



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

Request for Proposal ACFS 19-003 Iowa Child Abuse Prevention Program (ICAPP) Local Grantee Projects

February 22, 2018 – AMENDED Respondent Questions and Agency Responses:

This document includes all questions that were received by the Agency in response to the above identified RFP.

- Table 1 below lists all questions that were received by the Agency during the February 7th, 2018 Bidder's Conference, in accordance with RFP section 2.6, *Bidders' Conference*. The Agency response to these questions has also been provided
- Table 2 below lists all questions that were submitted to the Agency in writing and in accordance with the terms outlined in RFP section 2.7, *Questions, Requests for Clarification, and Suggested Changes*. The Agency response to these questions has also been provided

TABLE 1 – RFP Section 2.6, *Bidders' Conference*. "... to provide Bidders' an opportunity to ask questions regarding the RFP."

Bidders' Conference Questions			
Question		Agency Response	RFP Reference
1.	Under crisis care the RFP indicates services must be provided in a licensed child care setting. Does this mean "regulated" rather than licensed? As stated this would only allow services in a childcare center.	Please see First Amendment to ACFS 19-003 which Amends Section 1.3.1 Deliverables, pg. 12 by adding "regulated" child care settings.	Section 1.3.1 Deliverables
2.	There are two (2) boxes above the signature line. It's unclear what these two options mean. Which box should we check?	Per the Instructions under Attachment E, if the Bidder (including any Subcontractors at all tiers) has made or agreed to make payments to any person for influencing or attempting to influence persons as described in this section, they are required to disclose such activity on Standard Form-LLL, "Disclosure Form	Attachment E

		to Report Lobbying”. If there is no required disclosure to submit, the first box must be checked. If a disclosure is required, the second box must be checked and the Bidder shall include the disclosure form immediately behind the signed Attachment E.	
3.	Can you explain the contractor designee information? Where does this information go on the Cover Sheet?	For any Proposal that is awarded a Contract, the Bidder will either enter into a Contract with the Agency, or the Bidder may elect to designate a different entity to enter into the Contract with the Agency. If the Bidder intends to designate a different entity to enter into the Contract with the Agency, they must fill out the Contractor Designee Information section on Attachment G, Project Proposal Cover Sheet. Please see First Amendment to ACFS 19-003 replacement of “Bidder/Council” with “Contractor Designee” on Attachment G, Project Proposal Cover Sheet.	Attachment G Project Proposal Cover Sheet
4.	Regarding Budgets, if we are doing a project under one service type, but the project has more than one component, are we required to provide a separate budget for each component?	No, per Section 3.2, Contents and Organization of Technical Proposal, #6 (pg. 26), Proposals must include a total Budget for each Fiscal Year and be broken out by county. In addition, please see First Amendment to ACFS 19-003. Per Section 5, Form Instructions, (pages 32-33) a separate Budget for each county covered, as well as a full Project budget is required for each State Fiscal Year (SFY). A separate budget is not required for individual components.	RFP Section 3.2, Contents and Organization of Technical Proposal, #6
5.	We are a legal entity registered to do business; does that mean it is appropriate for	1. If the Bidder (i.e., the “Council”) and will also be the entity entering into the Contract with the	Attachment I

	<p>me, as a representative of Delaware County Memorial Hospital, to sign the forms?</p> <ol style="list-style-type: none"> 1. Under Attachment N I would complete even for our Parents as Teachers program, correct? 2. You required bidders to identify funds received in SFY'18. Are we to include both ICAPP and CBCAP dollars that we are currently receiving? 3. Under our Parents as Teachers curriculum we have groups as well as home visitation. Would you need two (2) budgets, or just one? 	<p>Agency, the Bidder will sign all forms. If the Bidder (i.e., the "Council") is not a legal entity or will not be entering into a direct Contract with the Agency, they may designate another legal entity (i.e., the "Designated Contractor") to receive the project funds directly.</p> <ol style="list-style-type: none"> 2. Yes – per the instructions on Attachment N, Bidders shall indicate all contracts (ICAPP and CBCAP) currently funding the Project. 3. No – in following the PAT model this is one, comprehensive Project and would only require one budget per county for each fiscal year. 	
6.	Are there designations or restrictions on budget in regards to amounts per project?	Pricing Restrictions include a total available amount for all combined Sexual Abuse Prevention Projects in the amount of \$202,000. Each county has a maximum total for all awards combined, located in Attachment K. There are no additional restrictions for amounts Bidders may request for any individual Project.	RFP Section 3.3.1 Pricing Restrictions
7.	If the "Total Max Application Amount" listed in the RFP an annual amount or the total amount for the life of the contract?	This is the annual maximum amount. See First Amendment to ACFS 19-003 to clarify this amount is per State Fiscal Year (SFY).	Attachment K
8.	If our programming is serving individuals that live outside our county, but come into our county to seek services can funding from this grant be used to serve those individuals?	Services must be provided in the county that is receiving funding. Individuals residing in other counties are not restricted from receiving services in the awarded county.	
9.	We are looking at implementing Applied Behavioral Analysis (ABA) in SW Iowa. Would this be an allowable program under this RFP?	Guidelines for allowable programs are outlined in the goals and purpose of this RFP. The RFP also provides references to verify evidence based program ratings. Bidders must include in their Proposals a response to Question 6, Project Evidence, describing the evidentiary base for the model/program in preventing child maltreatment.	Attachment N (1)

10.	What years are you requesting a budget for?	Bidders shall provide projected budgets for both SFY '19 and 20. See First Amendment for ACFS 19-003 which adds additional clarification to Section 5, Form Instructions.	Attachment O
11.	Regarding the budget, should this be completed based on the max \$40,000 amount or the max plus the identified risk factor amount	The total amount of all Bid Proposals combined (per county) is limited to the "Total Max Application Amount" column on Attachment K. Per the RFP Purpose Section, Award Process, pg. 5, Projects may be funded fully, partially, or not at all.	Attachment K, RFP Purpose
12.	We have a home visitation program that uses PAT. We do parent development and home visitation. On Attachment N would we need to complete two forms?	You may complete one (1) form based on the core delivery model of your services, making sure to explain the delivery within your application. Programs that fall under the home visitation category by using a nationally recognized home visitation model that includes a component for group parent education may apply for the entire Project using one Project application. Proposals must include a clear explanation of service delivery.	
13.	Are we able to remove any extra comments on the provided application?	No, Bidders shall not make changes to the forms provided outside of completing the required text boxes.	
14.	If we write for 3 projects, and subcontract with different subcontractors would we be the contractor, or would we have designee's?	<p>This is a decision that the Council will need to make. Councils will either assume the legal responsibility of the Contract, or designate another entity to assume that responsibility.</p> <p>If the Council is a legal entity and chooses to contract directly with the Agency (IDHS), the subcontracting organizations are "Subcontractors" under the Council. If the Council designates a service provider to manage the Contract directly, the provider is NOT a Subcontractor, but rather the Contractor. In this situation, any additional organizations would be "Subcontractors".</p>	Attachment I

15.	Regarding budget, how much detail are we required to provide, specifically in regards to salaries. How do we need to split up costs?	Within each required budget, Bidders must provide totals for all line items for each funding source. Bidders have discretion in providing additional details within line items. Salary/benefit information should be separated into direct salary/benefit costs and Administration (as a category of Indirect), in accordance with the Definitions section.	Attachment O Project Proposal Budget RFP Definitions, pages 8-9
16.	Do we have the option to change the eligible bidder for any of our counties, and if so, how?	Yes. See First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility (pg. 56).	First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility
17.	If we submit a NOI are we required to submit a bid?	No. Per the RFP, Section 2.5 (page 19) it is not mandatory that the Agency receive an intent to bid. Notices of Intent to Bid are required only for Bidders who wish to submit written questions. The Agency uses the Notice of Intent submissions to estimate the number of proposals and categories in order to adequately plan review committees.	RFP Section 2.5, page 19
18.	Re: letter of reference – it indicates it should speak to our capacity to provide services. Can subcontractors provide the letter of reference?	See First Amendment to ACFS 19-003, (pg. 25) for clarification on letters of reference. The Agency does not specify which individuals or organizations should provide a letter of reference. It is at the discretion of the bidder to determine the most appropriate reference that complies with the requirement found in the RFP, section 3.2, Contents and Organization of Technical Proposal, item #9.	First Amendment to ACFS 19-003. Section 3.2, Contents and Organization of Technical Proposal, item #9
19.	Sexual Abuse Prevention – Could you clarify the statement that SAP projects that collaborate with other projects should be submitted as SAP projects	If a Sexual Abuse Prevention Project is working in partnership with another Project, (for example, one session of an ongoing parent education group meeting will be focused on Sexual Abuse Prevention) they should submit for Sexual Abuse Prevention activities in the Sexual Abuse Prevention category.	RFP 1.3 Scope of Work, page 12
20.	Re: the letter of reference – did I understand that a council member cannot provide a letter of reference	See Question 18 above. It is the discretion of the Council which entity can best speak to the capacity of the Bidder to carry out the activities outlined in the	First Amendment to ACFS 19-003.

		Proposal.	
21.	If we want to put our dollars toward a home visiting program can we use more than one subcontractor?	It is at the discretion of the Bidder how they propose to allocate funding and utilize Subcontractors. The Agency does not limit the number of Subcontractors a Bidder may utilize to carry out Projects.	Section 2.32 Use of Subcontractors (page 23)
22.	Is a recipient of CBCAP funds considered an existing contractor?	Yes. Attachments N (1), N (2) and N (3) ask Bidders to identify on page 1 "Did this Project receive ICAPP and/or CBCAP funding for this Project in SFY 2016, 2017 or 2018?" If Bidders identify "yes" they are considered an existing Project. Attachment N(1) and Attachment N(2) Question 9, and Attachment N(3) Question 7 asks Bidders to report on Project compliance with ICAPP and/or CBCAP funds received in FY 2016, 2017 or 2018.	Attachment N (1) Attachment N (2) Attachment N (3)
23.	Is there a penalty for bidding differently than what was proposed on an NOI?	No. Per Attachment F Intent to Apply, it is not mandatory that the Issuing Officer receive an intent to apply.	Attachment F: Intent to Apply
24.	In our situation we as the council have designated Myrtue Medical as our legal entity. For our project we plan to subcontract with Public Health. Is this an appropriate arrangement?	It is allowable for the Council to subcontract with a provider to carry out activities described in the Proposal (see section 2.32 Use of Subcontractors).	RFP Section 2.32 Use of Subcontractors
25.	What instructions will be given to reviewers?	It is a requirement that all reviewers attend a formal RFP evaluation training. Topics covered during the training include: <ul style="list-style-type: none"> • RFP purpose, • RFP scope of work, • Bid proposal technical proposal components, • RFP scoring guide, • Consensus scoring model. 	Section 4.2, Technical Review and Evaluation Committee, Section 4.3, Proposal Scoring and Evaluation Criteria
26.	We have had needs assessments demonstrate that we need respite care in our area, however this RFP indicates that respite	Yes, respite care is a service that it not funded under this RFP. The RFP does continue the support of crisis care. The Agency does not define "crisis" for these	RFP Section 1.3 Scope of Work, page 12 and Section 1.3.1.3 Additional

	care will not be funded is that correct?	purposes, it is up to the Bidder to provide a description of the proposed Project.	Information on Project Structure and Restrictions on Deliverables.
27.	Guidance on project structure – Paragraph 1 speaks to submitting a single project or one proposal with multiple projects. Can we still submit one proposal if it is 2 agencies providing a similar service? Would this also be submitted as one budget?	Yes. See questions 4 and 21 above.	
28.	Can the budget include training for trainers?	Yes, training is an allowable expense. See Attachment O for line items that are included as allowable direct and indirect expenses.	Attachment O: Project Proposal Budget Form
29.	Can you explain Question #7 on Attachment N (1) the Parent Education and Home Visitation in regards to protective factors.	Protective Factors are defined on page 10 of the RFP and listed on page 11 of the RFP. In addition, per Attachment P Needs Assessment (page 3) there are 5 identified Protective Factors. Bidders should identify which protective factors would be targeted through the proposed programming.	RFP Definitions, page 10, 1.3 Scope of Work, page 11 Attachment P, Needs Assessment page 3

TABLE 2 – RFP Section 2.7, *Questions, Requests for Clarification, and Suggested Changes*, “Bidders who have provided their intent to bid on the RFP are invited to submit written questions, requests for clarifications, and/or suggestions for changes to the specifications of this RFP (hereafter “Questions”) ...” “... Bidders shall address any perceived ambiguity regarding this RFP through the question and answer process.”

Bidders' Written Questions			
Question		Agency Response	RFP Reference
1.	If a bid proposal is submitted with 3 separate projects does each project need a separate envelope or are all 3 parts put into one envelope?	<p>Each Bid Proposal is one Project. It is possible for one Project to have multiple components or Subcontractors. For example a Parent Development Project may fund several different group parent education opportunities while under one proposal. Bidders should keep in mind that each Proposal awarded will be one Contract, regardless of the number of components or Subcontractors.</p> <p>Bidders submitting multiple Bid Proposals must meet the requirements identified in RFP Section 3.2, Contents and Organization of Technical Proposal for each, which requires one original and 4 copies submitted in one envelope.</p>	Section 3, How to Submit a Bid Proposal: Format and Content Specifications
2.	If a bid proposal is submitted with 3 separate projects does each project need attachments A, B, D, E, and J included or is one for the whole proposal appropriate?	Each Bid Proposal is one Project, even if it contains multiple components. Bid Proposals must meet the requirements identified in RFP Section 3.2, Contents and Organization of Technical Proposal.	Section 3, How to Submit a Bid Proposal: Format and Content Specifications
3.	If a bid proposal is submitted with 3 separate projects does each project need a letter of reference or just one for the whole proposal?	Each Bid Proposal is one Project, even if it contains multiple components. Bid Proposals must meet the requirements identified in RFP Section 3.2, Contents and Organization of Technical Proposal.	Section 3, How to Submit a Bid Proposal: Format and Content Specifications
4.	If an eligible bidder applies for 3 programs and one of them is not funded - will the	No. Per the RFP page 5, Projects may not be funded, may be offered partial funding, or may be funded	RFP Award Process, page 5

	other 2 applications (assuming they are approved) have the opportunity to revise their budgets to utilize the funds that were in the budget of the unapproved application - without going over the maximum application amount for that county?	completely. If awarded partial funding, Bidders will be given the opportunity to resubmit output measures and update their budget based on the partial award amount. The award amounts are not subject to negotiation.	
5.	We are combining 3 counties to collaborate to the fullest extent and maximize resources. Additional Information on Project Structure and Restrictions on Deliverables, Guidance on Project Structure it states that the bidder may apply for only one Sexual Abuse Project under the same category. In our three counties, we currently have two different Sexual Abuse projects funded by ICAPP one agency does in one county and another agency does one in the other two counties. When combining ICAPP can two agencies request funding, one subcontracting with the other one?	See Bidder's Conference Questions #21.	Section 1.3.1.3
6.	We are combining 4 counties to collaborate to the fullest extent and maximize resources. Additional Information on Project Structure and Restrictions on Deliverables, Guidance on Project Structure it states that the bidder may apply for up to one Project in the Sexual Abuse Prevention Category. We currently have two Sexual Abuse Prevention projects funded by ICAP with two separate agencies providing the services. When combining the local four county ICAP's in our area will have two Sexual Abuse Prevention	<p>Each Bidder may submit up to one Bid Proposal in the Category of Sexual Abuse Prevention as per RFP 1.3.1 Deliverables.</p> <p>Per Section 1.3.1.3, It is possible for a single Project to have multiple components included in one Proposal.</p> <p>Per section 2.32 Use of Subcontractors Bidders may contract with third parties for the performance of any of the Contractor's obligations. There are no limitations on the number of subcontractors a Bidder may contract with.</p>	Section 1.3.1.3

	<p>projects/agencies that will be requesting funding. One agency serves 2 counties and the other agency serves 2 counties.</p> <p>Is the projects allowed per county or per Bidder, since we are a four county area?</p>	<p>Limits on number of Bid Proposals are imposed for each Bidder, not by county.</p> <p>See Bidder's Conference Questions #21.</p>	
7.	<p>Can we name myself and the CAPC as the Bidder and not designate a contractor at this time. Then designate a contractor for family support and another for sexual abuse prevention when we submit the applications?</p>	<p>It is allowable for Bidders to amend the Contract Designee after submitting the Letter of Intent. Yes, it is allowable for Bidders to identify one Contract Designee for a family support Proposal and another Contract Designee for a Sexual Abuse Prevention Proposal.</p>	<p>RFP Section 3.2 Contents and Organization of Technical Proposal</p>
8.	<p>We plan to also apply for empowerment funds (ECI) as we have in the past. So do you want service numbers for the whole program? Or just those funded by ICAPP dollars? Our program has merged these dollars in the past to provide the service numbers we do.</p>	<p>Projects with blended funding shall propose service outputs for the entire Project and indicate other anticipated funding in the Project budget.</p>	<p>Attachment N (1) ICAPP Project Proposal</p>
9.	<p>There are two RFP's posted on the bid opportunities. Which one is the correct version?</p>	<p>The Agency has provided the RFP in two (2) formats via the State of Iowa Bid Opportunities Website; Adobe PDF and Microsoft Word. The content of the RFP in both formats is identical.</p>	
10.	<p>The page limit it states that The Project Proposal Form is limited to 15 pages. If we are submitting three Project Proposal Forms, does this mean it is 15 pages each for a total of 45 pages? Or do all three combined need to be limited to 15 pages?</p>	<p>Each Bid Proposal form is limited to 15 pages. Bidders submitting multiple Bid Proposals are limited to 15 pages for each Bid Proposal.</p>	<p>Section 3.1</p>
11.	<p>Section 1 will be identical and repeated on each form. Is this correct and acceptable?</p>	<p>Bidders are not prohibited from repeating information on multiple Bid Proposals. It is the Bidder's discretion to formulate responses to the questions on the Project Proposal Form(s). It is possible for questions on the council goals, membership, and activities (Section 1 of</p>	<p>Attachment N, Section 1</p>

		Attachment N) to be the same for different proposed Projects.	
12.	What is the definition of Parent Cafe as related to this RFP? Is it a set specific curriculum i.e. Be Strong Families? Or is it parent support groups and socialization groups? Is it for families served in the programs? Is it open to the general public?	“Parent Café” refers to a specific curricula/model. Applicants are encouraged to reach out to model developers and/or utilize resources provided in the RFP, such as the Evidence-Based Program review in Attachment P Needs Assessment, or 2.4 Online Resources for questions on specific curricula or models.	2.4 Online Resources, page 18 Attachment P Needs Assessment
13.	Projects need to adequately budget staff time for reporting, data collection, documentation. Please provide guidance.	Staff time for reporting, data collection and documentation for Projects are allowable uses of funds and should be included on budgets. For guidance on cost allocation and allowable expenses under federal awards, see guidelines set forth in 45 CFR Section 75. https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75	
14.	What measures and reporting will be required to document model fidelity during the contract? Again, need to budget staff time.	Reporting requirements for model fidelity measures will include a written narrative included in quarterly service reports. Bidders response to Question 5 of Attachment N(1) and Attachment N(2) shall address how the proposed Project will adhere to model fidelity. The written narratives and documentation required is dependent upon how the Bidder has proposed to adhere to model fidelity. Bidders shall self-identify needs and budget accordingly. For guidance on cost allocation see guidelines set forth in 45 CFR Section 75. https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75	
15.	Does each contract need a letter of reference and a letter of partnership or each program?	Each Bid Proposal must include one letter of reference. Where applicable, Bid Proposals must also include one letter of Partnership. Projects that include multiple components within one Bid Proposal are required to submit one (and only one) letter of reference. Projects that include multiple components within one Bid Proposal and require a letter of partnership must include	First Amendment to ACFS 19-003, Section 3.2 Contents and Organization of Technical Proposal

		one (and only one) letter of partnership. First Amendment to ACFS 19-003 (pg. 25) includes clarification on Letter of Reference. Also, please refer to question 18 in table 1 above.	
16.	We are combining 4 counties to collaborate to the fullest extent and maximize resources. Additional Information on Project Structure and Restrictions on Deliverables, Guidance on Project Structure it states that the bidder may apply for multiple distinctly different Projects under the same category, as long as they don't exceed two project proposals in Parent Development. In one of our four counties, we currently have two Parent Development projects funded by ICAP and one Parent Development project funded by CBCAP, with two separate agencies. When combining ICAPP and CBCAP in our area will have 3 Parent Development projects we would be requesting funding for.	Bidders are limited as indicated in Section 1.3.1 Deliverables, to up to two projects total from the categories of Home Visitation, Parent Development, Crisis Child Care and Community Development. It is possible for a single Proposal (within one category) to contain multiple components. See Bidders Written Question # 6 above.	Section 1.3.1.3
17.	Will you allow multiple fiscal agents or contract fiscal agents for our council?	Each Bid Proposal may identify up to one fiscal agent for that Proposal. See Attachment G: ICAPP Project Proposal Cover Sheet allows Bidders to identify a (one) Fiscal Agent. The RFP does not include language to prohibit Bidders from utilizing a separate fiscal agent for different Contracts.	Attachment G: ICAPP Project Proposal Cover Sheet 1.2 RFP Definitions, page 9
18.	We are listed as "Monona County Wellness Coalition's Prevention Council / Harrison, Monona, Shelby DECAT / CPPC. Will you help us to change this name to be "Monona County Prevent Child Abuse Council?	See First Amendment to ACFS 19-003, Attachment L Bidder Eligibility (pg. 56) for guidance on how to change which entity in your County/group of counties is the identified Eligible Bidder.	First Amendment to ACFS 19-003, Attachment L
19.	What role can the subcontractor or	It is the discretion of Council to determine needs,	Section 1.2 RFP

	contractor hold in regards to the council membership, administrator, or fiscal agent responsibilities?	structure, leadership, oversight and decision-making processes within their Council within the guidelines set in this RFP. Section 1.2 General Definitions defines "Community-Based Volunteer Coalition or Council". Section 1.3.2, Performance Measure 2 provides additional guidance on expectations for membership representation on Councils. Page 33 of the RFP provides further instructions about required representatives of groups/disciplines for council membership.	Definitions, Section 1.3.2 Performance Measures, Section 5 Form Instructions
20.	Are two subcontractors under the same project proposal area considered one or two proposal submissions? Would this also mean that one or two budgets would need to be submitted under the one project proposal area?	See Bidders Conference Questions 4 and 21	
21.	Is the 15 page limit per project proposal area or as a total for the entire projects included for submission under this RFP?	See question 10 Bidder's Written Questions.	RFP Section 3.1 Bid Proposal Formatting RFP Section 3.2 Contents and Organization of Technical Proposal
22.	Are state credentialed programs considered to be a program that could be used for the home visitation funding?	See RFP Section 1.3 Scope of Work, page 11, 1. a Home Visitation Services and b. Parent Development to determine the appropriate category for Bid Proposal submissions.	RFP, section 1.3 Scope of Work
23.	Is the Florida State University Curriculum, Partners for a Healthy Baby, considered an evidenced based curriculum for the purposes of the home visiting or parent education proposal area?	On Attachment N (1) and N(2), Question 6 Bidders must describe the evidentiary base for the Project they are proposing and may use, but are not limited to resources, provided on the form Attachment N(1) or N(2) or in the RFP Section 2.4 Online Resources.	RFP Section 2.4 Online Resources
24.	A few of my staff have come to me asking if we should apply for funding thru the new RFP that was just released via sub-contracts like we have in the past. I told	Per the confidentiality agreement signed by all members of the Child Abuse Prevention Advisory Committee, "... <i>you must: Have no direct contact concerning this procurement with any party submitting a proposal...</i> "	

	<p>them I would need to check with you to see if we were even eligible since I was on the committee that helped draft it. I know I signed a confidentiality agreement and have not spoken a word to anyone including my employees about the process. Please advise me on if we can proceed.</p>	<p>Members of the Child Abuse Prevention Advisory Committee and the organizations they represent are precluded from submitting a bid proposal in response to this RFP and/or serving as a Contract Designee or Subcontractor for a bidding entity.</p> <p>Bid proposals that demonstrate a direct affiliation with a Member of the Child Abuse Prevention Advisory Committee may be disqualified.</p>	
25.	<p>We are confused about the requirements for Parent Leadership. The first sentence doesn't make sense. Seems to be missing a word. Would you please explain to me exactly what you are looking for in that area.</p>	<p>Please see First Amendment to ACFS 19-003 Attachment N (1), Attachment N (2), and Attachment N (3)</p>	<p>First Amendment to ACFS 19-003</p>
26.	<p>We voted last November to remain our own entity and write our own grant for the ICAAP funding. Now that the RFP has come out, one of our programs was respite and will no longer be funded. With that being said, the person on our board who was the grant writer is the director for this program that will be no longer. I know you said in November that we would still be able to change our vote once we say what the RFP entailed. Can you tell me how this works and what needs to happen</p>	<p>Yes. See First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility, pg 56</p>	<p>First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility</p>
27.	<p>Can two Sexual Abuse Prevention programs be applied for under the same project? In our case, our project for Community Sexual Abuse Prevention would include a Stewards of Children component and a Talking About Touching</p>	<p>See Section 1.3.1.3-It is possible for a single Project to have multiple components included in <u>one</u> Proposal. As discussed in Bidder's Conference Question #21.</p>	<p>Section 1.3.1.3</p>

	component. The Stewards of Children component would target adults and the Talking About Touching component would provide child-focused programming.		
28.	<p>Due to "in process" and upcoming changes in our Council situation, the following are concerns that need to be addressed. Please advise:</p> <ul style="list-style-type: none"> • Our Council voted on an official business name which is different than what appears on the RFP under "Who can apply". It is still the Council but just a slightly different name. What do we do? • We have not yet received our 501c3 tax ID #. I hope we will get it before the application deadline. If not, I assume we'll have to use a "Contract Designee" for this grant round. Is that correct? • The Intent to Apply requires knowledge of the Contract Designee information, which complicates things for us a bit. Do you think it's better not to send it in? Is it flexible at all? If we use a Contract Designee for now, but later use the Council as the nonprofit ID# and full submitter, then does that work? 	<p>Yes. See First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility pg. 56 (Addressed in Bidders Conference Question #16)</p> <p>Bidders shall elect to use a Contract Designee if they do not have status as a legal entity. Bidders may use a Contract Designee at their discretion.</p> <p>Bidders are not required to submit Bid Proposals in accordance with their Intent to Apply. Bidders may choose to include or remove a Contract Designee when submitting their Bid Proposal.</p>	First Amendment to ACFS 19-003 Attachment L: Bidder Eligibility
29.	If I am subcontracted in another county, am I to get this reference from school districts in that county?	Please see First Amendment to ACFS 19-003 (pg. 25) for clarification on Letters of Reference. See Bidder's Conference Questions 18 and 20	Section 3.2, Section 9
30.	The letter of Partnership, I work with multiple school districts and wonder what determines the which school should signed the letter of Partnership- one, some, or all?	For each Proposal one (and only one) letter of Partnership signed by one (and only one) Project Partner must be included with each Bid Proposal submission.	Section 3.2, #10

	As a subcontractor for another organization, do I need to get this letter from the school(s) intended to receive services?		
31.	Who would be the Contract Designee?	See Bidders Conference Question 3	
32.	If two programs wanted to apply for funding, is the maximum about of the total application \$40,000 or is it the last column on the page?	See Bidder's Conference Questions 7 and 11.	
33.	We have had Respite Care in Dubuque for many years and I am not seeing Respite in the RFP this year. Is there anything more you can tell me about this?	See Bidder's Conference Questions Number 26.	
34.	It contact number provided for the issuing officer is no longer in service. Can you provide a correct number?	The phone number listed for the Issuing Officer on pages 1, 18, and 48 of the RFP is 515-281-8785 and is the correct phone number.	RFP pages 1, 18, and 48
35.	Which governing body has the proper authority to name a particular council as the official child abuse prevention council in each area?	Each community determines the entity identified as the Council. See RFP Definition for "Community-Based Volunteer Coalition or Council" or "Council". See section 1.1 Background (page 6) for explanation of MOU process. See First Amendment to ACFS 19-003 page 56.	
36.	Can Parent Cafes be applied for through Parent Development as opposed to Community Development?	Parent Cafés meet the criteria for both categories. Bidders are encouraged to review the Performance Measures for each category and must be able to meet Performance Measures of any awarded Contracts in the category the Project applied under.	Section 1.3.1 Deliverables
37.	Will there be training provided for users who will be new to DAISEY as of 7/1/18 (for example subcontractors for Parent Development that have never used DAISEY prior to the reward of this grant)?	Training resources exist on the Iowa DAISEY training website at: http://daiseyiowa.daiseysolutions.org/find-answers/ . The program administrator will provide training and technical support to new users as needed. DAISEY training for new users is not currently scheduled, rather	

		will be assessed following the Notice of Intent to Award.	
38.	Performance Measures – PM 1: Reporting: I see there is a due date for quarterly service reports but is there a due date for submission of monthly invoices to the ICAPP Administrator? (Wondering because the group that approves expenditures meets after the 15 th of the month)	Per the sample contract RFP pg. 60 “all Invoices shall be submitted within six months from the last day of the month in which services were rendered.” Additionally, it states “the Contractor shall submit all Invoices to the Agency by August 1 st for all services performed in the preceding State Fiscal Year (the State Fiscal Year ends June 30).	Attachment M, Sample Contract, pg. 60
39.	Attachment C - % of work to be performed a. Should this percent be figured per individual project proposal or should it be figured based on all of the work performed by all of the subcontractors across all three projects? b. Should the percent be figured according to dollar amount requested by each subcontractor or by the number of subcontractors (for example if there are 4 subcontractors the % would be 25% each)?	a. Percentage shall be based upon the percentage of work to be performed by the Subcontractor for that Bid Proposal. A Bid Proposal with multiple Subcontractors is considered one Proposal. b. The Bidder shall calculate based on the percentage of Deliverables in the Bid Proposal that Subcontractor will be performing.	Attachment C