

Iowa Child Abuse Prevention Program (ICAPP)
Request for Grantee Project Proposals
ACFS 21-001

Facilitator:	Michelle Muir, Issuing Officer		
Date:	Monday, December 16, 2019	Time:	12:30 – 2:30 p.m.
Dial In Information:	Dial: 1-866-685-1580, Passcode: 6340846241		
Webinar Registration:	Please register at: https://attendee.gotowebinar.com/register/2836714014880201741 After registering, you will receive a confirmation email containing information about joining the webinar		

Purpose

The Bidders' conference will be conducted as a conference call on the date and time listed in the Procurement Timetable. The purpose of the Bidders' conference is to inform prospective Bidders about the work to be performed and to provide prospective Bidders an opportunity to ask questions regarding the RFP. Verbal discussions at the conference shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked at the conference that cannot be adequately answered during the conference may be deferred and responded to in writing. Participation in this conference call is optional but recommended as this will be the only opportunity to ask verbal questions regarding this RFP. (See RFP Section 2.6, Bidders' Conference)

Meeting Participants

- Lisa Bender, Program Manager, Iowa Department of Human Services
- Abby Patterson, Program Administrator, Prevent Child Abuse Iowa
- All Interested Parties

Agenda Topic	Presenter
Welcome and Introductions of Agency Staff and Representatives	
Call Purpose <ul style="list-style-type: none"> • Bidder's Conference Description (RFP Section 2.6, Pg. 24-25) • Accessing Materials: <ul style="list-style-type: none"> ◦ https://bidopportunities.iowa.gov/Home/BidInfo?bidId=e4f819c0-3ab8-4b09-ac84-f85d4babb268 	Michelle Muir
Overview of the Request for Proposal (RFP) <ul style="list-style-type: none"> • Review the purpose of the RFP (Purpose, Pg. 3-6, Background, Pg. 8-9) • RFP Work Scope (Definitions, Pg. 10-14, Section 1.3, Pg. 14-23, RFP Attachments, Pg. 31-60) • Bidder Eligibility (RFP Purpose, Pg. 5, Attachment K, Pg. 62–63) 	Lisa Bender, Abby Patterson

Agenda Topic	Presenter
<ul style="list-style-type: none"> • Pricing Restrictions (Section 3.3.1, Pg.32-33, Attachment J, Pg. 60–61) 	
<p>Overview of the Request for Proposal Process</p> <ul style="list-style-type: none"> • Procurement Timetable (RFP Pg. 7) • Communication (Section 2.2, Pg. 23) • Intent to Bid (Section 2.5, Pg. 24, Attachment F, Pg. 51) • Questions, Clarifications, Suggestions (Section 2.7, Pg. 25) • Bid Proposal Formatting (Section 3.1 and 3.2, Pg. 30 – 32, Section 3.3.2, Pg. 33, Attachment G, Pg. 52-55) • Bid Proposal Submission (Section 2.8, Pg. 25, • Review and Evaluation (Section 2.13, Pg. 26-27, Section 2.14, Pg. 27, Section 4, Pg. 32-38) • Notice of Intent to Award (Section 2.24, Pg. 28) 	Michelle Muir
<p>Open Question and Answer Period</p> <ul style="list-style-type: none"> • Participants are requested to state their name and the bidder or organization they represent prior to asking a question. If possible, please reference the specific section of the RFP that the question relates to. • Written responses to questions will be posted to the bid opportunities website by 12/18/19. • The Agency assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. In addition, the Agency’s written responses to Questions will not be considered part of the RFP. If the Agency decides to change the RFP, the Agency will issue an amendment. (Section 2.7, Pg. 25) 	All Participants
Wrap Up / Adjourn	Michelle Muir