

Bidders Conference Agenda			
<b>Procurement Title:</b>	Tax Preparation Assistance for Low-income Iowans, ACFS 20-063		
<b>Facilitator:</b>	Michelle Muir, Issuing Officer		
<b>Call Details:</b>	<b>Call:</b> 866-685-1580 <b>Conference Code:</b> 2076363027		
<b>Date:</b>	8/20/19	<b>Time:</b>	1:00 p.m.

Purpose
<p>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 at the conference 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.</p>

Agency Meeting Participants	
Michelle Muir, Issuing Officer	Brenda Hall, Program Manager

Agenda Topic	Presenter
<b>Welcome</b> <ul style="list-style-type: none"> <li>• Purpose of the call (RFP Section 2.6, Pg. 8)</li> <li>• Accessing RFP Materials <ul style="list-style-type: none"> <li>○ <a href="https://bidopportunities.iowa.gov/Home/BidInfo?bidId=ee93c5c1-ba84-497e-9d8f-379cc0ca9c33">https://bidopportunities.iowa.gov/Home/BidInfo?bidId=ee93c5c1-ba84-497e-9d8f-379cc0ca9c33</a></li> </ul> </li> </ul>	Michelle Muir
<b>Introductions</b> <ul style="list-style-type: none"> <li>• DHS Staff</li> <li>• Participant Rollcall</li> </ul>	All
<b>Overview of the Request for Proposal</b> <ul style="list-style-type: none"> <li>• Purpose and Background (pgs. 2-3 and RFP Section 1.1, pg. 4)</li> <li>• Scope of Work, (RFP Section 1.3, pgs. 5 – 7)</li> <li>• Procurement Timeline (RFP pg. 3)</li> <li>• Communication (RFP Section 252, pg. 7)</li> <li>• Intent to Bid and Written Questions (RFP Sections 2.5 and 2.7, pgs. 7-8)</li> <li>• Bid Proposal Submission (RFP Section 2.8, pg. 8, RFP Section 3, pgs. 13 -15)</li> </ul>	Brenda Hall Michelle Muir
<b>Open Question and Answer Period</b>	All
<b>Wrap Up</b>	Michelle Muir