

September 16, 2022

To: All Potential Bidders
From: Amanda Winslow, Issuing Officer
Subject: RFP#01-1730-8220624

Amendment Two

Please amend the RFP to reflect the provided responses to questions received, as indicated per the timeline as stated within the cover sheet. This Amendment Two shall supersede, modify and/or change all requirements to the contrary in the RFP and associated documents.

Questions - RFP #01-1730-8220624 Shared Services Alliance

	Section Number (i.e. 1.2.1)	Page Number	Section Text Requiring Clarification	Specific Question / Request	Agency Response
1	Cover Sheet	1	There will be up to ten (10) contracts awarded with award amounts not to exceed \$250,000 per awarded contract.	Is the max \$250,000 per awarded contract per fiscal year or for the 19 months?	<u>\$250,000 is for the entire time period of the contract.</u>

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2	4.1	17	The State of Iowa’s procurement for identifying up to two financially supported child care management software systems (CCMS) is underway. Awarded Shared Services Alliance Hubs will not manage the CCMS across all members of the network but will help build Alliance membership awareness and use of CCMS. The CCMS will facilitate data sharing, efficient and effective business supports, and enable the Alliance to achieve scale.	<p>1. How do you envision two (2) CCMS platforms being utilized if the goal is data sharing and efficient effective business supports?</p> <p>2. Will a hub need to support 2 different CCMS platforms?</p> <p>3. What CCMS(s) was/were chosen and what services does it provide, what data does it have capacity to collect?</p>	<p>1. Shared Service Alliance Hubs will not manage the CCMS across all members of the network but will help build Alliance membership awareness and use of CCMS.</p> <p>2. Hubs are not required to support the CCMS platforms awarded by the State, but merely help in promotion of the use and benefits of utilizing a Child Care Management Software.</p> <p>3. The State anticipates the award notice of two CCMS vendors in fall of 2022. For more information on this process, refer to the relevant procurement page: https://ocio.iowa.gov/bid-opportunities-and-contracts/child-care-management-solution</p>
3	4.5	18	Membership fees charged, provider memberships that are cancelled/ended by provider category; services provided/offered; changes over time	What is meant in #12 on the metrics? Page 18	These are items for the Hub coordination to track to determine the success of the Hub.
4	5.2.3	20	Shared Services Alliance Hub Services- Technology Support- Hardware and software and connectivity	The RFP mentions technology and connectivity as one of the categories. Is the RFP looking for software providers to better increase access to childcare or only childcare providers to increase available spots?	Technology support is (i.e. accessing WIFI, computer technical assistance) not necessarily items specific to childcare.

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5	5.2.4	21	<p>In addition to selecting one or more of the above services, each Shared Services Alliance Hub must agree to ensure that all Shared Services Alliance Hub Members use an automated child care management system (CCMS) to support operations and data collection to track business metrics. Describe how you intend to meet this requirement.</p>	<p>1. Page 21, Section 5.2.4-Has the automated child care management system outlined in Section 5.2.4 been determined? If yes, Does the system support utilization by non-English speaking providers? Can providers without access to a computer (those that only have access to a smart phone) utilize the system?</p> <p>2. What is the commitment from the state to support the CCMS going forward? How many years?</p> <p>3. Could Share Services Alliance hub members utilize a CCMS different than the CCMS platform(s) the Lead state agency is providing/choosing?</p>	<p>1. The State anticipates the award notice of two CCMS vendors in fall of 2022. For more information on this process, refer to the procurement page https://ocio.iowa.gov/bid-opportunities-and-contracts/child-care-management-solution</p> <p>2. The State anticipates the award notice of two CCMS vendors in fall of 2022. For more information on this process, refer to the procurement page https://ocio.iowa.gov/bid-opportunities-and-contracts/child-care-management-solution</p> <p>3. Yes. Please refer to 5.2.4 in the RFP. The State anticipates the award notice of two CCMS vendors in fall of 2022. For more information on this process, refer to the procurement page https://ocio.iowa.gov/bid-opportunities-and-contracts/child-care-management-solution</p>
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6	5.2.5	21	Each Shared Services Alliance Hub must agree to collect, track and report results based on the Iron Triangle of ECE Finance. Additional metrics should be specific and relate to individual services offered. Grantees must be able to track baseline and ongoing metrics to show the benefit of shared services for Shared Services Alliance Hub Members. For each service selected, Respondent must detail:	How will individual hubs decide baseline data and yet gauge the alliance effectiveness/impact (baseline data will be different if individual hubs decide their own)?	Each Shared Service Alliance Hub will have data based on their selection of shared services. Baseline data is collected when the member joins the Hub. Refer to the list in Section 4.5.
7	5.2.6.1	21	What is the target region for your Shared Services Alliance Hub? Identify cities, towns and/or counties the Shared Services Alliance Hub will include.	Can a hub serve more than one geographical area?	Yes, a Hub can serve multiple counties, regions, and/or locations.
8	5.2.6	21	Explain the governance and staffing model necessary to operate your Shared Services Alliance Hub. Staffing models should maximize access to needed expertise and minimize cost. Considerations for your staffing model include:	What expectation and oversight are there for the SSA Hub(s) cooperation and alignment?	Applicants provide their governance model that will align with the shared services plan to be offered by the establishment of a Hub.

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9	5.2.6.3	21	Describe the membership composition needed to operate your Shared Services Alliance Hub. Include details such as ideal number and type(s) of eligible child care provider, as well as characteristics or experiences that would be beneficial.	What is meant by “characteristics or experiences that would be beneficial” – characteristic or experiences of whom?	Characteristics and experiences are referring to the membership composition. Characteristics of a Shared Services Alliance Hub are found within the <i>Opportunities Exchange Shared Services Alliance Implementation Guide</i> . This link is available in Attachment #6.
10	5.2.7	21	Proposals must include a budget that demonstrates 70% of funding from the Shared Services Alliance Hub contract and 30% from private sector local match. Private match can include the value of the following contributions:	Will United Way funding be allowable as cash match?	Yes, this will be an acceptable cash match.
11	5.2.10	23	Describe your detailed timeline to launch your Shared Services Alliance Hub. Include key milestones such as securing staff and/or contractors, recruiting Eligible Child Care Providers, collecting baseline data, rolling out services/supports identified in your Proposal, etc.	Are agreements or contracts required to be in place between the Bidder Hub and its Members at the time of proposal?	No, in Section 5.2.10 respondents are asked to describe their timeline with key milestones to secure proposed services.

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12	5.2.12	23	<p>This contract provides funding for the initial Shared Services Alliance Hub launch and implementation. However, successful Respondents must anticipate how they will ensure sustainability when these contract funds are no longer available. Describe your plan for sustainability, including but not limited to calculating and implementing membership fees, leveraging other third-party funds, maximizing technology and achieving deeper levels of efficiency to lower costs, finding additional partners, etc.</p>	<p>1. Are services to be provided at no cost to providers?</p> <p>2. How will individual hubs be expected to decide fees and won't there be different fee structures among hubs this way?</p>	<p>1. That decision is up to each of the Shared Service Alliance Hub. The funding is only for 19 months and therefore in order to be sustainable past that timeline it might be necessary to charge each Hub member a fee based on the service being provided. <i>Refer to the Implementation Guide.</i></p> <p>2. Each Hub will have to determine the fee that allows them to be sustainable. This fee might differ from Hub to Hub based on sub-contracting, number of members, geographical area, services provided, etc.</p>
13	6.4	24	<p>The Cost Proposals will remain sealed during the evaluation of the Technical Proposals and any demonstrations. Only prospective Respondents who obtain the minimum score for their Technical Proposal will be considered during the cost evaluation phase of the review process. When a Technical Proposal does not meet the minimum score, the associated Cost Proposal will remain unopened and will be returned to the Respondent upon request after the Lead State issues a Notice of Intent to Award the Contract. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and</p>	<p>How does scoring cost of proposals ranked from least to greatest and the using the least as a numerator work if the scope of proposals and the services provided are different in all proposals?</p>	<p>Determining the scoring weights refers to how many points are assigned to each of the Scored Specifications listed in the RFP document. After determining the percentage of points to be assigned to the technical proposal vs the cost proposal (80% technical scoring and 20% cost).</p>

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			scored. To assist the Agency in evaluating, Cost Proposals may be evaluated and point...		
14	7.1	26	Contract Terms and Conditions	Who is the Lead Entity /manages the SSA Hub? hub(s) and what is the communication structure and alignment in place for the hubs. Is the “Lead Entity” different than “Lead Agency” and the “Lead State”?	The Lead Entity is the "Hub". A Hub is the Backbone organization that serves as the centralized infrastructure to offer a service (s). Essentially the hub is the organization that is offering the service provided. Refer to definition of "Hub" in the RFP on page 4.
15	7.3.1	28	The Contract shall have a term beginning on the date of contract execution (the “Effective Date”) and ending on June 30, 2024.	Does the Agency anticipate continued funding for this project beyond the initial 19-month contract term or is this a one-time funding opportunity?	The funding awarded through this RFP is from ARPA (American Rescue Plan Act Discretionary) which are available through June 30, 2024. Respondents must provide sustainability plans in their response to the RFP. Section 5.2.12.

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