

**SFSP Administrative Reviews**  
**Questions and Answers from Vendors**  
**May 11, 2023**

	<b>Vendor Question</b>	<b>Answer</b>
1	Can the proposal be submitted electronically, or do you need a physical copy mailed? If it must be submitted by mail, is there a specific format for the mailing and do you need more than one physical copy? Would you also need/want an electronic copy via thumb drive or email?	Please submit bid responses via email.
2	When submitting the proposal should the cost proposal be submitted as a separate document from the technical proposal or combined? The document said to "submit the cost proposal bid per AR."	The cost proposal may be combined with the technical proposal. The proposed cost (bid) per completed administrative review should be submitted in the cost proposal. The proposed cost per administrative review should include all proposed costs including travel, pre-review tasks, on-site administrative review and post-administrative review tasks.
3	Attachment A has check boxes that we assume we check to show agreement with those Federal Terms and Conditions, but there isn't a signature area at the bottom of the page. Are we supposed to sign Attachment A to indicate that we have read and agree to those terms? Or are we supposed to indicate agreement by writing those conditions in a letter format, sign, and date?	Please complete the check boxes in Attachment A. Attachment A is part of the full bid proposal. A signature included as part of the technical/cost proposal is acceptable.
4	Will the vendor be able to bill for the site reviews separately from the sponsor reviews, if they are conducted at separate times?	No. The proposed cost (bid) should be submitted for each completed SFSP administrative review (AR). The awarded vendor will submit an invoice when each administrative review is completed. Multiple completed administrative reviews may be submitted on one invoice.
5	May the site and sponsor review be completed concurrently, or must the site review be completed prior to the sponsor review?	Yes. The site and sponsor review may be completed concurrently. This is the process typically taken by the State agency.

6	Would it be possible to have a copy of the SFSP review forms for the site and sponsor reviews, to determine the scope of review for each?	The SFSP review consists of organization level review questions, site level review questions and Food Service Management Company (FSMC) review questions (for those organizations that have a vended agreement). There are approximately 90 questions at the organization level, 50 questions at the site level and 20 FSMC questions for organizations that have a vended agreement.
7	With the USDA updated guidance on monitoring, if the sponsor can provide the needed documents electronically, will the state allow the sponsor review to be conducted as a desk audit? We would still conduct an in-person site observation.	We expect most of the review to be conducted onsite. Requesting documents electronically from SFSP Sponsors can be administratively burdensome to the local SFSP organizations. In the Review Notice issued to SFSP sponsors, sponsors are provided a list of documents that will be needed. These documents may be provided on the day of the review or uploaded into the Compliance Module. The number of documents that are uploaded may vary based upon the SFSP organization. If documents are uploaded into the IowaCNP, these may be reviewed as part of a desk audit as per the guidance in SFSP 06-2023 Oversight and Monitoring of the SFSP.
8	How many site reviews does IDE anticipate completing as part of the 15 administrative reviews (ARs)?	The vast majority of sponsors in the state are smaller organizations which sponsor 10 sites or less. With that said, most sponsor ARs will include only 1 site review, as only 10% of a sponsor's sites must be reviewed as part of the AR.
9	How long is the SFSP application process? When does IDE anticipate having a finalized list?	The Department anticipates the administrative review list being completed on or around May 24, 2023.
10	To properly budget for travel, can IDE provide an estimated number of ARs by region or location?	There are several factors that go into determining where the contracted administrative reviews will be located. This has not yet been determined and will be identified in conjunction with development of the review schedule. ARs have the potential to be anywhere in the state. If possible, efforts will be made to consolidate the contracted administrative reviews to a few regions in the state.

11	Historically, when does IDE begin on-site reviews?	The majority of administrative reviews are conducted in June and July and a small number are completed in August.
12	The Scope of Work includes ensuring corrective action is completed within 30 days. Are there corrective actions that would entail an examiner to return to the site to confirm completeness?	<p>Follow-up reviews will be conducted for sponsors and sites when the State agency finds a high level of meal service violations and significant corrective actions are required. These may be scheduled during the current or subsequent program years but are most commonly scheduled for the following year. Follow-up reviews may be conducted on-site, or in some cases, by reviewing SFSP records that have been submitted to the State agency. The State agency may determine a follow-up review is necessary if the sponsor has three or more significant and/or repeat violations in the following critical areas:</p> <ol style="list-style-type: none"> <li>1) Failure to Meet Administrative Responsibilities- Incomplete or missing training, monitoring or financial documentation;</li> <li>2) Failure to Maintain Adequate Records-Incomplete or missing program documentation (i.e. receipts, menu plans, etc.);</li> <li>3) Failure to Maintain Accurate Meal Count Records- An accurate claim cannot be filed (i.e. missing daily meal counts, consolidation errors, etc.);</li> <li>4) Failure to Meet Meal Pattern Requirements- Insufficient quantities or multiple components are missing on 3 or more days of the week of menu review; 5) Failure to Meet Civil Rights Requirements- Discrimination takes place during program operation.</li> </ol>
13	Does IDE currently utilize standardized supporting work papers in addition to the online review tool?	The State agency utilizes the online review tool in IowaCNP for the ARs and has a limited number of other standardized supporting work papers. These include a prototype Review Notice, Letter of Finding and Letter of Closure. A Consultant Guidance document has also been created which talks through each of the questions in the online tool and the supporting documents that may be evaluated from the sponsoring organization.

14	Does IDE review 100% of the sites claimed during the test month when completing the ARs? Or, is there a certain percentage of sites selected for review?	The State agency plans to follow the multi-step approach to site-based meal claim validation based on the SFSP Final Rule. The SA will initially validate a small sample of claims (10% of each sponsor's sites, or one site, whichever number is greater) and will only be required to validate additional claims (25%, 50% or 100%) if the consultant detects a 5% error or more at each step.
15	Does IDE conduct on-site visits for 10% of approved sites for each AR?	Yes, the State agency conducts on-site visits for 10% of a sponsor's approved sites.