

Notice - Grant Preparation Assistance

REF-24-001 REFUGEE COMMUNITY SERVICES

DATE: 1/11/2023

TO: All Interested Bidders

RE: Notice – Grant Preparation Assistance Available from the Iowa Department of Human Rights for RFP REF-24-001.

The Iowa Department of Human Rights (IDHR) has offered to provide grant preparation assistance to bidders who plan to submit proposals for RFP REF-24-001 Refugee Community Services. The IDHR has created the attached flyer to provide details regarding the assistance services being offered.

The Agency has reviewed this information and has determined that, for the purposes of this RFP, the grant preparation services offered by IDHR will be allowable and will not be viewed as a violation of the Request for Proposal document section 2.2 Restriction on Bidder Communication.

Participation in IDHR grant preparation assistance activities is voluntary and at the discretion of the bidder. The Agency will not be involved in these activities and will not have access to information regarding which bidders participated in these activities and/or the specific assistance that is provided.



Governor Kim Reynolds
Lt. Governor Adam Gregg
San Wong, Director

Refugee Community Services Request for Proposals

Proposal Development Workshop

The Iowa Department of Human Rights will host a proposal development workshop on February 16, 2023 for people and organizations interested in submitting a proposal for the [Refugee Community Services Request for Proposals \(RFP\) \(Bid Number REF-24-001\)](#).

The goal of this workshop is to provide information and assistance for people and organizations that may have less experience in submitting proposals to state government. In the workshop we will cover:

- How to review the elements of the RFP to ensure you can meet the requirements.
- How to develop a well written proposal that addresses the key elements outlined in the RFP and also meets the needs of your organization's clients.
- How to identify and secure partners to enhance your proposal.
- How to use elements in the RFP, such as the scoring information and overall focus of the RFP, to proof-read your own proposal.
- How to identify and quantify your budget needs and develop a budget within your proposal submission.

The workshop will be held on February 16, 2023 from 9:30 a.m. – noon at the Lucas State Office Building on the 2nd floor. Please reserve your spot at the workshop by sending an email to Maria Guevara at maria.guevara@iowa.gov by February 13, 2023 at noon. In the email, please include the names of the person or people who will be attending.

Following the workshop, attendees will have the option of sharing a draft proposal with DHR staff for an informal review and to receive feedback and suggestions that may enhance the proposal. Workshop attendees may enroll in this informal proposal review process following the workshop. Review timeslots will be available from March 1 – March 7, 2023 for those organizations that enroll.

IMPORTANT NOTE: The Iowa Department of Human Rights did not issue this RFP, and is not a member of the selection committee. Attendance at this workshop and review of your proposal will not ensure funding.