**Request for Proposal MED 24-009 Direct Support Job Board and Hiring Resources**

**Bidder Questions and Agency Responses Round 1 – October 6, 2023**

The table below lists all questions that were received by 3:00 PM CST of September 22, 2023, by the Agency regarding RFP MED-24-009 Direct Support Job Board and Hiring Resources and the Agency responses to these questions.

| Question Number | RFP Page(s) and Section Number(s) | Bidder Question / Clarification / Suggestion for Change | Agency Response |
| --- | --- | --- | --- |
| 1 | N/A | We respectfully request a 30-day extension to ensure the proper amount of time and attention to prepare a thorough response. | Due to the timeline needed for implementation and availability of grand funding, the Agency is not able to extend the proposal due date. |
| 2 | 3.1 Bid Proposal Formatting | Will HHS consider an electronic submission in lieu of printed copies? | No. Due to Agency limitation of electronic communication file size, proposals must be submitted as outlined in Section 3.1. |
| 3 | 3.2.4.3 Letters of Reference | Will Iowa HHS accept a reference from another IA State Agency? | Section 3.2.4.3 indicates persons who are currently employed by the Agency are not eligible to be references; however, reference letters from other State Agencies or Departments would be acceptable. |
| 4 | 1.3 Scope of Work | While the RFP describes the desired system as a “Job Board” it also describes the underlying objective of the system to increase employment. Given a solution that is optimized for this objective might include other functionality that drives employment outcomes (eg. career exploration, personalized training, and resource recommendations, etc), is Iowa HHS open to explore a more comprehensive employment system (that includes a job board) or does Iowa HHS have a specific preference for a system that is solely focused on being a job board? | At this time, the Agency is interested only in the areas described in the Scope of Work. |
| 5 | 1.3 Scope of Work | Is there flexibility for a phased implementation of features, allowing prioritized features at launch and others in future releases, to ensure quality and efficacy? If so, what are those features that are non-negotiable for launch? | All features mentioned in the RFP are required at launch of this project. Any additional features are beyond the scope of work. |
| 6 | 1.3.1.7 Direct Support Job Board Technical Requirements | How would the statewide web-based employment network and hiring resource platform interact with IowaWORKS, the state’s online matching tool? | This is dedicated to Medicaid members seeking direct care workers and direct care workers seeking to provide direct services to Medicaid members. There is no plan in this contract to have any interaction between the Direct Support Job Board and Hiring Resource and other State agency platforms. |
| 7 | 1.3.1.7 Direct Support Job Board Technical Requirements | Were there specific platforms from other state HHS agencies that influenced Iowa HHS’ decision to develop this platform? If so, could you specify which states or platforms? | Some of the options we looked at were:   * My Choice for Care, which is Public Partnerships LLC. And operates in multiple states. * Minnesota’s Direct Support Connect. * Connect to Care, which is Advancing States. * Care.com, which is also used across multiple states. |
| 8 | Miscellaneous | Could you specify the primary funding source for this project and any sustainability plans post-funding? | The primary funding source through March 31, 2024 is the American Rescue Plan Act (ARPA). Sustainability funding will be through the general fund. The Iowa ARPA Spending Plan and Narrative is located at this link:  [Iowa ARPA HCBS Spending Plan and Narrative FFY23 Q3 01.17.23 Clean\_.pdf](https://hhs.iowa.gov/sites/default/files/Iowa%20ARPA%20HCBS%20Spending%20Plan%20and%20Narrative%20FFY23%20Q3%2001.17.23%20Clean_.pdf) |
| 9 | Miscellaneous | Can screenshots and links be included in the technical proposal? | It is at the bidder’s discretion whether to include screenshots and or links. Please refer to the RFP, section 3 How To Submit A Bid Proposal: Format and Content Specifications for additional information. Please also note, per RFP Section 3.2.3, Information to Include Behind Tab 3. *“Bid Proposals shall not contain promotional or display materials unless specifically required.”* |