

STATE OF IOWA
IOWA DEPARTMENT OF EDUCATION
INFORMAL COMPETITIVE BID POSTING

Procurement Title: IowaCNP Cross-Program Addendum

Procurement Reference #: ED-AF358-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking Proposals from qualified Vendors to develop an addendum in IowaCNP to ease administrative burden for eligible Child Nutrition Program providers when applying for an additional program. This is based upon guidance from USDA-FNS and encouragement to streamline the application process. This is to be used primarily by administrators who participate in School Nutrition Programs (SNP), Summer Food Service Programs (SFSP), and Child and Adult Care Food Program (CACFP) At-Risk programs. The addendum will eliminate the need for separate applications, log-in, and non-required application fields and supporting documentation. It will open doors for available meal reimbursement for students who may currently be missing out on snacks and suppers available to them

This work will be carried out in three (3) separate phases as outlined, with any or all phases being awarded. Proposals shall answer to each phase and pricing should reflect each phase.

Program Requirements:

Phase 1

IowaCNP SNP module will be enhanced for organizations to enter application and claim details for CACFP At-Risk Program without leaving the SNP module. Requirement overview is outlined below and each section's questions are customizable to meet the State's requirements. For specific elements, see Exhibit A.

1.1 Organization Profile

1.2 SNP Organization Application

1.2.1 Amend existing questions (1-2) to accommodate addition of a second child nutrition program

1.2.2 Add questions (15-20) to existing application specific to CACFP At-Risk program administration

1.2.3 Additional content will mirror content found in CACFP Center Organization Application

1.2.4 Management Plan with corresponding checklist items enabled ONLY for:

- Sponsor Organization - Affiliated Sites
- Sponsor Organization - Unaffiliated Sites
- Sponsor Organization - Affiliated and Unaffiliated Sites

1.2.5 Budget will not be enacted for this enhancement

1.3 SNP Site Application

1.3.1 Amend existing questions (1-2) to accommodate addition of a second child nutrition program

1.3.2 Add header (Section E) with questions (15-20) to existing application specific to CACFP At-Risk program administration

1.3.3 Add header and questions (5-10) in "Internal Use Only" portion to reflect added fields above

1.3.4 Additional content will mirror content found in CACFP Center Site Application

1.4 SNP Financial Report

1.4.1 Add At-Risk fields to costs and revenue in identified sections

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1.4.2 Calculations for section headers and overall headers (cost/revenue) will be updated to consider new At-Risk fields

1.5 SNP Compliance Review

1.5.1 Add organizational level review form to existing On-Site Administrative Review Form (20-25 questions)

1.5.2 Add site level review form to existing On-Site Administrative Review Form (30-35 questions)

1.5.3 Additional content will mirror content found in CACFP, including question content as well as corresponding standard comments (findings/corrective action)

1.6 SNP Claims

1.6.1 Add header and content (10 fields) on Site Claim Forms specific to CACFP At-Risk Service

1.7 Reports

With Organization Profile, Claims and Compliance Sections impacted, the following reports will require modification to accommodate the new content. For specific elements, see Exhibit A.

1.7.1 The following reports will be affected by the changes described above and will need updated to accept/include CACFP At-Risk Application and Claim information entered via the SNP Module:

- SNP: Organization Application Report
- SNP: Site List Report
- SNP: Financial Report Summary - will require modification/new fields

1.7.2 The following reports will be affected by the changes described above and will need updated to accept/include CACFP At-Risk Application and CACFP At-Risk Claim information entered via the SNP Module.

- CACFP: Claim Error
- CACFP: Claim History
- CACFP: Claim Status
- CACFP: Claim Earnings YTD by Claim Month
- CACFP: One-Time Exception
- CACFP: Centers Organization Application Data Report
- CACFP: Centers Organization Site Data Report
- CACFP: Center Site Listing
- CACFP: Review Tracking
- CACFP: Mailing Label Generator
- CACFP: Organization Contact Report

1.7.3 A new report will be development to identify all CACFP At-Risk participating organizations and sites. This report will be accessible via three Modules (SNP, CACFP and SFSP)

- **NEW** CACFP At-Risk Program Participation Report

Phase 2

IowaCNP CACFP module will be enhanced for organizations with existing SFSP services to enter details for new CACFP At-Risk Program. Requirement overview is outlined below and each section's questions are customizable to meet the State's requirements. For specific elements, see Exhibit B.

2.1 Organization Profile

2.2 CACFP Center Organization Application

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2.2.1 Amend rules for existing questions (30-35) to accommodate addition of CACFP to an existing child nutrition program. Answers will be programmed to populate from SFSP application information in IowaCNP.

2.2.2 Add questions (1-5) to existing application to indicate applicant operates existing SFSP service

2.2.3 Management Plan with corresponding checklist items enabled ONLY for:

- Sponsor Organization - Affiliated Sites
- Sponsor Organization - Unaffiliated Sites
- Sponsor Organization - Affiliated and Unaffiliated Sites

2.2.4 Budget will be enacted with corresponding checklist items

2.3 CACFP Center Site Application

2.3.1 Amend existing questions (10-20) to accommodate addition of CACFP to an existing child nutrition program. Answers will be programmed to populate from SFSP application information in IowaCNP.

2.3.2 Remove/Delete one existing question no longer relevant to the program

2.3.3 Add header (Section E) with questions (15-20) to existing application specific to CACFP At-Risk program administration

Phase 3

IowaCNP SFSP module will be enhanced for organizations with existing CACFP services to enter details for new Summer Food Program. Requirement overview is outlined below and each section's questions are customizable to meet the State's requirements. For specific elements, see Exhibit C.

3.1 Organization Profile

3.2 SFSP Organization Application

3.2.1 Amend rules for existing questions (30-35) to accommodate addition of SFSP to an existing child nutrition program. Answers will be programmed to populate from CACFP application information in IowaCNP.

3.2.2 Add questions (5-10) to existing application to indicate applicant operates existing SFSP service and meet regulatory guidance

3.2.3 Management Plan with corresponding checklist items enabled

3.2.4 Budget with corresponding checklist items enabled

3.3 SFSP Site Application

3.3.1 Site application menu will allow "Add site" with the option to identify "this sites operates a CACFP Service"

3.3.2 Amend existing questions (10-20) to accommodate addition of SFSP to an existing child nutrition program. Answers will be programmed to populate from CACFP application information in IowaCNP.

3.3.3 Remove/Delete one existing question no longer relevant to the program

System Requirements:

- System can be developed in C#.NET with Microsoft SQL backend.
- System must provide various roles such as Agency and Organization.
- System must require a log-in and password.

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- System must have ability to import data from Iowa CNP and utilize information available in the existing components of CACFP, SNP, and SFSP Modules.

With CACFP claims being made within the SNP module, it will still be necessary for the CACFP At-Risk claim amounts to be attributed to the CACFP funds and processed with other CACFP Claims. With CACFP and SNP module changes, an update may be necessary to clarify which checklist items (attached to Management Plan and Budget sections) will be required/not required when application is being opened for the purpose of adding a second Child Nutrition program. System will provide SA Users a method to 'waive' Checklist Items.

Other Items as they apply to any/all Phases:

Implementation:

Describe recommended implementation strategy including timeline and support services.

Describe process of determining training needs and plan for training throughout the implementation process.

Upon Contract award, the Department shall negotiate an implementation schedule with the successful Vendor. The Vendor must be available to begin work within thirty (30) calendar days of contract finalization.

Installation:

Installation of any equipment and/or software shall be the Vendor's responsibility and expense as will be the removal of such equipment and/or software upon completion or cancellation of the Contract. The Vendor shall be responsible for all Vendor-owned equipment. The risk of loss and/or damage to Vendor-owned equipment and/or software shall be fully assumed by the Vendor at all times pertinent to the Contract.

Post Delivery Documentation:

The Vendor must provide the following documentation upon completion of installation:

- Operator Instructions - Written operator instructions for the operation of the system, all sub-unit assemblies, and software routines.
- Service and Operating Manuals - Current and accurate service manuals are to be provided with the system.

Maintenance and Support:

Provide detailed information on maintenance and support as it relates to this project (include maintenance cost in Cost Proposal).

Optional Items:

Describe any related services or capabilities that may apply to successful completion of this project (include cost for these in the Cost Proposal).

Describe any alternative/optional items that may apply to the successful completion of this project (include cost for these in Cost Proposal).

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

Ability to meet Program Requirements

Project Timeline

Ability to meet System Requirements

Project Experience with Similar Systems

Cost to complete the project, addressing all Phases

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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.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be received by the close of business day on: January 24, 2019

1. Projected timeframe of awarded contracted: From March 1, 2019 to September 30, 2020

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Sara Last Name: Gillen

Phone Number of the Issuing Officer for this Procurement: (515) 281-3002

Email Address of the Issuing Officer for this Procurement: sara.gillen@iowa.gov

The Iowa Department of Education reserves the right to:

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**