

Public Assistance Eligibility Business Process Redesign
Request for Proposal ACFS 22-002

Facilitator:	Paige Buchanan, Issuing Officer		
Date:	Wednesday, December 16, 2020	Time:	1:00 p.m.
Dial In Information:	Dial: 1-866-685-1580, Passcode: 917-713-189		
Webinar Registration:	Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/917713189		

Purpose

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)

Meeting Participants

- Amela Alibasic, Bureau Chief of Medicaid Eligibility Policy & HIPP Program
- Steve Campagna, Bureau Chief of Enterprise Systems and Technology
- JaiLi Cunningham, Call Center Manager
- Cindy O'Brien, Bureau Chief of Financial Health & Work Supports
- Nick Peters, Division of Adult, Children, and Family Services
- Tracey Roberts, Bureau Chief of Income Maintenance Support & Training
- Tiffany Wickman, Bureau of Financial Health & Work Supports
- All Interested Parties

Agenda Topic	Presenter
Welcome and Introductions of Agency Staff and Representatives	
Call Purpose/Introductions <ul style="list-style-type: none"> • Accessing Materials: Bid Opportunities https://bidopportunities.iowa.gov/Home/BidInfo?bidId=86f0accd-442b-4dad-a594-3dbec0bc29bf • Introduction of DHS staff • Bidder's Conference Description (RFP Section 2.6, Pg.10) 	Paige Buchanan

Agenda Topic	Presenter
Overview of the Request for Proposal (RFP) <ul style="list-style-type: none"> • Review the purpose of the RFP (Purpose, Pg. 2, and Background, Section 1.1, Pg. 3) • RFP Work Scope (Definitions, Pg. 4, Section 1.3, Pg. 5-6) • Pricing Restrictions and Payment Methodology (Section 1.6, Pg. 7, and 3.3, Pg. 20) • Performance-Based Payment (Section 1.6.1, Pg. 8) 	Tiffany Wickman
Overview of the Request for Proposal Process <ul style="list-style-type: none"> • Procurement Timetable (RFP Pg. 2) • Communication (Section 2.2, Pg. 10) • Intent to Bid (Section 2.5, Pg. 10) • Questions, Clarifications, Suggestions (Section 2.7, Pg. 9) • Bid Proposal Submission (Section 2.8, Pg. 11) • Bid Proposal Formatting (Sections 3.1 and 3.2, Pg. 16-19) • Cost Proposal (Section 3.3, Pg. 20, and Attachment F) • Review and Evaluation (Section 2.13, Pg. 12-13, Section 2.14, Pg. 13, Section 4, Pg. 20-22) • Notice of Intent to Award (Section 2.24, Pg. 14) 	Paige Buchanan
Open Question and Answer Period <ul style="list-style-type: none"> • 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. • Written responses to questions will be posted to the bid opportunities website by 01/05/2021. • 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. 11) 	All Participants
Wrap Up / Adjourn	Paige Buchanan