# RFQ RMS 100620 VENDOR QUESTIONS

1. Do you anticipate extending the bid due date?
   No.

2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
   Since this is an RFQ, we will be accepting the lowest qualified bid.

3. Was this bid posted to the nationwide free bid notification website at: (website listed)
   No.

4. Other than your own website, where was this bid posted?
   https://bidopportunities.iowa.gov/
   https://www.iowacourts.gov/for-the-public/rfp/

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5. **1 (Page 1):** Is there a current vendor for the services in the RFQ? If so, who is the vendor?
   No.

6. **B2 (Page 4):** Could IJB please provide detail and examples of the types of technical assistance activities a vendor would be expected to perform related to cost reporting and rate setting?
   JCS requires assistance in cost reporting to the Single State Agency, DHS, in the cost plan, as applicable, as well as accurate direct rate setting technical assistance.

7. **B3 and B4 (Page 4):** Does IJB desire a cost allocation system or Excel cost allocation work book to be developed under this scope to process the quarterly CAP?
   JCS requires assistance getting from the RMS data to produce a quarterly claim that will be accepted by the Single State Agency, DHS.

8. **C12 (Page 5):** Can IJB describe what costs need to be entered into the system? Typically, a separate cost allocation program or Excel document calculates a claim as data outside of case counts and RMTS statistics need to be included.
   IJB anticipates providing salary, benefit, etc. costs for JCOs providing services to clients, and will rely on a provider to assist in producing a quarterly claim that will be accepted by the Single State Agency, DHS.

9. **D1 (page 6):** For security and federal compliance purposes, RMS systems have unique logins for participants. Please advise how IJB will meet these requirements without a login.
   It falls to the vendor to provide a secure authentication method to allow surveys to be completed without our employees logging in each time.

10. **F4 (Page 6):** Please advise on what Title IV-E training the vendor is expected to attend.
    Vendor will be required to participate in any training that is necessary for them to stay up-to-date on state and federal guidelines.

11. **S (Page 12):** What is the total budget associated with this RFQ?
    Quotes should include all items as required in this RFQ. We are required to take the most competitive qualified bid.

    o **S.1-2.2.4 (Page 12):** What are the budgets associated with each itemized cost (S.1, S.2.1, S.2.2, S.2.3, S.2.4)?
      Please see response above.

12. **S.2.1 (Page 12):** How many hours of consultation should vendors anticipate providing?
    Consultation hours sufficient to implement and provide the services described in this RFQ.

13. **S.2.4 (Page 12):** Does "Annual subscription or renewal fee for the product" include ongoing costs to assist IJB calculate the Title IV-E claim? If not, where are vendors to include ongoing consulting costs?
    Annual subscription or renewal fee should be for the product. Ongoing technical assistance for calculating the Title IV-E claim should be included in consulting costs.

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14. Please define the level of service requested for 3.B.2. – B. 5 and 3.B.7.
    JCS requires assistance in cost reporting to the Single State Agency, DHS, in the cost plan, as applicable, as well as accurate direct rate setting technical assistance. Additionally, JCS requires assistance getting from the RMS data to produce a quarterly claim that will be accepted by the Single State Agency, DHS.

    • 3.B.3. requests assistance in developing a Cost Allocation Procedure (CAP). Is there one already in place? If so, can you please provide a copy.
      No, there is not currently a Cost Allocation Procedure.

15.  Approximately how many participants would be in the sample pool?
    We will have approximately 200 participants.

16. Would JCS like validations performed by JCS supervisors or vendor staff?
    As stated in C.3 (page 5) The proposed solution must:
    "Monitor and collect responses; validate responses; and align the moment to the appropriate activity codes and cost indicators."

17. When are you planning to make a decision on the vendor?
    As soon as we are able to evaluate qualified bids, to determine the most competitive qualified bid.

18. Does the Iowa Judicial Branch (IJB) currently have an RMS system in place for Juvenile Court Services?  If "no", has there been any work to identify programs and activities to be used in the RMS?
    IJB does not currently have an RMS in place. Some work has been done to identify anticipated qualified programs and activities.

19. Are Title IV-E funds being claimed currently for Juvenile Court Services?  If so, please describe the methodology currently being utilized.
    No.

20. The Response Form indicates that an "overall summary" should be provided; however, it does not have a response area for the summary.  Are you expecting a proposal document in addition to the Response Form?
    No, a separate overall summary should not be included, the Response Form is all that is required.

21. Is there a maximum number of pages/words we may use?
    There is no limit to the number of pages, however, we will only evaluate responses to the Response Form.

22. Is it okay to provide a transmittal letter?  If so, would you like it as a separate document or attachment?
    Attachments may be submitted if necessary.

23. When will you respond to questions?  Will you wait and respond to all October 30th or will some be sooner?
    Responses will be posted on or before October 30, 2020.

24. Is there a version of the response form that could be used to allow for font enhancements?
    Only one version of the Response Form will be posted.

25. Please explain what Title IV-E training 3.F.4 is referring to?
    Vendor will be required to participate in any training that is necessary for them to stay up-to-date on state and federal guidelines.

26. Could we add a comment or statement to elaborate on those items on the response form that do not ask for a description?
    Yes.