



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

**Contracting Projects and Needs
Presentation to the House Committee on
Appropriations, Article II Subcommittee**

March 3, 2021

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DSHS and HHSC Procurement and Contracting Services (PCS) Roles

- The Health and Human Services Commission (HHSC) provides support to DSHS through provision of procurement and solicitation services. In addition, HHSC provides contract oversight and develops contract policy.
- DSHS performs the work related to all parts of the contracting lifecycle including:
 - Contract Management
 - Contract Oversight and Monitoring
 - Remedies for Non-Compliance for Contracts
 - Fiscal Support and Oversight
- Roles and responsibilities for functions and services between HHSC and DSHS are outlined through Support Services Agreements (SSAs).



DSHS Contract Management Section

- Consolidated to manage all Contracts for DSHS September 1, 2017
- 71 total staff
- 31 Contract Manager's – CTCM certified
- 10 Monitoring Managers - CTCM certified
- Reports monthly to DSHS Executive Leadership on status of Procurements and Progress on contract renewals.
- Serve as POC/Liaison for HHSC Procurement and Contracting Services (PCS), System Contracting (Legal), and all internal and external DSHS Audits.



Roles and Responsibilities

Contract Management

- Contract planning for procurements and contract development
- Contract execution
- Management of contract throughout the contract term, including contract amendments
- Ensure contract compliance through the lifecycle of the contract

Contract Oversight and Monitoring

- Ensure monitoring compliance with SB 20 and SB 65 requirements.
- Risk Management and Monitoring Plans
- Track monitoring requirements throughout contract term.
- Correspondence Coordination for monitoring activities.
- Financial Status Reports
- Reconciliation and Contract closeout.
- Invoice review and approval
- Management of Purchase Orders within Contracts
- Monitors payments to ensure pay out.
- Uploads vouchers and support documentation into SCOR.
- Expenditure tracking by Division.



Roles and Responsibilities (cont.)

Remedies for Non-Compliance for Contracts

- Enhanced risk monitoring built into Monitoring Plans
- Quality Assurance Checks and Technical Assistance provided
- On-site program and fiscal reviews
- Enhanced frequency of risk assessments performed
- Payment hold
- Sanctions
- Contract termination
- Ensure contract compliance through the lifecycle of the contract

Fiscal Support and Oversight

- See slide 8



COVID-19 Response Efforts

- CMS leadership created a purchasing team to purchase PPE, medical, and laboratory supplies for the State Operations Center (SOC) and DSHS State Medical Operations Center (SMOC).
- DSHS CMS acquired resources (thousands) throughout the state such as medical surge capacity for hospitals, Regional and Local Health capacity and additional needs through-out DSHS.
- Provide FEMA coordination of reimbursements for COVID-19 expenditures. Perform in-depth invoice reviews to ensure costs meet FEMA guidelines and are allowable.

COVID-19 Response Efforts (cont.)

236 Contracts put in place for:

- Local Health Departments for COVID-19 Response
- Public Health Follow Up Call Center and Efforts
- Isolation and Quarantine Sites
- Data Sharing Agreements
- Activate of Transportation, Oxygen, and Storage Contracts
- Vaccine Administration Teams Open Enrollment

Contracts by Category:

- Preparedness
- Enhanced Laboratory Capacity and Infectious Disease
- Immunizations
 - DSHS is currently requesting for local health entities to provide a needs assessment for DSHS consideration. Once reviewed new awards will be issued.
- Public Health Follow Up
 - Call Center Vendor
 - Universities/Staffing Agency
- HIV COVID Cares

DSHS Fiscal Support and Oversight

Fiscal Oversight

- Fiscal Risk Assessment
- Annual monitoring plan for Federal compliance
- Equipment testing statewide
- Focused performance audits
 - Program income
 - Travel, gift cards, etc.
- Ryan White AA and sub-recipient monitoring
- Follow-up Reviews / Single Audit follow ups
- Coordination with HHSC Fiscal Monitoring
- Continuous process improvement

Fiscal Support

- Develop and deliver training on fiscal topics
- Provide technical assistance (TA) to grantees on fiscal topics including:
 - Help new grantees or personnel
 - Internal controls or record keeping / TA
 - Cost allocation recommendations
 - Accounting systems / TA
 - Special topics (e.g. program income)
- Maintain fiscal support mailbox and website with resource links
- Evaluate contractors for financial solvency

Exceptional Item 3: Effective Business Operations and IT Security

Overall Item Amount: \$34.8 Million and 36 FTEs for the Biennium

Fiscal Management: \$7.6 Million in GR and 25 FTEs

- Request in response to recent audit findings related to the Texas Center for Infectious Disease (TCID), maternal and child health grants, and various Health Resources and Services Administration (HRSA) funds
- 25 additional FTEs in Fiscal and Contract Management.
- Targeted equity adjustment increases to reduce turnover
- Additional staff will ensure consistent application of fiscal responsibility measures, including timely billing, payment and cost recoupment.

Thank you

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