



September 17, 2025

To: All Potential Respondents

From: Katelyn Howells, Purchasing Agent

Subject: 005-RFP-2057-2026 Develop School Safety Assessment Team Programs and Management (SSAM)
Related Training

Addendum One

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

- Q1. In reference to 1.1.1.4 (Conduct a minimum of 4 in-person stakeholder meetings and facilitate discussions to gather information, evaluate strengths and weaknesses, and encourage buy-in from participating schools and partners.), what is the timeframe intended for these meetings? Can these be done on-site over the course of one to two days?
- A1. The stake holder meetings intended to gather information from Iowa school districts' needs can be done on-site or virtually over the course of one to two days (or based on the scope and logistics). The facilitation timeframe is intended to be done in an efficient and timely manner while learning about both large and smaller sized school districts.
- Q2. When should the training be completed? Is it from beginning to end a 3-month timeframe before post-training support begins?
- A2. Once the product is completed and approved and training can start. Its will be three months from the product completion.
- Q3. Is there a max time for each of the 8 training sessions?
- A3. Minimum and maximum time for the training sessions will be approximately 2-6 hours per session.
- Q4. Can the training sessions be in-person or virtual? If so, is the preference to provide a mix of both?
- A4. Training sessions can be in-person or virtual.
- Q5. Will the same 200 people attend each session?
- A5. Personnel attending the session will be at the discretion of the specific school district, however the training sessions are intended to train those who will be involved with the SSAM Teams. Number of persons attending the sessions may vary.
- Q6. Can we present two options for training: one that adheres to the proposed schedule of 8 two-hour trainings and another that we recommend based on the scope of work defined, so option A and option B?
- A6. Yes
- Q7. Where should we propose edits to the current contract terms?
- A7. In the Questions section of your submission in IMPACS, there is a place to upload any proposed edits to contract terms.

- Q8. Would you be able to share the funding availability from the grant for this project?
 A8. If they are looking for a total dollar amount, no. If they are looking for the funding source information, I'll attach a copy of the original solicitation from BJA.
- Q9. Please clarify the activities of the vendor for reimbursement under the grant.
 A9. The activities of the vendor are listed in the RFP. There are no additional activities required for reimbursement. Reimbursement requests must follow the guidance provided in the RFP.
- Q10. "Develop hybrid (paper and electronic) Iowa-specific school behavioral threat assessment and management tools including an interview tool, evaluation/intake tool, and safety management tool." Could you please clarify what you mean by an electronic tool for BTAM? Do you mean an online case management system for entering threats and managing those threats?
 A10. "Electronic" means pdf or online version of the assessment tools that would otherwise be available to districts in a paper form. The development would simply show school districts a suggested way to manage BTAM within their district.
- Q11. Instead of conducting 8 comprehensive training sessions of at least 2 hours for up to 200 participants, would the State consider a plan that has more training sessions that are a full day with fewer participants in each session?
 A11. The State would consider any proposal based on reasonably articulated justification.
- Q12. How many "train-the-trainers" sessions are anticipated? Approximately how many participants do you expect in these sessions?
 A12. Approximately 8 train the trainer sessions are anticipated with representation from each quadrant of the State of Iowa. Participant numbers may vary contingent on district size and availability.
- Q13. 2.2 Service Timeline states the initial program development and staff training should be completed within 3 months of contract award. Which training sessions are considered to be the "staff training" referenced in this section? Is it the training referenced in 1.1.3.3 comprehensive training, the training in 1.1.3.4 the train the trainer, or a different training?
 A13. Development is approximately 3 months, training approximately 3 months.
- Q14. When do you plan to announce the award selection?
 A14. December 1, 2025, however is subject to change.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

 Signature

 Date

 Typed or Printed Name