

**Iowa Certification and Verification Spreadsheet(s)
 Questions and Answers from Vendors
 April 28, 2023**

	Vendor Question	Answer
1	<p>Our company is interested to bid for this opportunity. The time for bid submission is on 5/2 and there is a time crunch. Would you be able to extend the bid submission time for an additional week?</p>	<p>Closing date of 5/8/23 approved</p>
2	<p>I had a question regarding the format of the Vendor Proposal. Could you please let me know the specific items (content) and the order that we need to fill these out in our proposals (preferred order). The form 8 attachment has the criteria listed out and some additional information regarding attachments (cost proposal) is this all that needs to be included in the proposal?</p>	<p>Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal. Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order: 1) Demonstrated understanding of the child nutrition program 2) Demonstrated ability to provide customization in a timely manner 3) Demonstrated ability to provide all maintenance and investigate software problems and identify solutions 3) Strong communication skills 4) Cost, including costs for training 5) Expertise in the content area for which they are applying as a developer. 6) Evidence of content expertise and experience developing materials. 7) Proposed spreadsheet(s) must be user friendly without extensive spreadsheet knowledge needed 8) Other relevant experiences and expertise.</p>
3	<p>Will it be possible for the dept of education to provide us a sample version of the current spreadsheet tool used?</p>	<p>The sample spreadsheet may be shown to the vendor that is awarded the contract, if requested.</p>
4	<p>Could you share the current website version tool limitations?-challenges faced by users?</p>	<p>The website version of the tool may not always be available. In addition, one Child Nutrition Program needs access to the previous year's income guidelines from July 1 to September 30 each year. This program utilizes the spreadsheet version during these three months. Limiting the website version to only the current fiscal year guidelines is needed to prevent errors.</p>

		The limitations of current spreadsheet include missing information, hard to update with new income eligibility guidelines and users sometimes unable to open due to the built-in macros.
5	Does the new tool have to be an exact replica of the existing website version or does it need to have modified functionality?	The new tool needs to mimic the functions of the website version but does not need to be an exact replica. The tool needs to be user friendly and easy to update income eligibility guidelines annually.
6	I just wanted to confirm details about our response submission - what is the delivery method ? - sealed envelope (mail) or by electronic means (email, etc)?	Proposals should be sent by email to oiias@iowa.gov .