| Business Incentive Child Care Slot GrantRequest for Proposal FWBP-CC-24-144 |
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| **Facilitator:** | Melanie Mathes, Issuing Officer |
| **Date:** | Tuesday, October 10, 2023 | **Time:** |  12:00 – 1:00 PM. |
| **Instructions to join on your computer, mobile app, or room device:** | Join ZoomGov Meeting<https://www.zoomgov.com/j/1606104580>Meeting ID: 160 610 4580 |

| **Purpose** |
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| The Bidders’ Conference will be conducted as a Zoom meeting 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 during the Bidders’ Conference that cannot be adequately answered may be deferred and responded to in writing. Participation in this Zoom meeting 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.)* |

| **Meeting Participants** |
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| * Melanie Mathes, Issuing Officer, Iowa Department of Health and Human Services (HHS)
* Ryan Page, Child Care Director, HHS
* All Interested Parties
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| **Agenda Topic**  | **Presenter** |
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| **Welcome and Introductions of Agency Staff and Representatives** |  |
| **Call Purpose/Introductions*** Accessing Materials:

[Link to Bid Opportunities](https://bidopportunities.iowa.gov/Home/BidInfo?bidId=9929228f-f950-457b-9bbb-61e6e9592d88)* Introduction of HHS staff
* Bidder’s Conference Purpose (RFP Section 2.6, Pg. 6)
 | Melanie Mathes |
| **Overview of the RFP Process*** Purpose and Background of the RFP (Purpose, Pg. 2, Background Pg. 3)
* RFP Work Scope (Definitions, Pg. 3, Section 1.3, Pg. 4)
 | Ryan Page |
| **Overview of the Request for Proposal Process*** Procurement Timetable (RFP Pg. 2)
* Restriction on Bidder Communication (Section 2, Pg. 6)
* Intent to Bid (Section 2.5, Pg. 6, Attachment F)
* Questions, Clarifications, Suggestions (Section 2.7, Pg.7, Attachment G)
* Submission of Bid Proposal (Section 2.8, Pg. 7)
* Bid Proposal Formatting (Section 3, Pg. 13)
* Review and Evaluation (Section 2.13, Pg. 8, Section 2.14, Pg. 9, Section 4, Pg.16-17
* Notice of Intent to Award (Section 2.24, Pg. 11)
 | Melanie Mathes |
| **Open Question and Answer Period*** Participants shall state their name and the bidder or organization they represent, and turn on their camera, if possible, prior to asking a question. If possible, please reference the specific section of the RFP that the question relates to.
* 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.
 | All Participants |
| **Wrap Up / Adjourn** | Melanie Mathes |