

**Second Amendment to the Iowa Department of Human Services  
Assessment and Realignment of Human Services and Public Health:  
Redesign of Program and Service Delivery Request for Proposal**

This Amendment to RFP Number COO-21-001 is effective as of November 18, 2020. The RFP is amended as follows:

**Revision 1. RFP Purpose, first paragraph last sentence, is hereby amended as follows:**

These include Professional Licensure Boards; **Health Statistics (vital records/statistics)**; Medical Cannabidiol; Infectious Disease; Acute Disease Prevention; and Emergency Response and Environmental Health.

**Revision 2. Procurement Timetable is hereby amended as follows:**

**Procurement Timetable**

There are no exceptions to any deadlines for the Bidder; however, the Agency reserves the right to change the dates. Times provided are in Central Time.

<b>Event</b>	<b>Date</b>
Agency Issues RFP Notice to Targeted Small Business Website (48 hours):	October 21, 2020
Agency Issues RFP to Bid Opportunities Website	October 23, 2020
Bidder Letter of Intent to Bid Due By	November 9, 2020
Bidder Written Questions Due By	November 9, 2020
Agency Responses to Questions Issued By	November 18, 2020
<b>Bidder Proposals and any Amendments to Proposals Due By 4:00 pm</b>	<b>December 9, 2020</b>
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	January 25, 2021
Contract Negotiations and Execution of the Contract Completed	February 12, 2020
Anticipated Start Date for the Provision of Services	February 15, 2021
Project Implementation Meeting	By March 1, 2021

**Revision 3. Section 1.3.1, Deliverables, is hereby deleted and replaced as follows:**

The Contractor shall provide Deliverables which include, but may not be limited to, the items described below. The Agency anticipates that many of the meetings required as part of the scope of work will be conducted virtually as a result of the continuing COVID-19 pandemic. The

Bidder's approach to achieving the following deliverables shall include the use of an Agency approved virtual meeting platform(s) that provides for video and ensures that contractor staff participate with video enabled. The Agency reserves the right to request face-to-face meetings. When face-to-face meetings are required, CDC guidelines will be followed as appropriate.

**Revision 4. Section 1.3.1.6 Stakeholder Engagement Meetings is hereby amended as follows:**

The Contractor shall lead a series of stakeholder engagement ~~contract~~ meetings in accordance with Section 1.3.1.10, Deliverable Summary/Timeline to review and discuss the options and recommendations. Selection of stakeholders and number of meetings shall be established via collaboration with the Departments' leadership teams. The Contractor shall summarize stakeholder input to provide meaningful feedback to Department leadership within five days of each stakeholder meeting.

**Revision 5. Section 1.3.5.1 Milestone Payments is hereby amended as follows:**

Payment is dependent upon the successful completion and Agency Acceptance of the following payment milestones. ~~The Contractor shall not be entitled to any additional reimbursements including, but not limited to, Travel for work related to these milestones.~~ Milestones shall be invoiced upon Agency Acceptance of Key Deliverables. ~~In the event that the Agency has requested the Contractor to perform work on-site, the Contractor shall be paid an additional flat fee per each on-site visit. The Contractor shall not be entitled to any additional reimbursements including, but not limited to, travel for work related to these milestones.~~ The Agency, at its sole discretion, may request detailed documentation from the Contractor to support expenses that have been invoiced for any given milestone. Contractor shall invoice the Agency on the state approved form within thirty (30) Calendar days of the following completed milestone.

1. Project Implementation Meeting as described in section 1.3.1.1.
2. Primary Project Team/Decision Making Process Plan as described in section 1.3.1.2.
3. Project Plan as described in section 1.3.1.3.
4. Connection Points Report as described in section 1.3.1.4.
5. Recommendations and Options Report as described in section 1.3.1.5.
6. Final Recommendation Conference as described in section 1.3.1.7.
7. Redesign Implementation Plan as described in section 1.3.1.8.
8. Final Report and Contract Close-Out duties as described in section 1.3.1.9 and the Contract.

**Revision 6. Section 4.3 Proposal Scoring and Evaluation Criteria, Scoring of Cost Proposal Pricing, is hereby deleted and replaced as follows:**

**Scoring of Cost Proposal Pricing.**

Bidder Cost Proposals will be scored as described below. Bidder total cost proposal pricing score will be figured by adding together the bidder's individual scores for each component. (Cost Proposal Tab 1, Table 1 Score + Cost Proposal Tab 1, Table 2 Score + Cost Proposal Tab 1, Table 3 Score + Cost Proposal Tab 2, Table 1 Combined Score = Bidders Total Cost Proposal Pricing Score.)

The following formula will be used to determine scoring based on available points for each component:

Pricing will be scored using the ratio of the lowest Cost Proposal component versus the cost of each higher priced component in each bidder's Cost Proposal. Under this formula, the lowest Cost Proposal component receives all of the points assigned. A Cost Proposal twice as expensive as the lowest Cost Proposal component would earn half of the available points for this component. The formula is:

**Weighted Cost Score = (price of lowest Cost Proposal component/price of each higher priced Cost Proposal component) X Available Points**

- **Cost Proposal Pricing – Component 1, Tab 1 Table 1 – 150 Possible Points**  
Cost Proposal Tab 1, Table 1 – Cost Proposal Pricing for Component 1 will be based on the bidders Tab 1, Table 1 total for completion of all milestones identified in RFP Section 1.3.5.1.
- **Cost Proposal Pricing – Component 1, Tab 1 Table 2 – 50 Possible Points**  
Cost Proposal Tab 1, Table 2 – Cost Proposal Pricing for Component 1 Single On-site Visit will be based on the bidders Tab 1, Table 2 cost for a single on-site visit as required by the Agency for work performed in completion of milestones identified in RFP Section 1.3.5.1.
- **Cost Proposal Pricing – Component 2, Tab 1 Table 3 – 75 Possible Points**  
Cost Proposal Tab 1, Table 3 – Cost Proposal Pricing for Component 2 will be based on the individual cost for a Stakeholder Meeting as identified in RFP Section 1.3.5.2.
- **Cost Proposal Pricing – Tab 2, Table 1 – 125 Total Possible Points**  
Cost Proposal Tab 2, Table 1 – Cost Proposal Pricing will be based on individual scores for each rate cell (“Component”).

For Tab 2 Table 1, each identified position in Tab 2, Table 1 will earn a separate score for both the On-Site Work Hourly Component and the Off-Site Work Hourly Component. These scores will be added together to total the score for each identified position. (Identified position On-Site Work Hourly Rate Component + Identified position Off-Site Work Hourly Rate Component = Identified position total score.) The total score of each bidder for each identified position will be added together with scores for all other positions listed in Tab 2 to make up the final score for Tab 2, Table 1. Note: Using this methodology, the only way that a bidder would receive all 125 points available under Tab 2 would be if one bidder submits the lowest hourly rate in every single rate cell on Tab 2.

- **Cost Proposal Pricing – Tab 2, Table 2 – Not Scored**

**Total Points Assigned to Pricing: 400**

**Total Points Possible for Technical and Cost Proposals: 2000**

**Revision 7. Attachment F, Cost Proposal Form, is hereby deleted and replaced as follows (Bidders shall use the posted amended version of this form when submitting your bid proposal response):**

**AMENDMENT 1 - COO-21-001 FORM F**

**Assessment and Realignment of Human Services and Public Health- Redesign of Program and Service Delivery Request for Proposal COO-21-001**

**Instructions to Bidders:** Rates shall be fully loaded rates inclusive of all cost factors (Included, but not limited to: Direct labor, indirect labor, travel, administrative expenses.) When completing the Cost Proposal Form, Bidders must provide the following:

**Tab 1, Table 1:** A firm, fixed price for all milestones, as set forth in section 1.3.5.1 of the RFP, in the Tab 1, Table 1 Total cell. The form will automatically calculate the individual milestone payments based on the identified allowable percentage payments for each. *(150 Points Possible)*

**Tab 1, Table 2:** A firm, fixed price, per person for a single on-site visit as required by the Agency for work performed in the completion of milestones, as set forth in section 1.3.5.1 of the RFP *(50 Points Possible)*

**Tab 1, Table 3:** A firm, fixed price for both virtual attendance and in-person attendance for a single stakeholder meeting as set forth in section 1.3.5.2 of the RFP. *(75 Points Possible)*

**Tab 2, Table 1:** An hourly rate for the optional services to implement the redesign implementation plan as set forth in section 1.3.5.3 of the RFP. *(125 Points Possible)*

**Tab 2, Table 2:** Any Additional positions with hourly rates that the bidder has identified as necessary for the optional services to implement the redesign implementation plan as set forth in section 1.3.5.3 of the RFP. *(NOT SCORED)*

<b>Component 1 - Tab 1 Table 1 - 150 Points Possible</b>		
<b>Milestone Pricing Component</b>	<b>% of Total Cost</b>	<b>Price</b>
Project Implementation Meeting as described in section RFP 1.3.1.1	5%	\$0.00
1.3.1.2	5%	\$0.00
Project Plan as described in RFP section 1.3.1.3	10%	\$0.00
Connection Points Report as described in RFP section 1.3.1.4	18%	\$0.00
Recommendations and Options Report as described RFP in section 1.3.1.5	18%	\$0.00
Final Recommendation Conference as described in RFP section 1.3.1.7	14%	\$0.00
Redesign Implementation Plan as described in RFP section 1.3.1.8	18%	\$0.00
Final Report as described in RFP section 1.3.1.9	12%	\$0.00
<b>TAB 1, Table 1 TOTAL</b>		<b>\$0.00</b>

<b>Component 1 - Tab 1 Table 2 - 50 Points Possible</b>		<b>Price</b>
Single On-site Visit (per person)		<b>\$0.00</b>

<b>Component 2 - Tab 1 Table 3 - 75 Points Possible</b>				
<b>Stakeholder Meetings</b>	<b>Individual Meeting Price</b>			
	<b>Off-Site</b>	<b>Point Value</b>	<b>On-Site</b>	<b>Point Value</b>
Stakeholder Engagement Meeting and Related Summary	<b>\$0.00</b>	37.5	<b>\$0.00</b>	37.5

**\*\* NO PART OF THIS FORM MAY BE LABELED CONFIDENTIAL \*\***

AMENDMENT 1 - COO-21-001 FORM F

**Assessment and Realignment of Human Services and Public Health- Redesign of Program and Service Delivery  
Request for Proposal COO-21-001**

Hourly rates shall be fully loaded rates inclusive of all cost factors. (Included, but not limited to: Direct labor, indirect labor, travel, administrative expenses.)

**Tab 2 Table 1 - 125 Points Possible**

	<b>Position</b>	<b>On-site Work Hourly Rate</b>	<b>Point Value</b>	<b>Off-site Work Hourly Rate</b>	<b>Point Value</b>
1.	Project Manager	\$0.00	26.5	\$0.00	26.5
2.	Public Health Project Lead	\$0.00	18	\$0.00	18
3.	Human Services Project Lead	\$0.00	18	\$0.00	18

**Tab 2 Table 2 - NOT SCORED**

	<b>Optional Position</b>	<b>On-site Work Hourly Rate</b>	<b>Off-site Work Hourly Rate</b>
1.	Budget Analyst	\$0.00	\$0.00
2.	Technical Writer	\$0.00	\$0.00
3.	Paralegal	\$0.00	\$0.00
4.		\$0.00	\$0.00
5.		\$0.00	\$0.00
6.		\$0.00	\$0.00
7.		\$0.00	\$0.00
8.		\$0.00	\$0.00
9.		\$0.00	\$0.00
10.		\$0.00	\$0.00

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