:

- a. enable the Respondent be more effective in serving fathers within the existing organizational structure; and
- b. improve community and systems-level coordination to leverage existing resources and develop additional supports for fathers.

C. Program Delivery

The Respondent will provide additional background on the proposed activities and the ways in which it is prepared to overcome potential challenges in collaborating:

1. The ways in which the proposed organizational enhancements and systems-level efforts complement each other; and
2. Anticipated challenges in building relationships with other entities in the community and the methods the Respondent has previously employed to overcome similar barriers.

6.1.3 Project Work Plan

- A. Respondent will complete **Exhibit O, Project Work Plan** attached to this RFA. Respondent will describe its plan for service delivery to the priority population in the proposed program service area for meeting all components described in Article 2. Respondent will also include all documents requested as part of completing **Exhibit O** to demonstrate fulfilling Article 2 requirements.
- B. Provide a timeline of activities for program start up. Include organizational enhancement activities as well as community and systems-level activities.

6.1.4 Internal Controls Structure Questionnaire (ICSQ)

- A. Respondent will complete **Exhibit L, Internal Control Structure Questionnaire** attached to this RFA.
- B. The ICSQ document requires several attachments. The ICSQ is not considered complete without all of the required attachments.

The remainder of this page is intentionally left blank.

ARTICLE 7. COST PROPOSAL

7.1 COST PROPOSAL

Cost information must not be included with the Respondent's Information and Business proposal. Respondent must submit **Exhibit P, Cost Proposal** for the services listed in Article 2, Scope of Work. The cost proposal provided is for the goods and/or services as specified in this Solicitation 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 RFA.

The Cost Proposal shall indicate the necessary expenses on the proposed budget tab along with a narrative description of the methodology used to calculate the costs.

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ARTICLE 8. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Amendment

DFPS 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 Costs Incurred

Respondents understand that issuance of this Solicitation in no way constitutes a commitment by any DFPS to award a contract or to pay any costs incurred by a Respondent in the preparation of a response to this Solicitation. DFPS 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.

8.1.3 Contract Responsibility

DFPS 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 contractors.

8.1.4 Public Information Act

Solicitation Responses and information, documentation, and other material submitted in connection with this Solicitation or any resulting Contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, Respondent is required to make any information created or exchanged with the State pursuant to any resulting Contract, and not otherwise excepted from disclosure under the Public Information Act, available in a format that is accessible by the public at no additional charge to the State.

Respondents who wish to protect portions of the Solicitation Response from public disclosure as proprietary or trade secret information or other privileged information must clearly mark the information the Respondent claims is proprietary, trade secret, or other privileged information.

8.1.5 News Releases

Prior to final award a respondent may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the HHSC Point of Contact Identified in Article 3.

8.1.6 Additional Information

By submitting a proposal, the Respondent grants HHSC the right to obtain information from any lawful source regarding the respondent's and its directors', officers', and employees':

(1) past business history, practices, and conduct;

- (2) ability to supply the goods and services; and
- (3) ability to comply with contract requirements.

By submitting a proposal, a respondent generally releases from liability and waives all claims against any party providing HHSC information about the respondent. HHSC may take such information into consideration in evaluating proposals.

8.1.7 DFPS Terms and Conditions

Respondent agrees to comply with **Exhibit B, DFPS Grant Uniform Terms and Conditions** and **Exhibit C, DFPS Grant Supplemental and Special Conditions**. Any terms and conditions attached to a Solicitation Response will not be considered unless specifically referred to in the Solicitation Response.

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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 will not be considered for contract award.

A. Original Solicitation Response Package

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

1. Administrative Information (Exhibit I through L)

- a. Exhibit I: Respondent Information (Face Page) (Section 5.1.1) _____
- b. Exhibit J: Governmental Entity (if applicable) (Section 5.1.2) _____
- c. Exhibit J-1: Non-Profit Entity (if applicable) (Section 5.1.2.) _____
- d. Exhibit K: Administrative Information (Section 5.1.3) _____
- e. Exhibit L: Internal Controls Structure Questionnaire (Section.5.1.4) _____

2. Narrative Proposal (Exhibit F, N, M, and O)

- a. Exhibit F: PEI Evidence-Based Program Ranking Tool (Section 2.1.6) _____
- b. Exhibit N: Executive Summary (Section 6.1.1) _____
- c. Exhibit M: Program Narrative Response Template (Section 6.1.2) _____
- d. Exhibit O: Project Work Plan (Section 6.1.3) _____

3. Cost Proposal

- Exhibit P: Cost Proposal (Form 2030) (Section 7.1) _____

4. Executed Exhibits

- a. Exhibit A: Affirmations and Solicitation Acceptance (Section 1.1) _____
- b. Exhibit D: Assurances Non-Construction and Certification Regarding Lobbying (Section 1.2) _____
- c. Exhibit H: Exceptions and Assumptions Form, if necessary (Section 4.5.2 & Section 4.5.3) _____

B. Copies of Solicitation Response Package

Respondent will provide the following number of **electronic** copies (all clearly labeled as "copy") in addition to the hard-copy "Original" Solicitation Response. Electronic copies must be submitted on one USB Drive and separated by folders.

- 1. One Electronic copy of Administrative Information in searchable pdf format on individual USB Drive.
- 2. One Electronic copy of Narrative Proposal in searchable pdf format on individual USB Drive.
- 3. One Electronic copy of Cost Proposal in Excel Format with active formulas.
- 4. One Electronic copy of Executed Exhibits.

ARTICLE 10. EXHIBITS


















The contract awarded is a result of this RFA and all exhibits listed below.		
Exhibit A	Affirmations and Solicitation Acceptance, Version 1.3 Section 1.1	 Exhibit A Affirmations and So
Exhibit B	DFPS Grant Uniform Terms and Conditions, February 2019 Section 1.2 and Section 8.1.7	 Exhibit B DFPS Grant UTCs.DOCX
Exhibit C	DFPS Grant Supplemental and Special Conditions Section 1.2, Section 2.1.17 and Section 8.1.7	 Exhibit C DFPS Grant Supp and Spe
Exhibit D	Assurances Non-Construction and Certification Regarding Lobbying Section 1.2	 Exhibit D Assurances Non Cor
Exhibit E	Glossary Section 1.2	 Exhibit E Glossary.docx
Exhibit F	PEI Evidence-Based Program Ranking Tool Section 2.1.6	 Exhibit F PEI Evidence-Based Ran
Exhibit G	Evaluation Score Tool Section 4.3.1	 Exhibit G DFPS PEI Fatherhood Evaluati
Exhibit H	Exceptions and Assumptions Form Section 4.5.2 and Section 4.5.3	 Exhibit H Exceptions and Assu

Exhibit I	Respondent Information (Face Page) Section 5.1.1	 Exhibit I Respondent Informa
Exhibit J	Governmental Entity Section 5.1.2	 Exhibit J GOVERNMENTAL EN
Exhibit J-1	Non-Profit or For Profit Section 5.1.2	 Exhibit J-1 NON-PROFIT ENTITY.
Exhibit K	Administrative Information Section 5.1.3, Section 5.4 and Section 5.5	 Exhibit K ADMINISTRATIVE INF
Exhibit L	Internal Control Structure Questionnaire (ISCQ) Section 5.1.4 and Section 6.1.4	 Exhibit L_ICSQ_9007CR.DOC
Exhibit M	Program Narrative Response Template Section 5.2., Section 5.3 and Section 6.1.2	 Exhibit M Program Narrative Response
Exhibit N	Executive Summary Section 6.1.1	 Exhibit N EXECUTIVE SUMMAR
Exhibit O	Project Work Plan Section 6.1.3	 Exhibit O Project Work Plan.doc
Exhibit P	Cost Proposal Section 7.1	 Exhibit P Cost Proposal Fatherhoo