

## SNAP/FIP/RCA Eligibility System

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The State seeks to purchase for the Iowa Department of Health and Human Services an eligibility system for the SNAP, FIP, and RCA programs.

<b>Open</b>	2/14/2025 9:00 AM CST	<b>Type</b>	RFP - Request for Proposal
<b>Close</b>	5/16/2025 1:00 PM CDT	<b>Number</b>	185-RFP-1422-2025
		<b>Currency</b>	US Dollar

**Sealed Until** 5/16/2025 1:00 PM CDT

### Contacts

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**Zach Gillen**

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### Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
94610	Accounting and Billing Services, Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc.

## Description

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The Agency is procuring a Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) and Refugee Cash Assistance (RCA) eligibility determination system. The SNAP, FIP, and RCA system will incorporate USDA Food and Nutrition Services (FNS) requirements, Temporary Assistance for Needy Families (TANF) requirements, Office of Refugee Resettlement (ORR) requirements, all applicable law, leverage modern technology, and advance the State SNAP, FIP and RCA practices.

The anticipated initial term of the contract will begin on October 1, 2025 and end on September 30, 2030.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to five annual renewals.

**It is advised to "Save Progress" often and especially after uploading documents.**

**NOTE: Anytime the Respondent opens their Proposal after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.**

**NOTE: Respondent must approve and resubmit their Proposal after an addendum has been posted by the Issuing Officer. If the Proposal was submitted before the addendum, all information will be saved. The Respondent only needs to read and acknowledge the addendum.**

**Instructions for Addenda:** Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your proposal again (if previously submitted)

## Prerequisites

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## Buyer Attachments

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1. [RFP 185-1422-2025 SNAP-FIP-RCA Eligibility System.pdf](#)
2. [Attachment #1 - Respondent Information Form.docx](#)
3. [Attachment #2 - Subcontractor Disclosure Form.docx](#)
4. [Attachment #3 - IA SNAP-FIP-RCA RTM.xlsx](#)
5. [Attachment #4 - Cost Proposal Template.xlsx](#)
6. [Attachment #6 - Sample Contract.docx](#)

**Group 1: General Information****Instructions:**

- 1.1 The Respondent shall enter contact name, telephone number, and email address for questions regarding this solicitation. ★
- 1.2 The Respondent hereby authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract, and will fully cooperate with the Agency in obtaining any required waivers or releases required to complete any such criminal history check and background investigation(s). ★
- 1.3 The Respondent shall read, fill-out and attach the Terminations, Litigation, Debarment document. ★
- 1.4 Confidential Treatment of Information - Is Respondent requesting confidential treatment of specific information? ★
- 1.5 A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION, and (4) submit a "Public Copy" from which the confidential information has been excised. ★

**Group 2: Terms and Conditions****Instructions:**

- 2.1 Quarterly Sales Report—The Respondent shall provide the Iowa Department of Management with a detailed quarterly report in Microsoft Excel on ALL sales made under the Contract via e-mail in Microsoft Excel format. The Respondent shall enter a response. ★
- 2.2 Administrative Fee - In addition to the approved discounts or prices specified in the Contract herein, the successful Respondent shall pay to the Agency a 1.00% Administrative Fee on all sales made against this Contract. The fee shall be paid quarterly to the Iowa Department of Management. The Respondent shall enter a response. ★
- 2.3 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a successful Respondent. Does the Respondent agree to the terms? ★
- 2.4 Does the Respondent have exceptions to RFP and/or Contract Terms and Conditions? ★
- 2.5 If the Respondent has exceptions to the terms and conditions of the RFP and/or Sample Contract, the Respondent will complete and submit Exceptions to RFP & Contract Language Form. ★
- 2.6 The Respondent will attach and submit a red-lined Attachment #6 - Sample Contract, located in Buyer Attachments. ★
- 2.7 Respondent has read and agrees to all federal terms and conditions in the RFP. ★

**Group 3: Proposal Submission****Instructions:**

- 3.1 Respondent shall attach a separate Technical Proposal file. ★
- 3.2 Respondent shall review, complete and submit Attachment #4 - Cost Proposal Template found in Buyer Attachments. Respondents may upload additional documents to support the cost proposal, if applicable. ★
- 3.3 Respondent will complete and submit Attachment #'s 1-3 found in the Buyer Attachment section. ★