

**STATE OF IOWA**  
**IOWA DEPARTMENT OF EDUCATION**  
**INFORMAL COMPETITIVE BID POSTING**

Procurement Title: SFSP Administrative Reviews

Procurement Reference #: ED-KS121-01

Description of Bid Opportunity (Scope of Work):

Applicants must have a minimum of two years experience conducting United States Department of Agriculture (USDA) Child Nutrition Program Administrative Reviews (AR) for State agencies. Schedule, conduct & document 0 to 15 USDA Summer Food Service Program (SFSP) ARs at assigned SFSP organizations throughout Iowa during the months of June, July and August, 2023 Complete assigned ARs by September 30,2023. "Completed" is defined as having completed the pre-visit research and review; on-site review using the Iowa-specific AR questions in Iowa's Child Nutrition Program (CNP) data system; observation of a SFSP meal service; documentation of ARs in the Iowa data system; provision of written report, approved by Department SFSP team lead, to local SFSP organization within 30 days of AR; & ensuring corrective action is completed within 30 days of the written report.

Adhere to all Federal and State regulations, laws & policy memos. Include all travel costs in cost proposal. Submit the cost proposal bid per AR. See Attachment A.

Potential for 3 annual contract extensions.

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

Minimum of 2 years conducting USDA Child Nutrition Program Administrative Reviews at State agency. Applications received without 2 years of documented experience will not be reviewed.

Experience conducting USDA SFSP Administrative Reviews.

Cost proposals submitted per administrative reviews including all travel costs.

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be received by the close of business day on: May 15, 2023

1. Projected timeframe of awarded contracted: From June 1, 2023 to September 30, 2023

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Jill Last Name: Borgeson

Phone Number of the Issuing Officer for this Procurement: (515) 205-4764

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Email Address of the Issuing Officer for this Procurement: [OIAS@iowa.gov](mailto:OIAS@iowa.gov)

**The Iowa Department of Education reserves the right to:**

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**