

| Program Evaluation and Analysis for Iowans with Disabilities and Behavioral Health Needs  Request for Proposal MED-22-011 | | | |
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| **Facilitator:** | Kera Oestreich, Issuing Officer | | |
| **Date:** | Wednesday, September 15, 2021 | **Time:** | 10:00 a.m. |
| **Dial In Information:** | Meeting ID: 160 762 3404  Passcode: 140540  One tap mobile  +16692545252,,1607623404# US (San Jose)  +16468287666,,1607623404# US (New York)  Dial by your location          +1 669 254 5252 US (San Jose)          +1 646 828 7666 US (New York)          +1 551 285 1373 US          +1 669 216 1590 US (San Jose)  Meeting ID: 160 762 3404 | | |
| **Webinar Registration:** | To join the meeting please follow the link below on the date and time listed in the Procurement Timetable. Join ZoomGov Meeting  <https://www.zoomgov.com/j/1607623404?pwd=eGF2YWc3RDJmcFBGVmpNcUFaNGtQQT09> | | |

| **Purpose** |
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| 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** |
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| * Elizabeth Matney, Medicaid Director, Iowa Department of Human Services * Marissa Eyanson, Division Administrator-Community Mental Health and Disability Services (MHDS), Iowa Department of Human Services * Paula Motsinger, Bureau Chief-LTSS and Medical Policy, Iowa Department of Human Services * LeAnn Moskowitz, Program Manager, Iowa Department of Human Services * Brian Wines, Program Manager, Iowa Department of Human Services * All Interested Parties |

| **Agenda Topic** | **Presenter** |
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| **Welcome and Introductions of Agency Staff and Representatives** |  |
| **Call Purpose**   * Bidder’s Conference Description (RFP Section 2.6, Pg. 20) * Accessing Materials:   <https://bidopportunities.iowa.gov/Home/BidInfo?bidId=253e9b98-bab4-443b-8fc6-7b4c4df4a6ee> | Kera Oestreich |
| **Overview of the Request for Proposal Process**   * Procurement Timetable (RFP Pg. 2) * Communication (Section 2.2, Pg. 19) * Intent to Bid (Section 2.5, Pg. 19-20) * Questions, Clarifications, Suggestions (Section 2.7, Pg. 20) * Bid Proposal Formatting (Section 3.1 & 3.2, Pg. 26-27) * Bid Proposal Submission (Section 2.8, Pg. 20-21) * Presentations (Section 2.23, Pg. 23-24) * Cost Proposal (Attachment F) * Review and Evaluation (Section 2.13, Pg. 21 & Section 4, Pg. 30-32) * Notice of Intent to Award (Section 2.24, Pg. 24) | Kera Oestreich |
| **Overview of the Request for Proposal (RFP)**   * Review the purpose of the RFP, Overview of current landscape, and Vision of the Agency | Elizabeth Matney |
| **Open Question and Answer Period**   * Participants are requested to utilize the “Raise Hand” function in Zoom and will be called on by the Issuing Officer to ask verbal questions. 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. * Agency will provide written responses to questions that have been submitted in writing to the Issuing Officer by the due date located in the Procurement Timetable. Written responses will be posted to the bid opportunities website by 9/24/2021. * 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. 20) | All Participants |
| **Wrap Up / Adjourn** | Kera Oestreich |