

**Request for Proposal ACFS 24-047**

**Iowa Child Abuse Prevention Program (ICAPP) Administrative Services**

**September 19, 2022 – Respondent Questions and Agency Responses:**

This document includes all questions that have been received by the Agency in accordance with the Request for Proposal (RFP) section 2.7, *Questions, Request for Clarification, and Suggested Changes.* The Agency response to these questions has also been provided.

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|  **Question**  | **Agency Response**  | **RFP Section / Page(s)**  |
| 1. | Please describe the process and timeframe FSSD data will be made available to the Contractor for annual evaluation analysis. **Additional Context:**The due date in 1.4.2.1, p. 25 is the same as the timeline present in RFP ACFS 18-004. This timeline was amended in the first amendment to ACFS 18-004 to adjust for a change in data-sharing processes between the Agency and the Contractor, when incorporating the requirement for ICAPP family support programs to utilize the FSSD. Current program timelines allow for 60 calendar days from the time the FSSD data is received until the report is completed. If the FSSD data continues to be received by the Contractor from HHS along the same schedule the timeline shortens to 30 calendar days.    | See First Amendment | 1.4.3.1, page 25 Research and Evaluation Performance Measures  |
| 2. | Will the Agency provide and/or facilitate attainment of state-held data related to funding, programming, risk factors, and other data relative to the needs assessment and strategic plan? If yes, what is the anticipated timeline for providing and/or facilitating the attainment of this data?  Is it feasible for the awarded bidder to make during the contract negotiation period so that requested data would be available in early July 2023? **Additional Context:**Availability of Agency information will impact needs assessment timeline.   | Yes, the Agency will facilitate attainment of state-held data and the timeline for attainment of data will be specified during contract negotiations.  | 1.1.4 Program Grantees, pg. 6  |
| 3. | Can you confirm if the following is an accurate description of requirements for child abuse prevention councils/coalitions: Eligibility to receive ICAPP project funds requires councils applying for funds be required to be a legal entity or designate the contract to a legal entity? Can you confirm it is possible for a non-legal entity to meet the definition of a council, however they would be required to designate any awarded project funds to an existing legal entity?  | Yes, a council/coalition may be a non-legal entity and they would need to designate funds to an existing legal entity such as a provider. However, they still need to meet the definition of community-based volunteer coalition or council as defined in IAC 155.  | 1.1.4 Program Grantees, pg. 6  |
| 4. | Will the Agency notify the Contractor upon release of the CBCAP Program Instruction and Application template?**Additional Context:**As the CBCAP State Lead Agency, DHS has historically informed the Contractor when they are notified of the release of the program instruction and application. The federal project officers have historically communicated directly with the state CBCAP lead and historically have not reached out directly to other state partners to provide information about the report/application. While information is typically made available by FRIENDS, it is unclear if the state lead receives communication from the federal project officers that is different, or in addition to information made available to entities that are not the state lead.   | See First Amendment | 1.4.2.1, PM 2, pg. 24 Administrative Support Services Performance Measures, CBCAP application  |
| 5.  | Which organizations have submitted notification of Intent to Bid? **Additional Context:**This information may be useful for purposes of potential collaboration.  | Notices of Intent to Bid have been received by:* Prevent Child Abuse Iowa
* ICF
 | 2.5 pg. 29  |
| 6. | What type of contract is this expected to be: time and materials, firm fixed price, cost plus, cost plus fixed fee, or some other structure? | This is a performance-based contract with a fixed base amount and incentive allowances. See RFP section *1.5 Contract Payment Methodology* for detailed information on the base contract and incentive allowance maximums. |  |
| 7. | In our experience of providing this type of support to other jurisdictions, the cost associated with providing the support is above the maximum amount identified within the RFP. Is DHS open to receiving bids that might go above and beyond the identified maximum total annual payments? | Per RFP section *1.5 Contract Payment Methodology* submission of a cost proposal that exceeds the base amount for any single SFY will result in disqualification.  | page 26 section 1.5 |
| 8. | For the prevention programs that are currently under ICAPP, please describe the evaluation support that is already exists. Is the expectation that technical assistance will be provided to these evaluation supports to further enhance the research and evaluation of the community-based prevention projects? | Previous Grantees have utilized a subcontractor evaluator.The Contractor is responsible for program evaluation and all related performance measures. See RFP section 1.3.3.2 Research and Evaluation Deliverables, D. Research and Evaluation Support for all Grantees for further guidance regarding technical assistance related to evaluation. | page 22 section 1.3.3.2C |
| 9. | The pandemic has shifted the way that technical assistance is being provided in both virtual and in-person meetings. Is there an expectation that the technical assistance will only be done in person? | For CBCAP Activities as describe in RFP section 1.3.2.2 E. CBCAP State Lead Agency Activities, Technical assistance provided by the Contractor may be provided virtual or in-person. Certain mandatory activities determined by the Federal Children’s Bureau or FRIENDS may require in-person attendance.  | page 20 section 1.3.2.2E |
| 10. | The Agency has requested an original printed response, a hard copy, and a USB flash drive for both the Technical and Cost proposal. Due to the ongoing Covid-19 pandemic and its impact on working from the office, is it possible to submit our response electronically in lieu of a printed submission? | Currently, the Agency is unable to accept electronic responses.  | page 35 section 3.1 |
| 11. | Can the agency please confirm that the noted restriction of ‘20% for the SFY Total for all Indirect Costs combined’ (page 39 section 3.3) pertains only to non-profit organization bidders? | This procurement is not restricted to non-profit bidders, therefore, all guidelines detailed in this RFP, including 20% for the SFY Total for all Indirect Costs combined, pertains to all bidders.  | page 39 section 3.3 |
| 12. | Can the agency please clarify its interpretation of what indirect costs are inclusive of, as estimating structures/pricing methodologies may differ from bidder to bidder (e.g., fringe, overhead, and G&A)? | Per Section 1.2 RFP General Definitions, *“Indirect Costs”*means costs as defined in Cost Principles for Non-Profit Organizations (OMB Circular A–122), Title 2 in the Code of Federal Regulations (CFR), subtitle A, chapter II, part 230. Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Indirect Costs shall include costs classified within two broad categories: “Facilities” and “Administration.”  | page 31 section 2.13.1; page 39 section 3.3 |
| 13. | Please confirm that the only pricing detail is to be provided in Attachment I. If additional level of detail to the completed Attachment I is required, please confirm what is required. | Per Section 3.3, Cost Proposal, the bidder shall complete the cost proposal in Attachment I. A detailed line-item budget will be required prior to contract execution.  | page 39 section 3.3 |