

Child Care Business Services Request for Proposal ACFS 22-001			
<b>Facilitator:</b>	Melanie Mathes, Issuing Officer		
<b>Date:</b>	Thursday, August 13, 2020	<b>Time:</b>	2:00 p.m.
<b>Dial In Information:</b>	Dial: 1-866-685-1580, Passcode: 7343193422		
<b>Webinar Registration:</b>	Please join my meeting from your computer, tablet or smartphone. <a href="https://global.gotomeeting.com/join/702344677">https://global.gotomeeting.com/join/702344677</a>		

Purpose
<p>The Bidders' conference will be conducted as a conference call on the date and time listed in the Procurement Timetable. The purpose of the Bidders' conference is to inform prospective Bidders about the work to be performed and to provide prospective Bidders an opportunity to ask questions regarding the RFP. Verbal discussions at the conference shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked at the conference that cannot be adequately answered during the conference may be deferred and responded to in writing. Participation in this conference call is optional but recommended as this will be the only opportunity to ask verbal questions regarding this RFP. (See RFP Section 2.6, Bidders' Conference)</p>

Meeting Participants
<ul style="list-style-type: none"> <li>Wendy Hoogeveen, Program Manager, Iowa Department of Human Services</li> <li>All Interested Parties</li> </ul>

Agenda Topic	Presenter
<b>Welcome and Introductions of Agency Staff and Representatives</b>	
<b>Call Purpose/Introductions</b> <ul style="list-style-type: none"> <li>Accessing Materials: <ul style="list-style-type: none"> <li><a href="https://bidopportunities.iowa.gov/Home/BidInfo?bidId=0bac4fc6-f0a5-49bc-b7cb-60a85548dfcb">https://bidopportunities.iowa.gov/Home/BidInfo?bidId=0bac4fc6-f0a5-49bc-b7cb-60a85548dfcb</a></li> </ul> </li> <li>Introduction of DHS staff</li> <li>Bidder's Conference Purpose (RFP Section 2.6, Pg. 9)</li> </ul>	Melanie Mathes
<b>Overview of the Request for Proposal (RFP)</b> <ul style="list-style-type: none"> <li>Review the purpose of the RFP (Purpose, Pg. 2, Background, Pg. 3)</li> <li>RFP Work Scope (Definitions, Pg. 3-4, Section 1.3, Pg. 4-7)</li> <li>Pricing Restrictions (Section 3.3, page 17, Attachment G)</li> </ul>	Wendy Hoogeveen
<b>Overview of the Request for Proposal Process</b> <ul style="list-style-type: none"> <li>Procurement Timetable (RFP Pg. 2)</li> <li>Communication (Section 2.2, Pg. 8)</li> </ul>	Melanie Mathes

Agenda Topic	Presenter
<ul style="list-style-type: none"> <li>• Intent to Bid (Section 2.5, Pg. 8)</li> <li>• Questions, Clarifications, Suggestions (Section 2.7, Pg. 9)</li> <li>• Bid Proposal Formatting (Section 3.1 and 3.2, Pg. 14-17)</li> <li>• Bid Proposal Submission (Section 2.8, Pg. 9)</li> <li>• Review and Evaluation (Section 2.13, Pg. 10-11, Section 2.14, Pg. 11, Section 4, Pg. 18-20)</li> <li>• Notice of Intent to Award (Section 2.24, Pg. 12)</li> </ul>	
<b>Open Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Participants are requested to state their name and the bidder or organization they represent prior to asking a question. If possible, please reference the specific section of the RFP that the question relates to.</li> <li>• Written responses to questions will be posted to the bid opportunities website by 08/27/20.</li> <li>• The Agency assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. In addition, the Agency's written responses to Questions will not be considered part of the RFP. If the Agency decides to change the RFP, the Agency will issue an amendment. (Section 2.7, Pg. 9)</li> </ul>	All Participants
<b>Wrap Up / Adjourn</b>	Melanie Mathes