



**Texas Department of  
Family and Protective Services**  

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*Child Protective Services*

**Jaime Masters, Commissioner**

**Request for Applications (RFA)**

**For**

**Community-Based Care Region 8b**

**RFA No. HHS0009018**

**Date of Release: 09/01/2020**

**Responses Due: December 1, 2020 at 2  
p.m. Central Standard Time**

**Class/Item:  
952/47 Foster Care Services**

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# **ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY**

## **1.1 EXECUTIVE SUMMARY**

Department of Family and Protective Services (DFPS) has identified the need to provide Community-Based Care services in a Catchment area that includes support services to all Children and Families that support safety, permanency, and well-being of Children in its legal conservatorship. DFPS sees a service delivery model that fully engages communities in serving Children, Youth, and Families provided through a performance-based contract with Single Source Continuum Contractor (SSCC) as the approach that can most effectively meet this need in a manner that achieves improved outcomes for Children in its conservatorship. The SSCC must ensure the full continuum of Substitute Care (Foster and Kinship Care), Purchased Client Services, Case Management and Reunification services for Children and Youth in DFPS legal conservatorship from the designated geographic Catchment area, those placed in the Catchment area through the Interstate Compact on the Placement of Children (ICPC), and through interregional agreements.

## **1.2 DEFINITIONS**

As used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below. Refer to **Exhibit K, DFPS Statement of Work** for additional definitions for terms used throughout all the RFA documents.

**Addendum:** a written clarification or revision to this Solicitation issued by Health and Human Services (HHS) and DFPS.

**Apparent Awardee:** 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 Grant Recipient” or “Apparent Grantee”.

**Contract:** A promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. For state contracting purposes, it generally describes the terms of a purchase of goods or services from a vendor or service provider.

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

**Deliverable:** A unit or increment of work required by the Contract, including such items as services, reports, or documents.

**Health and Human Services Commission or HHS:** The administrative agency established under Chapter 531, Texas Government Code or its designee.

**Respondent:** The entity responding to this Solicitation. May also be referred to as “Applicant.”

**Response:** A set of documents submitted in response to an RFA by an Applicant as an offering

to provide the services solicited binding on the Respondent once accepted by DFPS.

**Solicitation:** This Request for Applications including any Exhibits and Addenda, if any.

**Standard Terms and Conditions:** The terms and conditions applicable to any contract resulting from this RFA that govern the Response and any resulting contract.

**State:** The State of Texas and its instrumentalities, including HHS, DFPS and any other state agency, its officers, employees, or authorized agents.

**Subrecipient:** An entity that expends awards received from a pass-through entity to carry out a program. As defined by 45 CFR 75, a subrecipient relationship exists when funding from a pass-through entity is provided to perform a portion of the scope of work or objectives of the pass-through entity's award agreement with the federal awarding agency. Throughout this contract, the SSCC is referred to as a provider, contractor, grantee, and subrecipient. Regardless of the term used, DFPS has classified SSCC agreements as subrecipient relationships.

**Successful Respondent:** An organization that receives a grant award as a result of this RFA. May also be referred to as "Grantee," "Awarded Applicant," "Subrecipient" or "Grant Recipient."

### **1.3 AUTHORITY**

DFPS is requesting applications pursuant to its authority under Chapter 264, Family Code, Subchapter B-1. Community-Based Care and Chapter 40, Human Resources Code, Subchapter C, Section 40.058.

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## **ARTICLE II SCOPE OF GRANT**

### **2.1 PROGRAM BACKGROUND**

For over 100 years, providers in Texas have served Children and Families that reside in their community. In the last 15 years, Foster Care has shifted from a service primarily provided by the DFPS directly, to one where approximately 95% is offered through the private sector.

Over the past nine years, DFPS has engaged in an effort known as Foster Care Redesign (FCR) that further expands the role of the community to include provision of placement services, capacity/network development, community engagement, and the coordination and delivery of services to Children in Foster Care and their Families through the use of a Single Source Continuum c o n t r a c t (SSCC contract).

Building off the foundation of FCR, the Legislature passed SB11 (85th R) in 2017, creating a new model known as Community-Based Care (CBC). This effort moves the Texas Foster Care System from a statewide model to a community-based model designed to meet the individualized needs of Children, Youth, and Families in the State of Texas. Funding a continuum of care that includes Case Management and all Substitute Care services from an SSCC and the local community allows DFPS to focus on child safety through investigating reports of abuse and neglect, providing in home family-based safety services, and ensuring quality oversight of the Foster Care system.

This Request for Applications (RFA) is a part of the effort to expand CBC into the Region 8b Catchment area, which includes 27 counties: Atascosa, Bandera, Calhoun, Comal, DeWitt, Dimmit, Edwards, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Jackson, Karnes, Kendall, Kerr, Kinney, La Salle, Lavaca, Maverick, Medina, Real, Uvalde, Val Verde, Victoria, Wilson, and Zavala. This RFA excludes Region 8a Bexar County.

### **2.2 DFPS ROLE ASSUMPTIONS**

DFPS will maintain responsibility for the following functions and services as a part of the CBC model:

- A. Intake;
- B. Investigations;
- C. Family-Based Safety Services;
- D. Eligibility Determination;
- E. Interstate Compact on the Placement of Children Administrator;
- F. Technical Subject Matter Expertise;
- G. SSCC Case Management and Contract Oversight and Monitoring;
- H. Contract Management and Monitoring for all remaining DFPS Contracts; and
- I. Quality Assurance and Oversight of the Foster Care System.

## 2.3 AWARD AND TERM

### 2.3.1 Funding Matrix

HHS and DFPS will award one Contract under this RFA. Funding information is based on Legislative appropriations by Catchment area, which can be found in **Exhibit C - Funding Matrix** and **Exhibit K - DFPS Statement of Work**.

### 2.3.2 Term

DFPS will award one Contract for Community-Based Care under this RFA. The initial Contract period will begin upon Contract execution and last 60 months. At its sole discretion, DFPS retains an option to renew for one additional 60-month term. Additionally, DFPS reserves the right to extend the Contract as necessary to complete the mission of the procurement.

## 2.4 ELIGIBLE APPLICANTS

### 2.4.1 Minimum Qualifications of the SSCC (Stages I-III)

Required Licensing – by submitting an application and upon award of Contract, Applicant attests it will obtain the following licenses:

- A. Applicant must obtain and maintain a separate HHS Child Placing Agency (CPA) license for its SSCC contract within the designated Catchment area, if awarded a Contract; and
- B. The SSCC must be licensed as a CPA to provide Foster Care services by HHS Residential Child Care Licensing and must not be on probation under its CPA license as of the application due date.

### 2.4.2 Entity Qualifications

- A. The SSCC must be a nonprofit entity, that has an organizational mission focused on child welfare or a governmental entity;
- B. The SSCC must have experience in delivering residential child-care and treatment services to Children and Youth in Foster Care;
- C. The SSCC may be an in-state or out-of-state entity; however, the SSCC must be a HHS licensed CPA;
- D. In accordance with [Texas Family Code §254.154\(b\)](#), DFPS will consider the extent to which an SSCC Applicant has experience providing services to Children, Youth, and Families in the designated Catchment area; and
- E. DFPS will not contract with any SSCC for more than two Contract terms except in instances where DFPS requires an SSCC to implement a Turnover Plan.

### 2.4.3 Non-profit and Governmental Entities

Community-based nonprofit or governmental entities that have an organizational mission focused on child welfare services, and that meet the qualifications in **Section 2.4.1** and **Section 2.4.2** are eligible to apply.

## 2.5 PROGRAM REQUIREMENTS

To meet the mission and objectives of CBC, Respondents must meet all eligibility requirements listed in **Section 2.4** and be able to perform all responsibilities listed in **Article II** of the **Exhibit K - Statement of Work**.

## 2.6 STATEMENT OF WORK

This RFA contains the requirements that all Respondents must meet to be considered for a Contract under this RFA. Failure to comply with these requirements will 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.

Before completing the application, refer to the relevant program standards provided in **Exhibit K - Statement of Work**. Other sections within the RFA may contain additional instructions pertaining to unique program requirements set forth in legislation or regulations.

## 2.7 PERFORMANCE MEASURES

DFPS will monitor the performance of contracts awarded under this RFA. All services and deliverables under the Contract shall be provided at an acceptable quality level and in a manner consistent with acceptable industry standards, customs, and practices. More specific standards are listed in **Exhibit E – Performance Measures**.

## 2.8 PROHIBITIONS

The SSCC must adhere to applicable regulations in [45 CFR 75](#).

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.

## 2.9 STANDARDS

Beginning in Stage II, as detailed in **Exhibit K, Statement of Work**, DFPS will formally classify the SSCC as a subrecipient grantee. However, for administrative efficiency, DFPS will manage the SSCC contract as a Subrecipient during the life of the Contract. The SSCC must comply with the requirements applicable to this funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (45 CFR 75)*; the *Uniform Grant Management Standards (UGMS)*, and all statutes, requirements, and guidelines applicable to this funding.

The SSCC must 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 \(HHS\) Civil Rights Office](#) website.

Upon request, an SSCC must provide the HHS Civil Rights Office with copies of all the SSCC's civil rights policies and procedures. SSCC must notify HHS' 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:

HHS 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

An SSCC must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the SSCC'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.

SSCCs 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.

## 2.10 DATA SECURITY

By entering into an SSCC contract with DFPS as a result of this Solicitation, Respondent agrees to be bound by the Contractor Information Security terms found in **Exhibit B - DFPS SSCC Uniform Terms and Conditions**, and found here:

[http://www.dfps.state.tx.us/Doing\\_Business/documents/Contractor\\_Data\\_and\\_System\\_Security](http://www.dfps.state.tx.us/Doing_Business/documents/Contractor_Data_and_System_Security)

[Requirements.pdf](#)

## **2.11 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 SSCC contract, if any, resulting from this Solicitation. Any awarded SSCC contract is subject to appropriations and the continuing availability of funds.

DFPS reserves the right to cancel, make partial award, or decline to award a SSCC contract 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 SSCC. Any additional funding or future funding may require submission of an application through a subsequent RFA.

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**ARTICLE III. ADMINISTRATIVE INFORMATION**

**3.1 SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE/TIME</b>
Solicitation Release Date	September 1, 2020
Respondent Conference	September 18, 2020
Deadline for Submitting Questions	September 30, 2020
Answers to Questions Posted	October 9, 2020
<b>Deadline for submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHS by the deadline.]</b>	December 1, 2020 by 2:00pm CST
Anticipated Contract Start Date	March 01, 2021

**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 Electronic State Business Daily (ESBD), the [eGrants website](#) and the [HHS Grants website](#) any dates listed after the Solicitation Response deadline will occur at the discretion of DFPS and may occur earlier or later than scheduled without notification on the [HHS Grants website](#).

**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, [eGrants website](#) and the [HHS Grants website](#). It is the responsibility of Respondent to periodically check the [HHS Grants website](#) 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 Sole 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 Sole Point of Contact**

All requests, questions or other communication about this Solicitation shall be made in writing to HHS's Sole Point of Contact addressed to the person listed below. All communications between Respondents and other DFPS's or HHS's 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: Ross Hoffpauir, CTCD, CTCM  
Title: Grants Specialist

Address: 1100 W. 49<sup>th</sup> Street, Austin, Texas 78756, Services Building S  
Phone: 512-406-2479  
Email: ross.hoffpauir01@hhsc.state.tx.us

### 3.4.2 Prohibited Communications

All communications between Respondents and other DFPS or HHS staff members concerning the Solicitation may not be relied upon and Respondent should send all questions or other communications to the Sole 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

HHS 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 Sole 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
- 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 Sole 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 may be posted on the [HHS Grants Opportunity website](#). DFPS reserves the right to amend answers prior to the deadline of Solicitation Responses. It is Respondent's responsibility to check the HHS Grants Opportunity website or contact the Sole Point of Contact for updated responses.

DFPS also reserves the right to provide a single consolidated response of similar questions at the DFPS's sole discretion.

### 3.4.6 Respondent Conference

HHS and DFPS will conduct a pre-submittal Respondent conference from 10:00am to 11:00am Central Standard Time, Friday, September 18, 2020 via GoToMeeting. To access the meeting, click the following link: <https://global.gotomeeting.com/join/799183741> or dial +1 (224) 501-3412 and enter access code 799-183-741. Attendance at the Respondent conference is **optional**.

## **3.5 APPLICATION COMPOSITION**

### **3.5.1 Generally**

All applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the Respondent's name at the top of each page;
- C. Organized in the sequence outlined in Article IX - Submission Checklist;
- D. In Arial or Times New Roman font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. Blank forms provided in the Exhibits 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**

Paper documents (i.e. the original and all hard copies) must be separated by parts, as described below. Electronic submissions must be separated by electronic medium used for submission (i.e. flash drive).

- A. Administrative Information, including all forms;
- B. Narrative Proposal, including all forms; and
- C. Applicable Exhibits and required Forms.

The entire application – all separated paper documents and electronic copies – must then be submitted in one package to HHS at the address listed in **Section 3.6.3**. The number of copies and directions for submitting an “Original” and “Copies” are outlined in **Article IX**.

## **3.6 APPLICATION SUBMISSION AND DELIVERY**

### **3.6.1 Deadline**

Applications must be received at the address in **Section 3.6.3** time-stamped by DFPS no later than the date and time specified in **Section 3.1**.

### 3.6.2 Labeling

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

SOLICITATION NO.: HHS0009018

SOLICITATION NAME: Community-Based Care, Region 8b

SOLICITATION RESPONSE DEADLINE: December 1, 2020 by 2:00pm CST

PURCHASER: Ross Hoffpauir

RESPONDENT'S NAME:

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

### 3.6.3 Delivery

Respondent must deliver its application by one of the methods below to the address noted. Applications 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:

HHS Procurement and Contracting Services (PCS) Bid Room  
Attn: Ross Hoffpauir, CTCD,CTCM  
1100 W. 49<sup>th</sup> Street, MC 2020  
Service Building (Building S)  
Austin, Texas 78756

**Note: All applications become the property of HHS after submission and will not be returned to Respondent.**

### 3.6.4 Alterations, Modifications, and Withdrawals

Prior to the application submission deadline, a Respondent may:

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

DFPS may request application modifications at any time.

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## **ARTICLE IV. APPLICATION EVALUATION AND AWARD PROCESS**

### **4.1 GENERALLY**

#### **4.1.1 Application Screening and Evaluation**

HHS will use a formal evaluation process to select the successful Respondent(s). HHS will consider capabilities or advantages that are clearly described in the application, which may be confirmed by oral presentations, site visits, demonstrations, and references contacted by HHS. HHS reserves the right to contact individuals, entities, or organizations that have had dealings with the Respondent or proposed staff, whether or not identified in the application.

### **4.2 ELIGIBILITY SCREENING**

Applications will be reviewed for minimum qualifications and completeness in accordance with **Section 2.4**. All complete applications meeting the minimum qualifications will move to the Evaluation stage.

#### **4.2.1 Initial Compliance Screening**

It is the intent of the Texas Legislature that DFPS contract with community-based nonprofit or governmental entities that have an organizational mission focused on child welfare services. The services provided by the entities must include direct Case Management to ensure child safety, permanency, and well-being, in accordance with state and federal child welfare goals.

In accordance with the intent of Texas Legislature, HHS will perform an initial screening of all applications received. Unsigned applications and applications that do not include all required forms and sections are subject to rejection without further evaluation at HHS's sole discretion.

In accordance with **Section 4.4**, HHS reserves the right to waive minor informalities in an application and award contracts that are in the best interest of the State of Texas.

### **4.3 EVALUATION**

Applications will be evaluated and scored using **Exhibit L - Evaluation Tool** and in accordance with the factors required by this RFA, see **Section 4.3.2** and other factors deemed relevant by HHS and DFPS.

#### **4.3.1 Competitive Range Determinations**

HHS and DFPS may determine that certain applications are within the competitive range for consideration for negotiation and possible contract award, for applications that receive the highest or most satisfactory evaluation. HHS and DFPS may, in the interest of administrative efficiency, place reasonable limits on the number of applications that will be included in the competitive range.

### 4.3.2 Specific Selection Criteria

Applications shall be evaluated based upon:

Evaluation Criteria and Value	
Criteria	Points
Major Deliverable #1: Achievement of Service Objectives and Quality Indicators	15
Major Deliverable #2: Development and Management of a Continuum of Care and Service Delivery Model	15
Major Deliverable #3: Compliance and General Requirements of the SSCC	10
Major Deliverable #4: Placement Services and Services to Children	20
Major Deliverable #5: Case Management	20
SSCC History and Experience	10
SSCC Financial Capacity, Stability, and Structure	10

## 4.4 FINAL SELECTION

### 4.4.1 Oral Presentations and Site Visits

DFPS may, at its sole discretion, request oral presentations, site visits, and/or demonstrations from one or more Respondents included in the competitive range. HHS will notify selected Respondents of the time and location for these activities and may supply agendas or topics for discussion. DFPS reserves the right to ask additional questions during oral presentations, site visits, and or demonstrations to clarify the scope and content of the Respondent's written application.

The Respondent's oral presentation, site visit, and/or demonstration must substantially represent material included in its written application and should not introduce new concepts or offers, unless specifically requested by DFPS.

### 4.4.2 Discussions with Respondents

DFPS may, but is not required to, conduct discussions with all, some, or none of the Respondents included in the competitive range for the purpose of obtaining the best value for DFPS. It may conduct discussions for the purpose of:

- A. Obtaining clarification of application ambiguities;
- B. Requesting modifications to an application; and/or
- C. Obtaining a best and final offer.

DFPS may make an award that represents best value to the State of Texas.

#### **4.5 NEGOTIATION AND AWARD**

The negotiation phase will involve direct contact between the successful Applicant and HHS/DFPS representatives; in person, via phone and/or email. During negotiations, successful Applicants may expect:

- A. An in-depth discussion of its submitted application and fiscal information; and
- B. Requests from HHS and/or DFPS for clarification or additional detail regarding the submitted application.

DFPS may announce a tentative or Apparent Grant Recipient once the DFPS Commissioner has given approval to initiate negotiation and execute contracts.

#### **4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY HHS/DFPS**

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

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## **ARTICLE V. NARRATIVE PROPOSAL REQUIRED RESPONDENT INFORMATION**

### **5.1 NARRATIVE PROPOSAL**

#### **5.1.1 Executive Summary**

Provide a high-level overview of the Respondent's approach to meeting the RFA's requirements. The summary must demonstrate an understanding of the goals and objectives of the program and Respondent must submit this summary and the remainder of requirements in this section 5.1 as Exhibit M, Narrative Proposal.

#### **5.1.2 SSCC Major Deliverable #1: Achievement of Service Objectives and Quality Indicators**

##### **Programmatic Proposal**

Respondents should carefully read the submission requirement instructions for the specific items included in each subsection listed below.

If the Respondent plans to provide the service or perform the function through a subcontractor, the Respondent must detail the services or function to be subcontracted, and how the Respondent and the subcontractor will coordinate the service or function. Respondents should describe any prior working relationships with the subcontractor and include any letters of commitment to contract with the SSCC as an attachment to the application.

The programmatic proposal must include a detailed description of the following program components:

- A. Describe how the Respondent will develop and manage a continuum of care and service delivery model designed to facilitate achievement of the service objectives and quality indicators using the staged implementation model;
- B. Describe how the Respondent plans to implement a community-based model that fully engages stakeholders in achieving desired outcomes;
- C. Describe the plan to ensure Children are safe in their placements;
- D. Describe the plan to ensure Children are placed in their home communities;
- E. Describe the plan to ensure Children are appropriately served in the least restrictive environment;
- F. Describe the plan to ensure siblings are placed together in Foster Care;
- G. Describe the plan to ensure that Children have stability in their placement and minimize moves in care and school of origin;
- H. Describe the plan to ensure connections to Family and others important to the Children are maintained;
- I. Describe how the Respondent's model is responsive to the diverse and individual needs of the particular local communities within the Catchment area, including ongoing methods to assess changing community needs;

- J. Describe the plan to ensure that Children and Youth are provided opportunities, experiences, and activities similar to those experienced by their non-foster care peers; and opportunities to participate in decisions that impact their lives;
- K. Describe the plan to reunify Children with their biological parents when possible;
- L. Describe a plan to promote placement of Children with relatives or kinship caregivers, if reunification is not possible; and
- M. Describe Respondent's proposed schedule, processes and procedures for transition of Children requiring placement services and foster homes from DFPS to the SSCC. Include plans for communicating with providers, foster parents, the judiciary, and the community.

### **5.1.3 SSCC Major Deliverable #2: Development and Management of a Continuum of Care and Service Delivery Model**

#### **SSCC Management Plan**

The Respondent's application must include a SSCC Management Plan. The SSCC will be required to submit an updated version of the SSCC Management Plan within **60 days** after contract effective date that reflects any negotiated changes and can be used by DFPS to evaluate the SSCC's readiness. An updated SSCC Management Plan is due at least **30 days** prior to entering a new Stage of Implementation as further described in **Exhibit K, Statement of Work** for DFPS approval.

The SSCC Management Plan must clearly identify all tasks and activities associated with each deliverable, dates of completion, and key staff responsibility. The SSCC Management Plan should, at a minimum, include the following:

- A. Proposed schedules, processes, and procedures for transition of Children and Youth from the Catchment area who are already being served by the SSCC and/or the SSCC network (if applicable) in the Legacy System to the SSCC model. DFPS anticipates a full transition between systems within 18 months of the SSCC contract's effective date. Any exceptions to transition will be determined by DFPS on a case-by-case basis and based on the best interest of the individual child;
- B. Proposed schedules, processes, and procedures for transition of legacy cases and foster homes from DFPS to the SSCC. Include plan and time frames for communicating with providers, foster parents, the judiciary and the community. DFPS anticipates a full transition between systems within 18 months of SSCC contract's effective date. Any exceptions to transition will be determined by DFPS on a case-by-case basis and based on the best interest of the individual child;
- C. Development of services network/continuum, including plans for assessing need, recruiting, communicating with, and training network providers;
- D. Quality management plan that documents the necessary information required to effectively manage service quality from project planning to delivery. The plan must define a service's quality policies, procedures, criteria, areas of application, roles, responsibilities, and authorities;
- E. Workforce development and training, which must include a plan for ensuring that all caseworkers, supervisors, caregivers, and other direct care staff

providing services through the SSCC complete training to support attainment of safety, permanency, and well-being for the Children in their care. Trauma-Informed training (as previously specified) and training on Disproportionality and cultural competency are required. Training on Human Trafficking Prevention and Knowing Who You Are (delivered by DFPS) is encouraged. The plan may propose phasing in this training;

- F. Plan to give employment preference to employees of DFPS whose position is being impacted by the implementation of Community-Based Care;
- G. Catchment area specific risk and issues management plan;
- H. Disaster recovery and business continuity plan that is specific to the Catchment area including a data backup and recovery plan;
- I. Plan for development of SSCC specific policy and procedures to support all aspects of service delivery, finance, and administration of the proposed model;
- J. Proposed plan for how the SSCC will address situations in which a child referred to the SSCC is placed in the same home as a child in the DFPS Legacy System or vice versa; and Proposed plan for how the SSCC will identify and address Case Management and contracting conflicts of interest. DFPS will not transfer services to the Applicant until the department has determined the plan is adequate during the required readiness review, as further described in **Exhibit K, Statement of Work**.

### **SSCC Administrative Management**

The SSCC's administrative management of the continuum of care and service delivery system must, at a minimum, include the following:

- A. If intending to use subcontractors/network to deliver services, the Respondent must submit a proposed Network of Providers including the type and anticipated percentage of services they will deliver. Such listing must indicate for each provider type, the name, client characteristics to be served, as described in **Exhibit K - Statement of Work, Section 2.10**, address, and copies of signed contracts or letters of intent to contract.
- B. Describe how Respondent's organization will manage the continuum of services. Include descriptions of:
  - 1. Respondent's organization's governing body,
  - 2. Proposed organization structure,
  - 3. Staffing plan,
  - 4. Capacity; and
  - 5. Procedures to manage service providers.
- C. If proposing to use subcontractors/network to deliver services, describe the Respondent's credentialing and licensure requirements and demonstrate how the Respondent ensures that the minimum credentialing requirements are met by subcontractors/providers rendering covered services;
- D. If proposing to use subcontractors/network to deliver services, describe the Respondent's credentialing on-site assessment of the subcontracted physical facility (foster home, residential treatment, or emergency shelter) including any assessments that will be used to assess safety beyond DFPS minimum standards;
- E. If proposing to use subcontractors/network to deliver services, describe the Respondent's on-going assessment of the subcontracted physical facility (foster home, residential treatment, or emergency shelter) and quality of care provided beyond DFPS

- minimum standard;
- F. If Respondent will subcontract, identify what method(s) Respondent will use to collect data from subcontractors, including managing and reporting data on client services, network service providers, hospitalizations, foster homes, outcomes, and payments to subcontractors;
  - G. If subcontractors also subcontract with another SSCC, identify process for coordinating with other SSCCs on data collection protocols;
  - H. If proposing to use subcontractors/network to deliver services, describe the network re-credentialing process and how to capture and assess the following:
    - 1. Complaints; and
    - 2. results from quality reviews/quality assurance/licensing processes.
  - I. Describe quality assurance and utilization management processes, including the protocol for evaluating placement decisions on a regular basis, continuous assessment of Children in residential treatment, emergency shelters, and other high-end placements to manage utilization to ensure quality services, progress towards service plan goals, and compliance with all contract terms, performance expectations, outcomes, and outputs;
  - J. Provide a description of the proposed provider training programs, including types of training to be offered, topics covered, how the Respondent will ensure provider participation, frequency and how training programs will be evaluated;
  - K. Provide a description of how Respondent will develop and maintain qualified staff that have the skills, education, experience, and training for the services they provide;
  - L. Provide a description of Respondent's system for tracking and reporting Serious Incidents as well as other safety, permanency, and well-being outcomes;
  - M. Provide a description of Respondent's system that alerts of situations or issues that require immediate response, including issues which are likely to pose a threat to child safety;
  - N. Provide Catchment area disaster recovery and business continuity plans that ensure rapid, effective response, and re-establishment of system operations and service delivery in the event of unplanned system outages or disaster and catastrophic occurrences. This must include response to situations in all areas of the state or nation where the SSCC has Children, Youth or young adults placed; and
  - O. Provide Respondent's process for the training and use of alternative caregivers for all child-placing agencies in the Catchment area to facilitate reciprocity of licenses for alternative Caregivers between agencies, including respite, and overnight care providers.

### **Community Engagement Plan**

The SSCC must ensure that Children and Families receive the necessary services in their local communities. Respondent must provide a Preliminary Community Engagement Plan(s) that addresses the following requirements:

- A. Include strategies for engaging the entities listed in **Section 2.14, D. of Exhibit K - Statement of Work** in each population hub and/or distinct community within the designated Catchment area;
- B. Describe how communities/stakeholders within the Catchment area were engaged in developing Respondent's application;
- C. Plans should include strategies, activities, and timelines for engaging the community initially (during start-up), during initial implementation, and on an ongoing basis; and

- D. Include in any outreach/communication efforts Respondent has conducted in the Catchment area during application development.

#### **5.1.4 SSCC Major Deliverable #3: Compliance and General Requirements of the SSCC**

##### **Legal/Regulatory**

- A. Describe how the SSCC will comply with all applicable DFPS Minimum Standards for 24-hour residential child-care operations and with state and federal laws and regulations, as outlined in **Exhibit K - Statement of Work Section 2.17 B**;
- B. Describe the plan to assume the statutory duties of the department in connection with the delivery of Case Management, Substitute Care services and services for kinship caregivers in that Catchment area; and
- C. Describe the plan to comply with all court orders regarding the provision of Substitute Care, Case Management services and/or Purchased Client Services for Children, Youth, and Families served through the SSCC, relevant to the stage being implemented.

##### **Cultural Competency**

- A. Describe the plan to provide ongoing education in the form of orientation, training, workshops, and other educational opportunities to help SSCC staff, Caregivers, and subcontractors understand the impact race, culture, and ethnic identity have on them and others and how they impact services to children and families;
- B. Describe the plan to ensure that Caregivers and subcontractors understand the impact of Disproportionality and Disparities in the child welfare system;
- C. Describe the plan to coordinate and deliver services in a manner that is relevant to the culture of Children and Families served in the distinct communities and population hubs within the designated Catchment area; and
- D. Describe the plan to develop, implement and maintain a SSCC workforce that reflects the race, ethnicity, and culture of the client population.

#### **5.1.5 SSCC Major Deliverable #4: Placement Services and Services to Children**

- A. Describe Respondent's organization's assessment of existing paid Foster Care capacity in the Catchment area including the method used for any assessment and/or engagement activities in the development of this application. Include any assessment methods used, or that may be used, to evaluate the quantity and quality of capacity currently available;
- B. Describe Respondent's organization's assessment of gaps in paid Foster Care capacity, including the method used for any assessment and/or engagement activities in the development of this application;
- C. Describe the plan for maintaining the capacity to accept referrals from DFPS for paid Foster Care 24 hours per day, 365 days per year;
- D. Describe the plan to accept all referrals for paid Foster Care (No reject) made by

- DFPS and continue to meet the individual needs of Children referred (No eject) until DFPS determines the individual is no longer eligible for the SSCC services (Stages I);
- E. Describe the plan to ensure that all Children's needs are assessed using the Child and Adolescent Needs and Strengths Assessment (CANS) assessment;
  - F. Describe the plan to adapt to and abide by requirements of local courts (if different from process listed in contract) regarding placement processes and/or notification requirements;
  - G. Describe the plan to ensure Children in paid Foster Care receive all follow-up medical exams, Early and Periodic Screening and Diagnostic and Treatment (EPSDT) exams, including Early Childhood Intervention (ECI) referral, and dental exams in accordance with STAR Health and DFPS Policy timeframes;
  - H. Describe the plan to recruit and approve adoptive homes;
  - I. Describe the plan to offer Preparation for Adult Living (PAL) Skills and Supervised Independent Living (SIL) services; and
  - J. Describe the plan to develop and implement a process by which Children, Youth, and Families may elevate concerns about the provision and/or quality of services provided.

#### **5.1.6 SSCC Major Deliverable #5: Case Management**

- A. Describe Respondent's organization's assessment of the existing Purchased Client Services and community resources available to Families in the Catchment area, including the method used for any assessment and/or engagement activities in the development of this application. Include any assessment methods used, or that Respondent plans on using to evaluate the effectiveness of services currently available;
- B. Describe Respondent's organization's assessment of gaps in services for Families in the area, including the method used for any assessment and/or engagement activities in the development of this application;
- C. Describe the plan for Case Management services that at a minimum include:
  1. Caseworker visits with the child including strategies Respondent plans to use to engage the child;
  2. Family and Caregiver visits including strategies Respondent plans to use to engage the Families;
  3. Permanency Planning including Respondent's plan to meet quality indicators related to how Respondent's Permanency Planning model can lead to shorter stays for Children in conservatorship and increase the exits to positive permanency outcomes;
  4. Child and Family service planning that includes strategies on how Respondent plans to ensure that Children and Youth are provided opportunities to participate in decisions that impact their lives,
  5. the coordination and monitoring of services required by the child and the child's family, including services to Children and parents residing outside the Catchment

- area;
6. the assumption of court-related duties regarding the child, including but not limited to:
    - a. providing any required notifications or consultations;
    - b. preparing court reports;
    - c. attending judicial and permanency hearings, trials, and mediations;
    - d. complying with applicable court orders; and
    - e. ensuring the child is progressing toward the goal of permanency within state and federally mandated guidelines.
  7. a plan to promote Reunification of Children with their biological parents when possible including support services to be provided after the child is returned to their family;
  8. a plan to provide ICPC services for SSCC Children placed out of state and Children placed in the Catchment area from out of state; and
  9. a plan to promote the placement of Children with relative or kinship caregivers, including family finding activities and engagement, and the provision of support services to relative and Kinship caregivers.
- D. Proposed plan for implementing graduated caseloads for Caseworkers in Stage II. See Required Report Exhibit for more information on data requirements for graduated caseloads
  - E. Describe how the model will integrate Case Management and service delivery to Children and service delivery to Families while avoiding duplication of related activities;
  - F. Describe the schedule, processes, procedure and timeline for the implementation of Community-Based Care in the Catchment area, including a timeline for implementing: Case Management services for Children, Families, and relative and Kinship caregivers receiving services in the Catchment area; and family reunification support services to be provided after a child receiving services from the SSCC is returned to the child's family;
  - G. Describe the plan for maintaining the capacity to accept referrals from DFPS for Substitute Care (Kinship and Foster Care) 24 hours per day, 365 days per year;
  - H. Describe the plan to accept all referrals for Substitute Care, Kinship and paid Foster Care (No reject), made by DFPS and continue to meet the individual needs of Children referred (No eject) until the child reaches legal permanency (Stages II-III); and
  - I. Describe the plan to ensure that Children have stability in their placements, including stability in paid Foster Care and in Kinship Placements.

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## **ARTICLE VI. REQUIRED RESPONDENT INFORMATION**

### **6.1 ADMINISTRATIVE ENTITY INFORMATION**

Respondent must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation. As a part of the Solicitation Response requested in **Article V**, Respondent must provide the following information:

#### **History and Experience**

- A. Provide a brief narrative description of Respondent's organization's history, accomplishments, primary purpose, and number of years in operation. Explain how Respondent's organization's experience and success demonstrates Respondent's ability to provide the expected services;
- B. Describe Respondent's organizational structure, include Respondent's advisory board of directors (indicate number of board members), list of all advisory councils or committees, the length of their existence, and their function; and
- C. Describe the relationship between Respondent's organization and other community-based services to be provided. These should include, but not be limited to, linkages to the reentry population and linkages to those in the community providing employment services. Where possible, provide letters of support from those organizations that have worked with Respondent's organization, which describe the nature of past and/or current collaborations.

#### **Financial Processes and Systems and Structure**

- A. Provide a detailed description of the accounting system Respondent will use. This accounting system must be capable of supporting the operation and management of a provider network, payroll, and subcontractor payments, and comply with all requirements outlined in this RFA;
- B. Provide a detailed description of the information system Respondent will use that collects, integrates, and reports financial and outcome data, supports the management and oversight of the service network, and the validation of services;
- C. As part of its application, Respondent must develop and submit an estimated daily per diem case management rate that includes the methodology in support of its proposed Stage II services associated with child placement, conservatorship services, kinship home development and maintenance, reunification, and Case Management Services. Respondent must label the cost estimate for a daily per diem case management rate as **Exhibit F – Case Management Cost Proposal** and included with Respondent's application. See **Exhibit K - Statement of Work, Section 2.27 Major Deliverable #5 Case Management (Stages II – III)**; and
- D. Respondent must develop and submit an application for its intended Purchased Client Services (PCS) array that includes estimated fee schedules for services offered within available PCS funding allocations. Fees charged to DFPS must be reasonable and comparable to those for similar services within the Catchment area. Respondent must label the cost proposal for Purchased Client Services as **Exhibit G – Purchased Client Services Cost Proposal** and include with Respondent's application. See **Exhibit K - Statement of Work, Section 3.12 B** and **Exhibit K - Statement of Work, Section 2.32 Chart 13 Sample Service Array**.

## 6.2 LITIGATION AND CONTRACT HISTORY

In its application, Respondent must submit copies of all monitoring reports, corrective action plans, and other support documentation related to alleged or confirmed significant contract compliance and management issues. Respondent must fully describe all significant failures in detail, including the lessons learned by Respondent from the issues or failures and steps taken to reduce the likelihood of any similar recurrence. Failure to comply with the terms of this requirement may result in the disqualification of the Respondent's application.

In addition, Respondent must disclose details surrounding any civil or criminal litigation (pending or completed) or investigation (pending or completed) t h a t o c c u r r e d d u r i n g the five years immediately prior to the submission of its application that involves Respondent. Failure to comply with the terms of this provision may result in the disqualification of the Respondent's application.

The Respondent's application 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.

## 6.3 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 Respondent's application 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 state agency at the time the business entity submits the signed Contract. Rules and filing instructions may be found on the Texas Ethics Commissions public website and additional instructions will be given by HHS to successful Respondents.

## 6.4 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return all of the following listed exhibits. All Exhibits and Form for this RFA are listed following **Article IX**.

- A. Exhibit A - Affirmations and Solicitation Acceptance
- B. Exhibit H - Federal Assurances
- C. Exhibit I - Certification Regarding Lobbying
- D. Exhibit J - Federal Funding Accountability and Transparency (FFATA) Certification

## 6.5 HUB

If a successful Respondent chooses to contract for goods and services using the funding awarded in this grant, HHSC encourages the Respondent to use HUBs to provide those goods and services where possible.

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## **ARTICLE VII. FINANCIAL INFORMATION**

### **7.1 FISCAL CAPACITY AND FISCAL CONTROLS**

Applicant must provide the following with its application:

- A. Most recent two years of accrual basis financial reports including:
  - 1. Balance sheet;
  - 2. Statement of income and expense;
  - 3. Statement of changes in financial position;
  - 4. Cash flows; and
  - 5. Capital expenditures.
  
- B. Notes to the financial statements
  - 1. Last two years of audited financial statements;
  - 2. If applicable, last two years of consolidated audited financial statements for any holding companies or affiliates;
  - 3. An un-audited financial statement of the most recent quarter of operation;
  - 4. A full disclosure of any events, liabilities, or contingent liabilities that could affect Applicant's financial ability to perform this Contract; and
  - 5. Last two years of the Federal Form 990.

Note: Personal Financial Statements will not be considered in lieu of financial statements of Applicant's corporations, partnerships, or LLC's.

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## **ARTICLE VIII. GENERAL TERMS AND CONDITIONS**

### **8.1 GENERAL CONDITIONS**

#### **8.1.1 Costs Incurred**

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

#### **8.1.2 Contract Responsibility**

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

#### **8.1.3 Public Information Act**

Applications submitted under this RFA 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 their application from public disclosure should familiarize themselves with this law. Information pertaining to the RFA will be withheld or released only in accordance with the PIA. Amendments to the PIA passed during the 86th Legislative Session, specifically make “contracting information” public information that must be disclosed in response to a public information request unless otherwise excepted by the Act. Tex. Gov’t Code §§ 552.003(7), 552.0222. In addition, pursuant to Texas Government Code Section 2261.253(a), DFPS is required to post executed contracts and the associated solicitation documents on the agency’s website. Contract documents posted to the web may include the application of any Respondent receiving a Contract.

DFPS does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. If it is necessary for Respondent to include proprietary or confidential information (which may include, but is not limited to, trade secrets or privileged information), Respondent must clearly mark in bold red letters the term “CONFIDENTIAL” using at least 14-point font, on that specific part or page of the submittal which Respondent believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy, the content should be marked in the same manner as the original as stated above.

In addition, Respondent should mark the medium with the word “CONFIDENTIAL.” If DFPS or HHS receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act.

If DFPS or HHS receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. Note that pricing is not generally considered confidential under the Texas Public Information Act. Merely making a blanket claim that the entire application is protected from disclosure because it contains any amount of proprietary or confidential information is not acceptable and may make the entire application subject to release under the PIA.

#### **8.1.4 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 HHS Point of Contact Identified in **Article III**.

#### **8.1.5 Additional Information**

By submitting an application, the Respondent grants HHS 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 an application, a Respondent generally releases from liability and waives all claims against any party providing HHS information about the Respondent. HHS may take such information into consideration in evaluating applications.

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**ARTICLE IX. SUBMISSION CHECKLIST**

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

**Original Application Package**

The application must include the “Original” application 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 (Forms A and B)**
  - a. Form A - Face Page \_\_\_\_\_
  
- 2. Narrative Proposal (Section 5.1)**
  - a. Exhibit M – Narrative Proposal \_\_\_\_\_
  
- 3. Required Respondent Information (Article VI)**
  - a. History and Experience (Section 6.1) \_\_\_\_\_
  - b. Exhibit A – Affirmations and Solicitations Acceptance \_\_\_\_\_
  - c. Exhibit B – DFPS Uniform Terms and Conditions \_\_\_\_\_
  - d. Exhibit C – Funding Matrix \_\_\_\_\_
  - e. Exhibit D – Change Log \_\_\_\_\_
  - f. Exhibit E – Performance Measures \_\_\_\_\_
  - g. Litigation and Contract History (Section 6.2) \_\_\_\_\_
  - h. Conflicts (Section 6.3) \_\_\_\_\_
  - i. Exhibit H - Federal Assurances \_\_\_\_\_
  - j. Exhibit I - Certification Regarding Lobbying \_\_\_\_\_
  - k. Exhibit J - FFATA Certification \_\_\_\_\_
  - l. Exhibit K – Statement of Work \_\_\_\_\_
  
- 4. Financial Information (Article VII)**
  - a. Financial Capacity, Stability, and Structure (Section 6.1) \_\_\_\_\_
    - i. Exhibit F - Case Management Cost Proposal Face Page \_\_\_\_\_
    - ii. Exhibit G - Purchased Client Services Cost Proposal \_\_\_\_\_

**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” application. Electronic copies must be submitted on a USB Drive and separated by folders.

- 2 Electronic copies of **Administrative Information**
- 2 Electronic copies of **Narrative Proposal**
- 2 Electronic copies of **Applicable Exhibits**