



IFB DOCUMENT

Invitation for Bid (IFB)
 Check one: Formal Informal

IFB No.:	Issue Date:	Response Due Date:
HHS0016143	08 / 04 / 2025	08 / 25 / 2025 at 10:30 am Central Time

Formal responses may be mailed to the address in Section 4.4. E-mail and electronic responses submitted through the HHS Online Bid Room will only be accepted if indicated in the solicitation. Response may NOT be submitted by Fax.

<p>Contact Information:</p> <p>Purchaser: Vivian Harrison Phone: 512-406-2460 Email: vivian.harrison@hhs.texas.gov</p>	<p>Mail Response, if applicable:</p> <p>Hand Delivery: Health and Human Services Commission Attn: Bid Room Coordinator Procurement and Contracting Services 1100 W 49th St. MC: 2020 Austin, TX 78714-9166</p> <p>OR</p> <p>Overnight/Express/Priority Mail Delivery: Health and Human Services Commission Attn: Bid Room Coordinator Tower Building Room 108 1100 W 49th St. MC: 2020 Austin, TX 78756</p> <p>OR</p> <p>Email Response to: pcsbids@hhsc.state.tx.us</p> <p>OR</p> <p>Submit Response Online to, if applicable: https://hhs.texas.gov/doing-business-hhs/contracting-hhs/hhs-online-bid-room (You must be registered to submit online.)</p>	<p>Ship to or Service Delivered to Location:</p> <p>Statewide, various locations</p>
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Source of Authority	<input checked="" type="checkbox"/> CPA/POD	<input type="checkbox"/> DIR	<input type="checkbox"/> Other:
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By signing this document, respondent certifies that prices shown on this quote are true and correct. Should this bid/offer result in a Purchase Order, respondent agrees to comply with all "Terms and Conditions," which are attached and incorporated into this document.

<p>Check below if preference claimed under Texas Administrative Code (TAC), Title 34, Part 1, Chapter 20, Subchapter D, Division 2, Rule § 20.306:</p>	<p>VENDOR / RESPONDENT MUST COMPLETE ALL ITEMS</p> <p>_____</p> <p>Signature of Vendor or Authorized Representative</p>
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- Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- Agricultural products grown in Texas
- Agricultural products offered by a Texas bidder
- Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- Texas Vegetation Native to the Region
- USA produced supplies, materials, or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value.

Print Name

(Must be manually signed; failure to sign will disqualify response.)

Texas Vendor Identification No. (or Federal Employer's ID):

Name of Business

Street Address

City-State-Zip Code

Telephone Number

Fax Number

E-Mail Address

**By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in Tex. Gov't Code § 2155.444(c)(2).*

AWARD NOTICE: The State reserves the right to make an award on the basis of low line-item bid, low total of line items, or in any other combination that will serve the best interest of the State and to reject any and all bid items in the sole discretion of the State.

1. INTRODUCTION AND PURPOSE OF IFB

The Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) on behalf of the Department of Family and Protective Services (DFPS) is issuing this Invitation for Bid (IFB) to solicit Respondents to enter into contracts with DFPS to provide Collaborative Family Engagement (CFE) Services. The purpose of the CFE program is to engage, find, and work with family members and fictive kin in the creation and development of a lifetime network for young people in the foster care system.

To be considered for award, Bidders must submit a comprehensive Response, which includes all required information and documentation as outlined in this Solicitation to ensure the Bidder meets all requirements, possesses the required experience and qualifications, and has the capacity to provide the goods and related services described in this Solicitation.

These specifications are being advertised under Section 2155.067 of the Texas Government Code. Only bids on items conforming exactly to these specifications,

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which include proposing only the brand name(s), make and model number(s) specified, will be considered in determining an award.

DFPS may enter into multiple contracts with more than one Respondent in all DFPS Regions 1-11 (See Section 14 for Map). A Respondent may be awarded a contract to serve a single or multiple DFPS Regions.

Attachments to this IFB:

- Exhibit A – Affirmation and Solicitation Acceptance
- Exhibit B – DFPS Uniform Terms and Conditions (UTCs)
- Exhibit C – DFPS Supplemental and Special Conditions
- Exhibit D – Bid Execution Page
- Exhibit E – Pricing Sheet and Minimum Qualifications
- Exhibit F – Respondent Reference Form
- Exhibit G – Online Bid Room

Class and Item:

952/59 Human Services (Not Otherwise Classified)

2. AGENCY OVERVIEW

The Health and Human Services Commission (HHSC) was created in 1991 to oversee and coordinate the planning and delivery of health and human services in Texas. It is established pursuant to [Chapter 531, Texas Government Code](#) and is responsible for oversight of Texas Health and Human Services agencies (HHS agencies). As a result of the consolidation due to [House Bill 2292 \(HB2292\)](#), some of the contracting and procurement activities for HHS agencies have been assigned to the PCS section of HHSC. As such, HHSC/PCS will administer the initial stages of the procurement process, prior to the contract award, including IFB announcement and publication, handling of communications from the respondent, as well as managing the receipt and evaluation of valid responses for final review and evaluation. HHSC/PCS directs the execution of the award of the contract resulting from this IFB.

DFPS will administer the contract.

3. DEFINITIONS

- Appendix – Additional information and/or forms that is available in the back of this IFB document.
- Bidder– Entity or individual that submits a response to an IFB. See Respondent.
- Contract – A written document referring to promises or agreement for which the law establishes enforceable duties and remedies between a minimum of two parties.
- Contract Term – The period of time during which the Contract will be effective from begin date to end, or renewal date. The contract term may or may not be the same as the budget period.
- Debarment – An exclusion from contracting or subcontracting with state agencies on the basis of cause set forth in Title 34, Texas Administrative Code, Chapter 20, Subchapter G, and the System of Award Management (SAM).
- Deliverables – Goods or services contracted for delivery or performance.

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- Due Date – Established deadline for submission of a document or deliverable.
- Effective Date – The date the contract term begins.
- Respondent – Entity or individual that submits a response to an IFB. See Bidder.
- Scope of Work – A statement that defines specific services to be performed.
- IFB – The process of notifying prospective contractors of an opportunity to provide goods or services to the State. It is used interchangeably with 'solicitation' in this IFB.
- Subcontractor – An entity hired by an awarded contractor to perform a portion of the scope of work by the entity contracting with DFPS as a result of this IFB. The Contractor remains entirely responsible for performance of all requirements of the Contract through monitoring the subcontractor's performance.
- Unit Rate – Payment mechanism for services that are paid at a set rate per unit of service; for example, plumbing repair services at a prescribed rate per hour.
- Vendor – A contractor that provides goods and services that are typically procured through the open market.
- Vendor Identification Number (Vendor ID No.) – Fourteen-digit number needed for any entity to contract with the State of Texas, and which must be set up with the State Comptroller's Office. It consists of a ten-digit Vendor ID No. (IRS number, state agency number, or social security number) + check digit + 3-digit mail code.

4. INSTRUCTIONS TO RESPONDENTS

Before submitting a response to this IFB, read the ENTIRE IFB including Exhibit B – DFPS Uniform Terms and Conditions and Exhibit C – DFPS Supplemental and Special Conditions. Failure to read any part of this IFB will not relieve an awarded Contractor of their contractual obligations.

- 4.1 Failure to comply with this section may result in disqualification of a Respondent's Application.
- 4.2 Responses to this IFB will be received until the date and time shown above. Incomplete or late responses will not be considered.
- 4.3 The preferred methods of response are online bid portal or via email. Responses will be emailed to pcsbids@hhsc.state.tx.us or via the HHS Online Bid Room (see Exhibit G). Faxed responses will not be accepted. Response sent to any other email address will not be accepted.
- 4.4 If submitting by hand delivery, overnight/express/priority delivery, all documents should be submitted on a single USB drive and must be in Microsoft office® formats (Word® and Excel®, as applicable) or in a form that may be read by Microsoft office® software. Any documents with signatures shall be submitted as an Adobe® portable document format (PDF) file. HHSC is not responsible for documents that

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cannot be read or converted. Unreadable responses may be, in HHSC's sole discretion, rejected as nonresponsive.

4.5 The Response must include all documentation required by this Solicitation.

1. Submit one USB drive of the complete response package.
2. The USB drive must be enclosed in properly documented and sealed envelope or sealed carton.
3. The envelope or carton must be properly labeled, on the face or top of each, with the following:
 - a. Bidder's name
 - b. Contact name for Response
 - c. Phone number for Response contact
 - d. Solicitation number from the cover page of this Solicitation
 - e. HHSC PCS purchaser name (Questions, Section 5).

Responses to this solicitation may be submitted in original hard copy to the address below. An authorized officer of the Respondent must manually sign submittal.

Hand Delivery	Overnight/Express/Priority Mail Delivery
Health and Human Services Commission Attn: Bid Room Coordinator Procurement and Contracting Services 1100 W 49 th St. MC: 2020 Austin, TX 78756	Health and Human Services Commission Attn: Bid Room Coordinator Tower Building Room 108 1100 W 49 th St. MC: 2020 Austin, TX 78756

Fax responses will NOT be accepted. Emailed responses will be accepted. Emailed responses must be submitted to pcsbids@hhsc.state.tx.us. For instructions on registration and use of the HHS Online Bid Room, (see **Exhibit G**). Online, electronic responses must be submitted to <https://hhs.texas.gov/doing-business-hhs/contracting-hhs/hhs-online-bid-room>.

HHSC/PCS will not be responsible for failure of electronic equipment or operator error. Late, illegible, incomplete, or otherwise non-responsive submissions will not be considered. HHS/DFPS will not be held responsible for any solicitation response that is mishandled prior to receipt by HHS/DFPS. HHS/DFPS will not be responsible for any technical issues that result in late delivery, inappropriately identified documents, or other submission error that may lead to disqualification (including substantive or administrative) or nonreceipt of the Respondent's proposal.

All solicitation responses become the property of HHSC after submission and will not be returned to Respondent. It is the Respondent's responsibility to appropriately mark and deliver the solicitation response to HHSC by the specified date. A U.S. Postal Service (USPS) postmark or round validation stamp; a mail receipt with the date of mailing, stamped by the USPS; a dated shipping label, invoice of receipt from a commercial carrier; or any other documentation in lieu of the on-site time stamp WILL NOT be accepted.

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Response must include all required information/documents for this specification but may contain additional information considered pertinent by Respondent. HHSC/PCS reserves the right to reject any or all responses.

Procurement Schedule

Calendar of Events	Due Date
IFB Release Date	08/04/2025
Respondent's Written Questions Due Date	08/08/2025, 10:30 AM
Deadline for to Post Written Answers	08/11/2025
IFB Submission Deadline	08/25/2025, 10:30 AM
Anticipated Contract Start Date	09/01/2025

5. QUESTIONS

The **sole point of contact** for inquiries concerning this IFB is:

Purchaser's name: Vivian Harrison, CTCD, CTCM

Telephone: 512-406-2460

E-mail address: vivian.harrison@hhs.texas.gov

Questions may also be submitted directly to the sole point of contact through the HHS Online Bid Room (see **Exhibit G**).

Direct all communications relating to this IFB to the HHSC/PCS point of contact named above. All other communications between a Respondent and HHS agency staff concerning this IFB are prohibited. In no instance is a Respondent to discuss cost information contained in a response with the HHSC/PCS point of contact or any other staff prior to response evaluation. **Failure to comply with these requirements may result in Response disqualification.**

6. HHSC/PCS AMENDMENTS AND ANNOUNCEMENTS REGARDING THIS IFB

HHSC/PCS will post all official communication regarding this IFB on the ESD website, including the notice of award for IFBs exceeding \$25,000. HHSC/PCS reserves the right to revise the IFB at any time. Any changes, amendments, or clarifications will be made in the form of written responses to Respondent questions, amendments, or addendum issued by HHSC/PCS on the ESD website. Respondents should check the website frequently for notice of matters affecting the IFB.

7. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) REQUIREMENTS

An evaluation of potential subcontracting opportunities was conducted for this contract in accordance with Texas Government Code Section 2161.252, and it was determined that this contract does not contain any probable subcontracting opportunities. **Therefore, DFPS is not requiring a HUB Subcontracting Plan (HSP) be submitted with this proposal.**

However, if respondent determines the need to subcontract, (or hire 1099 employees) for any services, equipment, materials and/or supplies to fulfill the terms of this contract, the respondent must inform the HHSC Point of Contact listed in the General Information section within five business days of the solicitation posting to the

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Electronic State Business Daily, so that the solicitation may be updated. The respondent must submit a complete HUB Subcontracting Plan with its proposal to be considered responsive. The HSP form may be accessed at:

<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>.

If after the contract award the contractor determines a need to subcontract for any services, equipment, materials, and/or supplies, the contractor must contact DFPS for prior approval and request a review of its HUB Subcontracting Plan in accordance with the good faith effort requirements found in 34 Texas Administrative Code Section §20.285. The contractor may not utilize a subcontractor without prior written approval from the DFPS.

You are encouraged to contact the DFPS HUB Coordinator for HUB Program or HSP questions.

Texas Department of Family and Protective Services
DFPS HUB Coordinator
E-mail: dfpshub@dfps.texas.gov

8. ESTIMATED QUANTITIES

Neither HHSC/PCS nor DFPS guarantees the acquisition of any quantities of goods or services during the term of the Contract. "Quantity" information is provided only as a guideline for preparing the response. The quantity information should not be construed as representing anticipated or actual quantities that will be ordered.

9. DFPS MISSION

The mission of DFPS is to protect children, the elderly, and people with disabilities from abuse, neglect, and exploitation by working with clients, families, and communities.

10. IFB PURPOSE AND BACKGROUND

Each day, there are roughly 30,000 children and youth in the Texas child protection system. Even though these children and youth are in the legal custody of the State of Texas, every one of them has an immediate and extended family. DFPS seeks to contract with a Respondent to develop and implement a Collaborative Family Engagement (CFE) program that can successfully identify, reach out to, and engage these families and other supportive adults. Evidence from other states indicates this approach can potentially expand permanency options, improve permanency outcomes, and otherwise contribute to the well-being of children and youth in the Texas child protection system. A permanent, meaningful connection to family and caring adults helps a child/youth to develop a sense of belonging and hope. The single factor most closely associated with positive outcomes for a child/youth is a meaningful life-long connection to a family and community support.

11. SCOPE OF WORK (SOW) TO BE PERFORMED

11.1 The Contractor will provide the following services and deliverables.

- A. Work with DFPS staff and Community Based Care (CBC) providers to be prepared to effectively work within the Texas child welfare and legal systems to provide best interest guardian ad litem advocacy and service delivery for children and youth they are appointed to serve by means of a comprehensive, thorough, adult learning-based training on family engagement practices and strategies.
- B. Provide a Collaborative Family Engagement (CFE) e-learning curriculum to involved CBC Catchment areas.

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- C. Provide in person CFE training to involved CBC catchment areas.
- D. Purchase search engines subscriptions or software for Contractor and CPS staff to use to search for family and connections for the target population.
- E. Provide CFE toolkits to the involved CBC catchment areas.
- F. Identify specific roles and responsibilities of those participating in CFE including Contractor's volunteers and staff, and CPS staff.
- G. Provide a full-time employee to serve as the CFE Manager and provide ongoing technical assistance and coaching support to both CPS and Contractor in the CBC catchment areas.
- H. Provide DFPS an annual written report on the outcomes of the CFE program for each State of Texas fiscal year.
- I. Search, identify, and engage with family members and other significant, supportive adults of children and youth in the foster care system within the CBC catchment areas and part of the evaluation project to serve as a means to establish or re-establish and maintain communication between them and the child.
- J. Work to increase permanency options and other beneficial outcomes for children/youth in state custody who participate in CFE efforts.
- K. Engage in collaboration and positive working relationships with CPS.
- L. Prepare additional written reports for DFPS when requested in the format required by DFPS.

11.2 Contractor will prepare additional written reports for DFPS when requested and in the format required by DFPS

11.3 Contractor will comply with the DFPS Vendor Uniform Terms and Conditions (Exhibit B) and DFPS Vendor Supplemental and Special Conditions (Exhibit C).

11.5 CONTRACTOR RESPONSIBILITIES

- A. Develop and implement a CFE approach that is integrated with Contractor and CPS practice.
- B. Develop, organize, and provide training plans for CPS and Contractor staff to implement CFE in the CBC areas.
- C. Develop and implement a CFE framework to serve the target population in the CBC catchment areas.
- D. Continue to evaluate the success of CFE project in improving child and youth outcomes.

12. MINIMUM QUALIFICATIONS

Respondent must complete Exhibit E – Pricing Sheet and provide how they have three years of experience providing similar services as described in Section 11, SOW.

13. DFPS REGIONS - SERVICE LOCATIONS

A Respondent may provide services in one, some or all in DFPS Regions (for map, see http://www.dfps.state.tx.us/contact_us/map.asp).

14. COST OF SERVICES

Respondents must propose their all-inclusive annual rate to provide these services on Pricing Sheet (**Exhibit E**) and Minimum Qualifications (**Exhibit F**).

15. CONTRACT TERM

DFPS will award contracts that start on September 1, 2025 and ends on August 31, 2027, with a one-year renewal option.

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Prices offered, as part of the Bidder's response, must be firm, fixed prices for the initial term of the Contract.

The pricing must be submitted only using Exhibit E - Pricing Sheet based on the description and the unit of measure(s) provided for each line item. The unit prices must include all Solicitation requirements, including, but not limited to, labor, equipment, materials, supplies and all related expenses.

17. INVOICING AND PAYMENTS

No payment will be made without the submission of accurate and proper invoices to DFPS based on completed services requests.

Invoices must be received at the DFPS designated location and in the format identified by DFPS in accordance with the Texas Prompt Payment Act (see Texas Government Code Chapter 2251).

Contractor must submit invoices no later than 15 days following the end of the month during which the expenditures were incurred. The final invoice must be submitted no later than 60 days after the termination of the contract. The billing invoice should be emailed to ACCTPOLY@dfps.texas.gov with a copy to the contract manager.

18. INSURANCE

The Respondent agrees to comply with Insurance requirements in the DFPS Vendor Uniform Terms and Conditions (Exhibit B).

19. REMEDIES AND DISPUTES

Respondent agrees to comply with the remedies and dispute requirements in the DFPS Vendor Uniform Terms and Conditions (Exhibit B) and DFPS Supplemental and Special Conditions (Exhibit C).

20. REFERENCES

Respondents must submit with response a list of business references (minimum of three) for which they have provided similar services for in the last two years – see Respondent Reference Form (Exhibit F). Respondent's references should include at a minimum the company name, company point-of-contact, phone number, address, city, state, zip code and description of services provided, including language(s) interpreted (see Respondent Reference Form (Exhibit F)). Failure to submit required list of references may cause response to be disqualified. HHSC/PCS may contact any or all references prior to an award. Any negative response may result in disqualification of the Respondent's submittal.

21. EXECUTIVE ORDER 48 COMPLIANCE

On November 19, 2024, Governor Greg Abbott issued Executive Order No. GA-48 relating to the hardening of state government (EO 48).

Pursuant to DFPS's Uniform Terms and Conditions (UTCs), and in compliance with EO 48, the Respondent must certify that it is not, and, if applicable, any of its holding companies or subsidiaries, is not:

1. Listed in Section 889 of the 2019 National Defense Authorization Act (NDAA);

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2. Listed in Section 1260H of the 2021 NDAA;
3. Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4; or
4. Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

In its proposal, the Respondent must provide a copy of its corporate structure, which should include any owners, holding companies, and subsidiaries, and any relevant documents to show that it does not meet any of the above-listed criteria. If this documentation does not exist, provide an explanation of the aforementioned.

22. MINOR INFORMALITY OR WITHDRAWAL OF RESPONSE

Responses may be withdrawn from consideration at any time prior to the response submission deadline. A written request for withdrawal must be made to the HHSC/PCS sole point of contact. A Respondent has the right to amend its response at any time and to any degree by written notice of changes or corrections in a sealed letter or carton to the Response Coordinator prior to the response submission deadline. HHSC reserves the right to waive minor informalities in a response and award a contract that is in the best interests of the State of Texas. A minor informality may include, but is not limited to, a minor irregularity or error such as a clerical error in the production of copies of the response. When HHSC determines that a response contains a minor informality, HHSC will notify the Respondent of the irregularity or error and will provide the Respondent the opportunity to correct.

23. EVALUATION

- 23.1 Any negative result concerning submission information, references or forms may cause response to be disqualified.
- 23.2 In evaluating responses to determine the best value for the State, HHSC/PCS may consider information related to past contract performance/results of a Respondent including, but not limited to CPA's [Vendor Performance Tracking System](#).
- 23.3 All responses will be evaluated in a standard manner and will be rated according to the following criteria:

23.3.1 COST OF SERVICES SPECIFIED IN IFB

Costs of services are significant in the overall evaluation of the responses. However, DFPS is not obligated to select the lowest cost response. The award will be made to the Respondent(s) whose responses are most advantageous to DFPS cost and other factors considered.

23.3.2 EXPERIENCE AND PERFORMANCE RECORD

DFPS reserves the right to consider Respondent's experience with this agency or contact individuals or businesses, whether private or governmental, which might have information bearing on the performance record of respondents.

23.3.3 CAPABILITIES

Evaluation will be based upon your response to this IFB, overall experience, and Respondent's capabilities with particular emphasis on the degree of

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supervision and number of employees that will be provided to perform this Contract.

24. AWARD

- 24.1 DFPS has the right to make one or more awards on the basis of a low line item, low total (group or groups) or in any other combination, to the lowest Respondent meeting or exceeding all advertised specifications, performance requirements, and terms and conditions, that will best serve the interests of the State. DFPS will be sole judge of "the best interest of the State."
- 24.2 A contract award or awards will be made to the highest-ranked Respondent(s) after DFPS is satisfied that the Respondent has met stipulations contained in this IFB, and that the Respondent can perform per specifications, terms, and conditions. DFPS may also opt not to issue an award with regard to this IFB. During the life of this Contract, DFPS reserves the right to solicit for services that would normally be performed/accomplished using this Contract if it deems that by doing so would be in the best interest of the State.

25. PROTEST PROCEDURES

[Texas Administrative Code, Title 1, Part 15, Chapter 391, Subchapter C](#) outlines HHSC's respondent protest procedures.

26. CONFIDENTIAL OR PROPRIETARY INFORMATION**26.1. Bidder Requirements Regarding Disclosure**

Proposals and contracts are subject to the Texas Public Information Act (PIA), [Texas Government Code Chapter 552](#), and may be disclosed to the public upon request. Other legal authority also requires HHSC to post certain contracts and Solicitation responses on its public website and to provide such information to the Legislative Budget Board for posting on its website.

Under the PIA, certain information is protected from public release. If Bidder asserts that information provided in its Solicitation Response is exempt from disclosure under the PIA, Bidder must:

1. Mark Original Proposal
 - a. Mark the Original Proposal, on the top of the front page, with the words "CONTAINS CONFIDENTIAL INFORMATION" in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font or larger); and
 - b. Identify, adjacent to each portion of the Solicitation Response, that Bidder claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Solicitation Response).
2. Certify in Original Solicitation Response - HHS Solicitation Affirmations (**Exhibit A**)
 - a. Certify, in the designated section of the HHS Solicitation Affirmations, Bidder's confidential information assertion and the filing of its Public Information Act Copy; and
 - b. Submit Public Information Act Copy of Proposal

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- i. Submit a separate "Public Information Act Copy" of the Original Proposal (in addition to the original and all copies otherwise required under the provisions of this Solicitation).
- ii. The Public Information Act Copy must meet the following requirements:
 1. The copy must be clearly marked as "**PUBLIC INFORMATION ACT COPY**" on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font or larger);
 2. Each portion Bidder claims is exempt from public disclosure must be redacted (blacked out); and
 3. Bidder must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in Subsection (c) of this section must be identical to those set forth in the Original Proposal as required in Subsection (a)(2), above. The only difference in required markings and information between the Original Proposal and the "Public Information Act Copy" of the proposal will be redactions - which can only be included in the "Public Information Act Copy." There must be no redactions in the Original Proposal.

By submitting a response to this Solicitation, Bidder agrees that, if Bidder does not mark the Original Solicitation Response, provide the required certification in the HHS Solicitation Affirmations, and submit the Public Information Act Copy, Bidder's Solicitation Response will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on the HHS public website, and posted on the Legislative Budget Board's public website.

If any or all Bidders submit partial, but not complete, information suggesting inclusion of confidential information and failure to comply with the requirements set forth in this section, HHSC, in its sole discretion and in any solicitation, reserves the right to (1) disqualify all Bidders that fail to fully comply with the requirements set forth in this section, or (2) to offer all Bidders that fail to fully comply with the requirements set forth in this section additional time to comply. Bidder should not submit a Public Information Act Copy indicating that the entire proposal is exempt from disclosure. Merely making a blanket claim that the entire proposal is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire Solicitation Response subject to release under the PIA.

Solicitation Responses should not be marked or asserted as copyrighted material. If Bidder asserts a copyright to any portion of its proposal, by submitting a proposal, Bidder agrees to reproduction and posting on public

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websites by the State of Texas, including HHSC and all other state agencies, without cost or liability.

HHSC will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this solicitation process, Bidder acknowledges that all information, documentation, and other materials submitted in the Solicitation Response in response to this Solicitation may be subject to public disclosure under the PIA. HHSC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney General. Bidders 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. HHSC assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Bidders.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general's Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the [Public Information Act Handbook](#), visit the attorney general's website at <http://www.texasattorneygeneral.gov>.

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Appendix A – RESPONDENT CHECKLIST FOR SUBMISSION OF RESPONSE

The following is checklist of certain required and requested items in this IFB to assist the Respondent in responding to this IFB. Failure to submit required information may cause response to be disqualified.

- Respondent should submit response in accordance with the instructions on Page 1 of this IFB. Response must be submitted in a sealed envelope referencing the following information in the lower left corner of the envelope: opening date & time, requisition number and Respondent's name and address.
- Respondent must sign and return Page 1 of the IFB. Unsigned responses will not be considered under any circumstance.
- Respondent will complete Payee ID Number, full business name, and address of Respondent on Page 1 of the IFB.
- Respondent must read the IFB thoroughly and understands that by signing the response the Respondent represents that they have read and understood the specifications as well as the Terms and Conditions.
- Respondent must submit with response a list of business references on Respondent Reference Form (**Exhibit F**). Failure to submit required list of references may cause response to be disqualified.
- Respondent will submit with response, the following completed forms and information. Failure to return form(s) may cause response to be disqualified.
 - Page 1 of the IFB with signature
 - Exhibit A – Affirmation and Solicitation Acceptance Form
 - Exhibit D - Bid Execution Page
 - Exhibit E – Pricing Sheet and Minimum Qualifications
 - Exhibit F – Respondent Reference
 - PCS 121 Addendum Acknowledgement Form(s), (if issued), signed
 - EXECUTIVE ORDER 48 COMPLIANCE
 - Copies of Certifications, License, Registration, and Permits, if applicable

HHS Procurement and Contracting Services**Exhibit F – Respondent Reference Form**

Respondents must submit with response a list of business references (minimum three) for which they have provided similar services for in the last two years. These references should demonstrate the Respondent's ability to perform the Scope of Work described in the IFB. Include contract dates and contact information (customer points of contact, address, telephone number and email address). The Respondent must explain whether it performed the work as a prime contractor or subcontractor. If the Respondent performed the work as a subcontractor, the Respondent must describe the scope of subcontracted activities.

1. Business Name:

Point-of-Contact / Title:

Phone: Email:

Description of Service Provided

2. Business Name:

Point-of-Contact / Title:

Phone: Email:

Description of Service Provided

3. Business Name:

Point-of-Contact / Title:

Phone: Email:

Description of Service Provided

4. Business Name:

Point-of-Contact / Title:

Phone: Email:

Description of Service Provided: