

# Agenda

## Bidders Conference Iowa Child Abuse Prevention Program (ICAPP) - Local Grantee Projects Request for Proposal ACFS 19-003

Wednesday, February 7, 2018 - 2:00 pm, CT  
Dial in number: 1-866-685-1580  
Participant Code: 6340846241

### Agenda Topics

#### 2:00 pm Welcome and Introductions

##### Call Purpose

- Bidders' Conference Description (RFP Section 2.6, Pg. 19)
- RFP Materials
  - <https://bidopportunities.iowa.gov/Home/BidInfo?bidId=b3062224-a628-4321-8cb3-1df31efbfebb>
- Review timeline (Procurement Timetable, Pg. 5)

##### Overview of the Request for Proposal

- Review the purpose of the RFP (Purpose and Background, Pg.3 – 6)
- RFP Work Scope (Section 1.3, Pg. 11 – 17)
- Basic Information About the RFP Process
  - Communication (RFP Section 2.2, Pg. 18)
  - Notice of Intent (RFP Section 2.5, Pg. 18-19)
  - Questions, Clarifications, Suggestions (RFP Section 2.7, Pg. 19)
  - Bid Proposal Format (RFP Section 3.0, Pgs. 25 - 27)
  - Submitting a bid (RFP Section 2.8, Pg. 19)
  - Review (RFP Section 2.13, Pg. 31), Evaluation (Section 4, Pg. 46 – 48) and Notice of Intent to Award (RFP Section 2.24, Pg. 33)

Lisa Bender, Program  
Manager  
Abby Patterson,  
Program Administrator

Michelle Muir, Issuing  
Officer

##### Open Question and Answer Period

All

##### Wrap Up / Adjourn

- Formal written responses will be posted to the bid opportunities website no later than 02/21/2018.

Michelle Muir, Issuing  
Officer

Per the RFP, Section 2.7, Questions, Requests for Clarification, and Suggested Changes, "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."