

State of Iowa Bid 269-241: Iowa Economic Authority  
CDBG-CV and CDBG-DR Duplication of Benefits Assistance

Questions and Answers from 5/15/2020:

**1. Is there an incumbent currently providing these services?**

**A:** No. At this time, there is not an incumbent providing these services

**2. Are the services in the RFP continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?**

**A:** No. As duplication of benefits currently only applies to CDBG DR and CDBG CV allocations, and not to the state's annual CDBG allocation, we do not anticipate the need to bid again for these services.

**3. The Table of Contents lists five Attachments, but the RFP does not appear to include Attachment 5, "Proposed methods of distribution/ programs." Please provide Attachment 5 if applicable.**

**A:** The proposed methods of distributions are attached to these questions/ answers.

**4. Bidders are required to submit audited financial statements. As a privately-owned company, our financial statements are not required to be audited. May we submit reviewed financial statements instead?**

**A:** Yes. Reviewed financial statements would be acceptable.

**5. Section 3.2.8.2 requires submission of three "financial references." Please clarify what we should submit as a financial reference.**

**A:** Financial references can include letters from banks & financial institutions that the bidder has a relationship with. Respondents may also submit references from other businesses or suppliers that the company has done business with.

**6. The evaluation criteria listed in Section 4.0 include "Contractor's proposed work plans," but there is no requirement to provide work plans in Section 3: Form and Content of Proposals. By "work plans," is IEDA referring to the RFP requirement for the vendor to explain the process and methodology it intends to utilize to address the topics identified in Section 2?**

**A:** Yes. Respondents should provide a description of the methodology and tasks that will be taken to provide the services requested; This is essentially the work plan.

**7. Will the awarded contract be paid with federal dollars? If so, will IEDA consider the awarded bidder a subrecipient or a contractor under 2 CFR 200.300?**

**A:** Yes, the awarded contract will be paid with federal funds. The awarded bidder will be considered a contractor.

- 8. Should the Certification Letter and Authorization to Release Information be placed on the contractor's letterhead or submit as presented in the RFP?**

**A:** These documents can be included on letterhead or as presented in the RFP. Please ensure these are signed by the appropriate official.

- 9. Are subcontractors required to submit the Certification Letter and Authorization to Release Information Letter or is this just the responsibility of the Prime Contractor?**

**A:** IEDA only requires the respondent/ prime contractor submit these documents with the RFP response.

- 10. Section 4.4: Will all 13 be used for this proposal? Can IEDA provide the weight for each criteria which will be used?**

**A:** IEDA will consider all criteria listed in Section 4.4 of the RFP. Criteria 4.4.1, 4.4.2, 4.4.3, 4.4.4, and 4.4.9 will be weighted more heavily than other listed criteria.

- 11. Section 4.4.9: Please confirm works plans should be for 12 month period for the services outlined in 2.2.a.**

**A:** Yes. Because the anticipated contract term is 12 months, the proposed work should be for a 12-month period.

- 12. Section 4.4.13 Compliance with IEDA information and security policies. Is a written statement of compliance needed for each policy or is an overarching statement acceptable?**

**A:** An overarching statement confirming willingness to comply with these policies is acceptable.

- 13. Section 6.1 Contract Terms and Condition refers to the standard State of Iowa contract for services terms, these terms were not included with the RFP. Are these the terms that are General Terms and Conditions for Service Contracts/Solicitations Effective from 07/20/11 posted on the State of Iowa website?**

**A:** Yes, generally. While there are some variations among state agencies, IEDA's contract shell includes many of the terms and conditions on the DAS website, effective 7/20/11, located here: [https://das.iowa.gov/terms\\_services.pdf](https://das.iowa.gov/terms_services.pdf)

- 14. Does IEDA have software or a system to be used for entering the duplication of benefits data? If yes, is the software/system managed in-house by IEDA or through a third-party vendor?**

**A:** IEDA utilizes lowagrant.gov for CDBG contract/ project management ([www.iowagrants.gov](http://www.iowagrants.gov)). This program is partially managed in-house, but in conjunction with the Iowa Department of Management and Dulles Technologies. The state of Iowa has a contract with Dulles Technologies for ongoing maintenance to this system, which is used by multiple state agencies. IEDA would enter duplication of benefits data into lowagrants.gov.

- 15. In light of the COVID-19 pandemic making it difficult for many to access a physical office and supplies, would IEDA consider making the submission email/electronic only?**

**A: Yes.** Given the current COVID-19 pandemic, an electronic submission only is acceptable.

**16. Does the IEDA currently administer any other CDBG funds, and if so, what was the level of expenditures during the most recent calendar or fiscal year?**

**A: Yes.** IEDA administers the state of Iowa's annual CDBG allocation. For 2019, the amount of CDBG funds received was \$23.7 million; For 2020, the state's annual allocation is \$24.8 million.

**17. Does the IEDA have an anticipated date when the CDBG-DR and CDBG-CV funding will be received and expended?**

**A: We do not know the date will receive our funding agreement for HUD for the CDBG-CV funds. We anticipate we could have this agreement by July 1, 2020. The date by which states must expend CDBG-CV funds has not yet been established by HUD.**  
For the CDBG DR funds, the State anticipates a Grant Agreement with HUD by August 2020 with expenditure of funds through 2026.

**18. Has the IEDA received any grant agreements or other grant documentation, including detailed specifics and provisions of the CDBG-DR and CDBG-CV programs, which would help the bidder in scoping the programs and applicable services necessary? If so, can this documentation be included as an addendum to the RFP?**

**A: IEDA has not received a grant agreement from HUD for the CDBG-CV funding. However, HUD funding agreement are not lengthy documents and do not include programmatic details or instructions.**  
For CDBG DR funds, the following Federal Register Notices will apply: 83 FR 5844, 83,FR 40314, 84 FR 4836, 85 FR 4681, 85 FR 10182.

**19. Are all IEDA personnel the contractor will be working with located in the same building?**

**A: Yes.** However, due to COVID-19, some IEDA staff are working remotely. All team members will be available for calls/ virtual meetings throughout this project.

**20. In light of the COVID-19 pandemic and shelter-in-place restrictions, if such restrictions were still in effect during the contract period, would the contractor have the ability to complete the services remotely, if necessary?**

**A: Yes.** We anticipate all services from the contract would be provided remotely. We do not anticipate a need for the contractor to have a presence in our Des Moines office.

**21. Under Section 1.3 of the RFP: Is a hard copy required or is electronic submission acceptable given the current quarantine restrictions?**

**A: Given the current COVID-19 pandemic, an electronic submission is acceptable.**

**22. Under Section 2.2.a.1: Can we assume, in both instances for CDBG-CV and CDBG-DR, that 100% of the funds will be allocated via Method of Distribution? If so, would these policies and procedures be used as guidance issued to subrecipients and/or guidance for IEDA's QA/QC and monitoring of subrecipients?**

**A:** Yes. We anticipate all funds will be allocated through the method of distribution established. However, it is possible IEDA would have to be made to the method of distribution for CDBG-CV funds, based on HUD guidance that we understand is forthcoming. Guidance would assist IEDA in collecting information from subrecipients regarding duplication of benefits. This guidance will help IEDA determine what sources of funds received by individuals and entities could create a duplication of benefits for the CDBG-CV and CDBG-DR programs.

**23. Under Section 2.2.a.3: Will these template forms and documents be for IEDA's use? Who will be doing the duplication of benefit calculations, IEDA or the subrecipients?**

**A:** We anticipate that IEDA will use these forms to calculate duplication of benefits, based on subrecipient information.

**24. Under Section 3.2.5.10: Are subcontractors required to be registered in the State of Iowa and/or complete Attachments 1 and 2?**

**A:** No. These requirements specific to contractors and do not apply to subcontractors.

**25. Under Section 3.2.6: Does this section apply to subcontractors?**

**A:** This section is specific only to contractors. Information regarding proposed subcontractors is addressed in section 3.2.5.9 of the RFP.

**26. Under Section 3.2.6.5- Given the COVID-19 crisis and demands on grantee time, would IEDA accept a listing of reference points of contact over an actual letter?**

**A:** Yes. A list of references with contact information would be acceptable.

**27. Under Section 3.2.8: Is this financial information required in the technical proposal?**

**A:** No. This information should be included as part of the technical proposal described in section 3.1.1.

**28. Under Section 4.4.4: Is past performance information required from subcontractors as well?**

**A:** Section 3.2.5.9 asks for qualifications of any subcontractors that would be involved in the project. The past performance and experience of any proposed subcontractors can be addressed in the response to Section 3.2.5.9.

**29. Under Section 5.14: Do references need to be provided for subcontractors?**

**A:** This section is specific to contractors. References for subcontractors are not required in the response but may be provided to address the subcontractor's past performance.

**30. Page 18 item (7): Does the certification regarding registration, collection, and remission of sales and use tax apply to subcontractors?**

**A:** No. This section applies only to contractors.

**31. What type of contract does IEDA anticipate issuing (fixed price, time & materials, etc.)?**

**A:** IEDA anticipates issuing an all-inclusive contract with a maximum not-to-exceed amount.

**32. Can IEDA provide an anticipated budget for the project?**

**A:** IEDA does not have an anticipated budget for this project as this is not a service we have previously procured.

2020 CDBG-CV Proposed Method of Distribution					ATTACHMENT 5	
Apr-20						
			Total Allocation	\$14,617,483.00		
<u>Program</u>	<u>Funding by Program</u>	<u>%</u>	<u>Activity Type</u>	<u>National Objective</u>	<u>-</u>	<u>LMI \$</u> <u>LMI %</u>
Child care assistance	\$4,823,769	33%		LMI benefit		
Telemedicine- UN	\$1,754,098	12%	Equipment only	LMI benefit		
Telemedicine- LMI	\$1,754,098	12%	Equipment only	Urgent Need		
Eviction & Foreclosure prevention	\$2,923,497	20%		LMI benefit		
Food Bank assistance	\$1,461,748	10%		Urgent Need		
Meal services	\$730,874	5%		LMI benefit		
Meal services	\$730,874	5%		Urgent Need		
		0%				
Technical Assistance	\$146,175	1%				
ADMIN	\$292,350	2%				\$10,232,238 70%
TOTAL	\$14,617,483.00	100%				

2019 CDBG-DR Proposed Method of Distribution						ATTACHMENT 5	
Apr-20							
			Total Allocation	\$96,741,000.00			
<u>Program</u>	<u>Funding by Program</u>	<u>%</u>	<u>Activity Type</u>	<u>Funding by Activity Type</u>	-	LMI \$	LMI %
Housing	\$72,555,750.00	75.00%					
			Buyout - FEMA Match (35%)	\$25,394,512.50		\$19,045,884.38	75%
			Buyout - 100% CDBG (15%)	\$10,883,362.50		\$8,162,521.88	75%
			Developer Housing Incentive (50%)	\$36,277,875.00		\$36,277,875.00	100%
Infrastructure	\$19,348,200.00	20.00%					
			CDBG-DR Infrastructure - Stormwater	\$19,348,200.00		\$9,674,100.00	50%
ADMIN	\$4,837,050.00	5.00%		\$4,837,050.00			
TOTAL	\$96,741,000.00			\$96,741,000.00		\$73,160,381.25	