

December 8, 2022

To: All Potential Respondents  
From: Jonathan Koele, Accountant 2  
Subject: 2023 - 002

### **Addendum One**

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

- Q1. Is technical submission applicable?  
A1. Please see section 3 of the bid specifications for the form and content of proposals.
- Q2. When is the start date for this project? And when do we anticipate the award date?  
A2. Please see page one of the bid specifications for the anticipated timeline of the RFP posting. Exact timeline of the award date is dependent on how many submissions we receive, and the amount of review required for each submission. We anticipate moving as quickly as possible during the review stage.
- Q3. What is the department's budget for this development and implementation?  
A3. The department does not wish to release an anticipated budget for this RFP
- Q4. How many admins need to be trained?  
A4. There will be a primary and secondary/backup program administrator for the project. There will also be a primary IT contact and a secondary/backup IT contact for the project
- Q5. Will a Zoom Pre-conference meeting for vendors for this RFP?  
A5. Please see page one of the bid specifications for the information on the vendor conference.
- Q6. Is there a possibility to join the vendors' conference virtually on 12/14?  
A6. We can provide information to attend virtually. Please email [Jonathan.Koele@iowaagriculture.gov](mailto:Jonathan.Koele@iowaagriculture.gov) for virtual information.
- Q7. Are we able to submit our questions in advance and receive a written copy of all Q&As for the RFP following that session?  
A7. If you provide written questions prior to the vendor conference we will review them prior to the vendor conference. We can provide a recording of the vendor conference.
- Q8. Whether companies from Outside USA can apply for this?  
A8. Yes
- Q9. Whether we need to come over there for meetings?  
A9. No, but meetings must occur during normal business hours for the Iowa Department of Agriculture.

Q10. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A10. Yes

Q11. Can we submit the proposals via email?

A11. No

**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