**First Amendment to the Iowa Department of Human Services**

**Refugee Community Services Request for Proposal**

This Amendment to RFP Number REF-24-001 is effective as of February 2, 2023. The RFP is amended as follows:

**Revision 1. Attachment 1 Cover Sheet, Section 11, Attachment F: Minority Impact Statement, is amended as follows:**

11. Attachment F: Minority Impact Statement
o Attachment F is completed and attached
One with original signature(s)

**Revision 2. Request for Proposal Document, Section RFP Purpose (Page 2), Available Funding and Duration of Contract, Paragraph 2 is deleted and replaced with:**

The total maximum award for a single bidder for the initial two-year contract term shall not exceed $325,000. The maximum award for a single bidder for Refugee Community Services Projects will be capped at $125,000 per State Fiscal Year. The maximum award for a single bidder for startup funding will be capped at $75,000 for the initial two-year contract term. Startup funding shall only be available to those bidders that meet the requirements provided in RFP Section 1.3.1.3 and will not be available for any contract renewal periods.

**Revision 3. Request for Proposal Document, Section 1.3.1.2 Community Services (List of Services Available for Selection by Bidders) is hereby amended as follows:**

1.3.1.2 Community Services (List of Services Available for Selection by Bidders)
Successful Bidders shall provide one or more of the services listed in sections 1.3.1.2.1 thru 1.3.1.2.3. .Service delivery shall be limited to only those Refugees that are able to provide acceptable documentation of one of the statuses below that are eligible for Office of Refugee Resettlement benefits and services. These documents may or may not provide proof of identity, nationality or entry date. Please access the following link for more information:
https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program

• Paroled as a Refugee or Asylee
• Refugees
• Asylees
• Cuban and Haitian Entrants
• Amerasians
• Lawful Permanent Residents
• Iraqi and Afghan Special Immigrants
• Unaccompanied Refugee Minors
• Victims of Human Trafficking

**Revision 4. Request for Proposal Document, Section 1.3.1.4 Reporting Requirements, is hereby amended as follows:**

1.3.1.4 Reporting Requirements.
Specific reporting requirements, and the specific format of reports, shall be set forth in the Contract between successful Bidders and the Agency.

1.3.1.4.1. Reporting Requirements: Community Integration Services, Services to Older Refugees, and Youth Services

A. Monthly Reports: The Contractor shall submit monthly reports to the Agency, in an Agency approved format, broken out by program that shall include, but not be limited to:
1. The total number of individuals enrolled in services for the reporting period.
2. The number of new Refugees enrolled in services during the reporting period.
3. The number of Refugees with continued enrollment during the reporting period.
4. The number of Refugees that successfully completed the full training course (if applicable).
5. The number of Refugees that discontinued services during the reporting period. Results of all pre- and post-tests for participants during the reporting period.

B. Quarterly and Annual Reports
The contractor shall provide project summary reports to the Agency on a quarterly and annual basis utilizing an Agency approved format. At a minimum, reports may include, but shall not be limited to, the following information:
1. Summary of progress toward meeting deliverables.
2. Summary of progress toward meeting service outputs.
3. Project financial data.
4. Project successes and lessons learned.
5. Project challenges and proposed solutions.

1.3.1.4.2. Reporting Requirements: Start-up Services

A. Monthly Reports: The Contractor shall submit monthly reports to the Agency, in an Agency approved format, broken out by program that shall include, but not be limited to:
1. The total number of individuals enrolled in services for the reporting period.
2. The number of new Refugees enrolled in services during the reporting period.
3. The number of Refugees with continued enrollment during the reporting period.
4. Results of all pre- and post-tests for participants during the reporting period.

**Revision 5. Request for Proposal Document, Section 3.2, Bid Proposal Submission Organization, number 2 is hereby amended as follows:**

2. Attachment 2: Refugee Community Services Project Proposal Application (\*Note the completed application and any attachments (if applicable) is limited to twelve (12) pages.)

**Revision 6. Request for Proposal Document, Section 3.2, Bid Proposal Submission Organization, number 5 is hereby amended as follows:**

5. Attachment 4: Refugee Community Services Start-up Funding Request Form (If Applicable) (\*Note the completed application and any attachments (if applicable) is limited to four (4) pages.)

**Revision 7. Request for Proposal Document, Section 4.2, Evaluation Committee is hereby amended as follows:**

The Agency intends to conduct a comprehensive, fair, and impartial evaluation of Bid Proposals received in response to this RFP. The evaluation process will be completed in four phases: technical review, evaluation committee, advisory Committee recommendations, and Agency Awards.

Technical Review
Phase I of Proposal evaluation will involve a preliminary review by the Issuing Officer, and/or designee, of a Bidder’s compliance with the mandatory requirements. Proposals that fail to satisfy these requirements may be eliminated from the Proposal review. The Issuing Officer will notify the Bidder if a rejection occurs during Phase I of the review process. The Agency reserves the right to waive minor variances.

Evaluation Committee(s)
Phase II of the evaluation process includes a comprehensive, fair, and impartial evaluation of all responsive bid proposal submissions by an evaluation committee. An evaluation committees shall evaluate all Proposals in accordance with the evaluation criteria outlined in this RFP. Upon completion of the evaluation process the Proposal submissions shall be separated into two categories - 1. Project funding requests and 2. Startup funding requests. Within each category the proposals will be ranked
in order from highest scoring proposal to lowest scoring proposal.

Funding Methodology
Phase III will involve the program management team reviewing the following information in order to develop a contract funding methodology to present to the Contract Owner.
• Total funds available for each category.
• Total funds requested for each category.
• Bid proposal scores and ranking.

A percentage of Projects rated lowest overall may not be funded. Full or partial funding of requests may be possible based on the scores given to each Proposal by the review teams and in consideration of any combination of the following:
• Total of all requested funding for SFY 2024-2026.
• Total FY 2024-2026 funds available.