| More Options for Maternal Support (MOMS) ProgramRequest for Proposal FWBP-EIS-24-116 |
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| **Facilitator:** | Kelly Simmons, Issuing Officer |
| **Date:** | Wednesday, August 16, 2023 | **Time:** |  10:00 – 11:00 AM. |
| **Dial In Information:** | Dial: 1-469-998-6046, Phone Conference ID: 840 969 329# |
| **Instructions to join on your computer, mobile app, or room device:** | You may join my meeting from your computer, tablet or smartphone.**Join on your computer, mobile app or room device** [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MjNiZGIyZTktM2Q1MC00MTM1LWFhNjYtM2I1YWIzOTZhOTA4%40thread.v2/0?context=%7b%22Tid%22%3a%228d2c7b4d-085a-4617-8536-38a76d19b0da%22%2c%22Oid%22%3a%221e14aef8-0b20-4edc-96a3-6ed39618af31%22%7d) Meeting ID: 226 696 545 646 Passcode: LD5qvn [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting) |

| **Purpose** |
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| The Bidders’ Conference will be conducted as a conference call on the date and time listed in the Procurement Timetable. The purpose of the Bidders’ Conference is to inform prospective Bidders about the work to be performed and to provide prospective Bidders an opportunity to ask questions regarding the RFP. Verbal discussions at the conference shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked during the conference call that cannot be adequately answered during the conference may be deferred and responded to in writing. Participation in this conference call is optional but recommended as this will be the only opportunity to ask verbal questions regarding this RFP.  |

| **Meeting Participants** |
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| * Sarah Gesiriech, Executive Officer, Iowa Department of Health and Human Services (HHS)
* All Interested Parties
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| **Agenda Topic**  | **Presenter** |
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| **Welcome and Introductions of Agency Staff and Representatives** |  |
| **Call Purpose/Introductions*** Accessing Materials:
* [PROC|DAS Bidding Opportunities | Iowa Department of Administrative Services](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F__https%3A%2Fbidopportunities.iowa.gov%2FHome%2FBidInfo%3FbidId%3Dc4741126-b6c3-49c9-abb9-38b563be09f9__%3B!!Ofz1Xjg!7_hj_tK7fOdmXI9DrPQGTvydGP38Z6S2D4SPCTSIF9zY5CXh76BEiw2KumvYgX3BvMTy29UPSwM-5AgKb2c5oUZrz5Q%24&data=05%7C01%7CKsimmon2%40dhs.state.ia.us%7C46fbe548cfdf46dd0a7608db942962c6%7C8d2c7b4d085a4617853638a76d19b0da%7C1%7C0%7C638266677722812675%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lr8et3lxXqZmXLpcfcALY2H%2BbrnrKpH8hr%2BraFNKDXQ%3D&reserved=0). Introduction of HHS staff
* Bidder’s Conference Purpose
 | Kelly Simmons |
| **Overview of the RFP Process*** Review the purpose of the RFP
* Background and Scope of Work (Section 1, page 3)
 | Sarah Gesiriech |
| **Overview of the Request for Proposal Process*** Procurement Timetable (RFP Pg. 2)
* Restriction on Bidder Communication (Section 2, page 20).
* Bid Proposal Formatting & Submission (Section 3, Pg. 26)
* Notice of Intent to Award
 | Kelly Simmons |
| **Open Question and Answer Period*** Participants shall state their name and the bidder or organization they represent prior to asking a question. If possible, please reference the specific section of the RFP that the question relates to.
* The Agency assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. In addition, the Agency’s written responses to Questions will not be considered part of the RFP. If the Agency decides to change the RFP, the Agency will issue an amendment.
 | All Participants |
| **Wrap Up / Adjourn** | Kelly Simmons |