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

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DSHS and HHSC Procurement and Contracting Services (PCS) Roles

• The Health and Human Services Commission (HHSC) provides support to DSHS though 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 throughout DSHS.

• Provide FEMA coordination of reimbursements for COVID-19 expenditures. Perform in-depth invoice reviews to ensure costs meet FEMA guidelines and are allowable.
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
**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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