**First Amendment to the Iowa Department of Human Services**

**Child Welfare Provider Training Academy Request for Proposal**

This Amendment to RFP Number ACFS 24-048 is effective as of December 20, 2022. The RFP is amended as follows:

**Revision 1. Procurement Timetable, Page 2, is hereby amended as follows:**

Procurement Timetable

There are no exceptions to any deadlines for the Bidder; however, the Agency reserves the right to change the dates. Times provided are in Central Time.

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| **Event** | **Date** |
| Agency Issues RFP Notice to Targeted Small Business Website (48 hours): | **November 21, 2022** |
| Agency Issues RFP to Bid Opportunities Website | **November 23, 2022** |
| Bidder Letter of Intent to Bid Due By | **December 7, 2022**  **2:00 p.m.** |
| Bidder Written Questions Due By (First Round) | **December 7, 2022**  **2:00 p.m.** |
| Agency Responses to Questions Issued By | **December 14, 2022** |
| Bidder Written Questions Due By (Second Round) | **December ~~20~~ 27, 2022**  **2:00 p.m.** |
| Agency Responses to Questions Issued By | **~~December 28, 2022~~ January 6, 2023** |
| **Bidder Proposals and any Amendments to Proposals Due By** | **February ~~1~~7, 2023**  **2:00 p.m.** |
| Agency Announces Apparent Successful Bidder/Notice of Intent to Award | **March 22, 2023** |
| Contract Negotiations and Execution of the Contract Completed | **June 1, 2023** |
| Anticipated Start Date for the Provision of Services | **July 1, 2023** |

**Revision 2. Section 2.4 Reserved. (Online Resources) is hereby amended to only update the formatting by bolding, italicizing, and separating out Section 2.5 Intent to Bid.**

***2.4 Reserved. (Online Resources)***

***2.5 Intent to Bid.***

The Agency requests that Bidders provide their intent to bid by email to the Issuing Officer by the date and time in the Procurement Timetable. The Bidder may wish to request confirmation of receipt of the email from the Issuing Officer to ensure delivery. Do not submit letters of intent by mail, shipping service, or hand delivery. The intent to bid should include the Bidder's name, contact person, mailing address, email address, telephone number, and a statement of intent to submit a bid in response to this RFP. Though it is not mandatory that the Agency receive an intent to bid, the Agency will only respond to questions about the RFP that have been submitted by Bidders who have expressed their intent to bid. The Agency may cancel an RFP for lack of interest based on the number of letters of intent to bid received.

**Revision 3. Section 2.5, Intent to Bid, is hereby amended as follows:**

***2.5 Intent to Bid.***

The Agency requests that Bidders provide their intent to bid by email to the Issuing Officer by the date and time in the Procurement Timetable. The Bidder may wish to request confirmation of receipt of the email from the Issuing Officer to ensure delivery. Do not submit letters of intent by mail, shipping service, or hand delivery. The intent to bid should include the Bidder's name, contact person, mailing address, email address, telephone number, and a statement of intent to submit a bid in response to this RFP. Though it is not mandatory that the Agency receive an intent to bid, the Agency ~~will only respond to questions about the RFP that have been submitted by Bidders who have expressed their intent to bid. The Agency~~ may cancel an RFP for lack of interest based on the number of letters of intent to bid received.