**DCAT5-19-001**

**Fiscal Agent Services**

**Question & Answer**

The questions in this document were asked during the Bidders’ Conference Call on March 1, 2018, at 2:00 PM CST and those submitted by qualified Bidders on or before March 9, 2018, 2:00 PM.

1. In Section 1.3.1, what does the addition of the counties mean to the administration of the contract? Does it mean the addition of funds and/or perhaps more Agency-approved contacts? Will it mean the need for a call center?
2. If additional counties are added, it may entail the addition of another Agency-approved contact. We do not expect there to be more than 3 Agency-approved contacts for the contract that results from this procurement. It may also entail the addition of some funds. No call center will be required.
3. In Section 2.16, should the bids include Letters of Reference or just references?
4. The Bids should include both, although the Letters of Reference can serve as the reference contacts.
5. Does the History on page 3 of the RFB (Section 1.1, Background) include just disbursements or does it also include purchases?
6. Past and present Fiscal Agent contractors have not been requested to make purchases on behalf of the Agency. This is a new feature as part of this procurement. The “Funds Disbursed” amount would include purchases.
7. For the Fiscal Agent Fee Percentage listed in the Cost Proposal Form on page 24 (Attachment E), is the percentage paid based on what was disbursed and purchased during each month?
8. Yes.
9. Who is the Fiscal Agent Contractor now?
10. Children & Families of Iowa
11. Considering the state budget issues that we are currently experiencing, is it possible that the disbursement/purchase amount could be lowered?
12. The disbursement/purchase total amount can be amended at any time during the duration of the contract.
13. What is the current percentage amount paid as the Fiscal Agent Fee?
14. 10%
15. Is the Fiscal Agent Contractor expected to make purchases in person or just on-line?
16. The objective is to have the Fiscal Agent Contractor assist with on-line purchases only.
17. What might be the biggest challenge to a Fiscal Agent Contractor?
18. The service is very straight-forward with little challenge. However, the turnaround on emergency disbursement/purchase requests may serve as the greatest challenge to a Fiscal Agent Contractor.
19. Will there be just one Contractor as a result of this procurement or will there be multiple Contractors?
20. The Agency is planning on issuing just one Contract as a result of this procurement.
21. What was the reasoning behind the 10-mile radius requirement (Section 1.3.1.3)?
22. If the Contract Monitor is responsible for picking up disbursements, or the Contractor must drop off disbursements, there needed to be reasonable accommodations for travel back and forth.
23. Will the Contractor be expected to send checks (disbursements) directly to entities?
24. No, the Contract Monitor staff will be responsible for that task.
25. Would the option to deliver checks (disbursements) overnight serve as an alternative to the 10 mile radius Deliverable?
26. Yes. Please keep in mind that the charges related to overnight delivery will not be charged to the contract in addition to the Fiscal Agent Fee but, rather, be absorbed as part of the Fiscal Agent administrative fee for services.
27. Will requests to the Fiscal Agent be issued at the same time every business day or only at certain times?
28. Not necessarily. The Contract Monitor staff will most likely send requests mid-afternoon, but the times can vary based on workload and if there are emergency requests.

**Questions submitted in writing:**

1. Can you tell the names and affiliations of the attendees on the Bidders’ Conference Call of March 1, 2018?
2. Yes, although some of the last names were not captured.

* Jackie Culbertson, Holly and Domika – Veridian Financial Solutions
* Kassie Ruth, Tony Reed – Central Iowa Juvenile Detention Center (CIJDC)
* Laura Homen – Acumen
* Kathleen Becker, Carol – Mainstream Nonprofit Solutions
* Coco Ballew – Consumer Direct Care Network

1. Will preferential treatment be given to in-state bidders?
2. Please refer to Section 4, page 15, of the RFB. The Polk (Des Moines Cluster) Decategorization Board will award the contract to the Responsible Bidder submitting the lowest Responsive bid.

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