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Pre-Submittal Webinar

Request for Applications No. HHS0010240
Workplace Violence Against Nurses Prevention Program

September 15, 2021 @ 10AM

Pre-Submittal Webinar Agenda



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- Welcome / Introduction
- Procurement Activities
- Project Overview
- Closing Comments

Introduction

Speaker

- Amy Pearson, Grants Specialist, Procurement Contact, HHSC Procurement and Contracting Services (PCS)



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Procurement Activities



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Procurement Roles

HHSC Procurement Team

- Procurement and Contracting Services (PCS) - Responsible for all procurement activities.
- Workplace Violence Against Nurses Prevention Program is responsible for project scope.
- Contract Management Unit (CMU) - Responsible for ensuring compliance with requirements, performance, results, contract management and monitoring.



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Schedule of Events

Upcoming Events

Deadline for Submitting Questions

September 29, 2021, by 2:00PM

Any questions arising from today's webinar or anytime prior to the questions deadline, must be submitted in writing to amy.pearson@hhs.texas.gov

HHSC Posts Responses to Vendor Questions

Estimated Deadline **October 6, 2021**

Deadline for submission of Solicitation Responses

November 29, 2021, by 10:30AM

Anticipated Operations Start Date

June 1, 2022



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Solicitation Access

HHSC will post all official communication regarding this RFA on the following websites, including the notice of award:

- The Texas E-grants is located at <https://hhs.texas.gov/doing-business-hhs/grants>.
- The HHSC website is located at <https://apps.hhs.texas.gov/pcs/rfa.cfm>.

HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.

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



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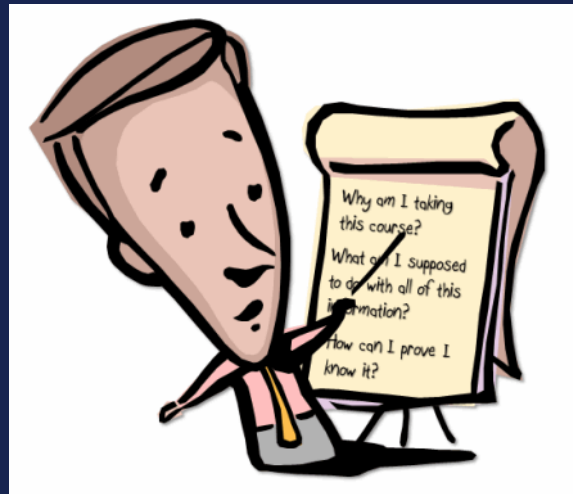
HHSC Sole Point of Contact

- All communications relating to this RFA must be directed in writing to Amy Pearson, HHSC Sole Point of Contact at amy.pearson@hhs.texas.gov
- All communications between respondents and other HHSC staff members concerning this RFA are strictly prohibited.
- Failure to comply with these requirements may result in proposal disqualification.



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PROJECT OVERVIEW



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EXECUTIVE SUMMARY OF PROGRAM

- The Department of State Health Services with support and oversight provided by the Health and Human Services Commission, collectively referred to as Health and Human Services (“HHS”), announces the availability of grant funds managed by the Texas Center for Nursing Workforce Studies (TCNWS) to support innovative approaches for reducing verbal and physical violence against nurses in hospitals, freestanding emergency medical care facilities, nursing facilities, and home health agencies.
- The intent of this RFA is to stimulate the development, evaluation, and adoption of innovative solutions to reduce workplace violence against nurses.



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GRANT AWARD & TERM

Available Funding

- The total amount of state funding available for the Workplace Violence Against Nurses Prevention grant is **\$667,000.00**
- DSHS intends to make multiple awards



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Grant Term

- June 1, 2022 through December 31, 2023

ELIGIBLE APPLICANTS

1. A health care facility, defined in Texas Health and Safety Code, Section 105.001 as a Freestanding Emergency Medical Care Facility, Home Health Agency, Hospital, or Nursing Facility located in Texas; or
2. A partnership between a health care facility located in Texas and an institution of higher education; or
3. A partnership between a health care facility located in Texas and a researcher, consultant, or community entity with relevant experience in workplace violence prevention



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PROGRAM REQUIREMENTS

1. Provide a detailed explanation of the applicant's workplace violence prevention program or plan, including a timeline for development and implementation, description of population identified to participate in the program, detailed description of budget, and detailed information related to administration and support for the program;
2. Explain what makes the Applicant's proposed program or plan innovative;



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PROGRAM REQUIREMENTS

(Continued)

3. Document how the workplace prevention program or plan would achieve the goals of reducing verbal and physical violence against nurses in the Applicant's respective Health Care Facility;
4. Propose performance metrics for measuring short- and long-term outcomes of the program including any change in the severity and frequency of verbal and physical violence against nurses.



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SUBMISSION OF FORMS

Respondents must complete and submit **Forms A through G** to address all requirements of application.

- Form A, Face Page** – Contact information and amount of funds being requested
- Form B, Nonprofit or For Profit Entity** – Contact information as applicable
- Form C, Narrative Proposal** – Address project scope and description, what makes project innovative, goals, implementation methodology, project evaluation, sustainability of the project after the grant period ends, and contextual information.



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SUBMISSION OF FORMS

(Continued)

- ❑ **Form D, Timeline** – All key activities, benchmarks, and milestones for the project
- ❑ **Form E, Performance Measures** – At least two performance measures, one for short-term outcomes and one for long-term outcomes of the program
- ❑ **Form F, Budget Narrative and Form G, Budget Template** – Identify costs being requested and demonstrate costs are reasonable, allowable, allocable, and developed in accordance with grant requirements



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EVALUATION PROCESS

Three-step selection process includes:

- 1) Eligibility screening**
- 2) Evaluation based upon specific selection criteria**
- 3) Final Selection based upon State priorities**



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SPECIFIC EVALUATION CRITERIA

All eligible applications will be evaluated based upon:

a) Demonstrated Need (25%)

b) Innovation (35%)

c) Demonstrated Ability (20%)

d) Cost Effectiveness (20%)



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SUBMISSION OF EXHIBITS

Respondents must complete and submit the following exhibits:

- **Exhibit A, HHS Solicitation Affirmations;**
- **Exhibit C, Exceptions Form, if applicable;**
- **Exhibit D, Entity Information, Conflicts, and Contract and Litigation History; and**
- **Exhibit H, HHS System Indirect Cost Rate Questionnaire**



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PCS CLOSING COMMENTS



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DELIVERY FOR SUBMISSION OPTIONS

Respondent must correctly deliver Solicitation Responses by one of the methods below:

- **Option #1:** Respondent shall submit the following through the Online Bid Room utilizing the procedures in **Exhibit F, HHS Online Bid Room**
- **Option #2:** Respondent shall submit responsive applications via USB on two USB drives – One (1) labeled “Original” and One (1) labeled “Copy”- to the correct mailing address at:



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U.S. Postal Service	Overnight/Express Mail or Hand Delivery
HHSC Procurement and Contracting Services (PCS) Bid Room Attn: AMY PEARSON P.O. Box 149166 Austin, TX 78714-9166	HHSC Procurement and Contracting Services (PCS) Bid Room Attn: AMY PEARSON 1100 West 49 th Street; Mail Code 2020 Building S Austin, TX 78756

QUESTIONS & ANSWERS

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from **Section 3.4.3, Questions** of the HHS0010240 RFA:

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

Submit via email to: amy.pearson@hhs.texas.gov
by 2PM on September 29, 2021



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QUESTION DEADLINE

- Questions are due by **2PM on September 29, 2021.**
- Questions received after this deadline **cannot** be responded to.
- An addendum will be posted HHS Website with the answers to questions by **October 6, 2021.**



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CLOSING COMMENTS

- Respondents are responsible for meeting the RFA requirements, including any addendums.
- All Addendums must be signed and submitted with the original response.
- Respondents must check HHS website frequently for any addendums that may have been added to this solicitation.



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HHS Website

The link is:

<https://apps.hhs.texas.gov/PCS/HHS0010240/>



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Thank You!

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