

March 21, 2025

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-1334-2025 CACFP Compliance Review

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. No cost sheet was provided with the bid documents. Does IDOE have a preference on how the costs for reviews are presented?
- A1. The Iowa Department of Education does not have set requirements for how costs for reviews are presented, but it may be helpful to show costs for the initial year and each renewal option in a table. The table could be further categorized by costs per administrative review for independent and center sponsors.
- Q2. For center sponsor reviews, does IDOE require a claim for reimbursement verification for all sites or only the 10% selected for the meal observation?
- A2. The Iowa Department of Education reviews the claims for reimbursement for the selected meal observation sites. Organization income and expenses are reviewed for all sites as part of the review process.
- Q3. Can IDOE provide an estimated annual volume of reviews to be completed by the contractor?
- A3. The number of reviews varies based on the needs of the Iowa Department of Education and could range from zero to 60 or higher depending on staffing and funding. Initial assignments have ranged from approximately 12-40 reviews per fiscal year, October 1 through September 30.
- Q4. Providing a cost for optional services will be challenging to include in detail without further specifics from IDOE. Will IDOE accept a list of possible optional services and hourly rates by staffing level for these services?
- A4. Yes, optional services with hourly rates by staffing levels would be appropriate.
- Q5. Is an administrative review considered complete for performance-based criteria purposes after sufficient corrective action is received by the sponsor or sites? For administrative reviews with a serious deficiency or intent to terminate, when does IDOE consider the review complete?
- A5. Reviews are considered complete and closed when corrective actions have been submitted and accepted. The review would remain open during any serious deficiency proceedings until all steps in the process have been completed. Reviews going to termination and/or appeal can be considered closed for billing purposes when the organization's right to appeal timeline has ended.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name