

June 15, 2023

To: All Potential Respondents
From: Jonathan Koele, Accountant 2
Subject: 2023-008

Addendum Two

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. In reference to section 5.2.1.5 “Describe these systems’ compliance with OCIO web application security” – Can you please describe the level of detail you are requiring in vendor responses?
A1. Specifics to the OCIO requirements are not required, but the respondent should demonstrate understanding and competency of security standards. <https://ocio.iowa.gov/standards>
- Q2. Will the farmer act as both participant and vendor?
A2. No. The participant is the WIC/Senior who received the \$5 vouchers, and "purchases" eligible food. The farmer is the vendor who accepts the vouchers as payment for eligible food. Participants will not need App access.
- Q3. What all particulars will be included in the list of Approved List of Farmers?
A3. Currently, the agency provides the contracted check processor with a csv that included first/last name and a unique vendor ID#. The agency could discuss providing additional information upon request from the contracted check processor.
- Q4. Does the Participant have to shop for the full amount of the voucher with a single vendor or can they use the voucher with different vendors for the remaining amount? (Like a prepaid Card)
A4. Yes, the participant must shop for the full amount of the voucher. The participant will surrender the paper voucher to the farmer at the time of transaction.
- Q5. Can the Vendor select when to redeem Vouchers (daily/weekly/bi-weekly) for each voucher submitted for redemption or do they have to make it fixed for auto redemption after a fixed time period (provided and confirmed by the agency)?
A5. All farmers should have a fixed payment schedule that is mutually determined by the Contractor and Agency.
- Q6. Is there any specific format for the serial numbers used on the vouchers? Example: Maximum length, Alpha numeric Formatting, etc
A6. Historically, we have used six-digit numbers. But there is some flexibility in how we format the voucher serial numbers.
- Q7. Are there separate vouchers for WIC and Senior FMNP?

- A7. The WIC and Senior vouchers differ slightly. The senior vouchers name honey as an eligible food, whereas the WIC vouchers do not. The background colors are different. There is flexibility in the voucher design.
- Q8. Is there a specific Agency Account to which the unspent dollars should be transferred at the end of the year?
- A8. Historically, our check/voucher processor has returned unspent funds by mailing paper checks to the Agency. Other methods would need to be discussed with the State Treasurer's Office.
- Q9. Is there a specific date to define the end of the year?
- A9. Yes, vouchers may be redeemed through November 30. We tell our vendors that the deadline is November 15th, but an unofficial grace period is always helpful.
- Q10. How many user profiles are required to use the Admin Web Portal?
- A10. Two to five Admin user profiles.
- Q11. Who and when to initiate the 1099 K?
- A11. It is still being determined whether e-solution providers would be considered "third-party settlement organizations" that issue tax form 1099-K and are required to report transactions. If required, it will be the responsibility of the e-solution provider to ensure they are in compliance with these requirements. This determination will be made by the IRS.
- Q12. Could we get further clarity as to where the printed vouchers need to be shipped?
- A12. Vouchers are shipped to Iowa WIC Agencies, and Area Agencies on Aging. There are approximately 25 locations in Iowa.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name