

# NOTICE OF INTENT TO AWARD

TO ALL INTERESTED PARTIES:

**DATE: 8/31/2026**

**RE:** Notice of Intent to Award Request for Proposal Number: FWBPEFS27001  
Request for Proposal Title: Iowa Fatherhood Initiative (IFI)

The Iowa Department of Health and Human Services (Agency), Division of Family Wellbeing and Protection Lucas State Office Building, Des Moines, Iowa 50319, announces its intent to award to the apparent successful bidder(s):

Agape Community Services – District 1

Crittenton Center – District 1

North Iowa Community Action Organization – Districts 2 & 3

Wright County Board of Health – District 2

Corinthian Baptist Community Development Corporation - District 5

St. Vincent de Paul of Des Moines – District 5

Young Parents Network – District 7

Lutheran Services in Iowa – District 7

As provided for in the RFP, this Notice of Intent to Award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Agency and the apparent successful bidder. The bidder shall not acquire any legal or equitable rights relative to the contract services until a contract is executed. If the apparent successful bidder fails to negotiate and execute a contract with the Agency, in its sole discretion, the Agency may revoke the Notice and enter into contract negotiations with another bidder or withdraw the RFP. The apparent successful bidder(s) is advised that no project activities may be initiated, and no funds may be obligated or expended, until a written contract has been fully executed by all parties. Any work performed or costs incurred prior to contract execution shall be at the bidder's sole risk and will not be reimbursed by the Agency. The Agency further reserves the right to cancel the Notice at any time prior to the execution of a written contract.

## Appeals and Review Procedures

### Notice of Intent to Appeal

To contest an Agency's decision for disqualification or award decision, Respondents must submit a written Notice of **Intent** to Appeal within five (5) calendar days, inclusive of Saturdays, Sundays, and legal State holidays, from the date on the Notice of Disqualification or the date on the Notice of Intent to Award, whichever is earlier.

The Notice of Intent to Appeal must:

- Be submitted via email to [hhsopenrecords@hhs.iowa.gov](mailto:hhsopenrecords@hhs.iowa.gov) and [reconsiderationrequest@hhs.iowa.gov](mailto:reconsiderationrequest@hhs.iowa.gov).
- Identify all procurement records being requested pursuant to Iowa Administrative Code 7—2506.102(5) Public Records in Vendor Appeals.

Notices submitted through any method other than email will not be accepted. It is the Respondent's responsibility to ensure receipt by the Agency.

### Notice of Appeal: First-tier Review (Reconsideration)

Upon the Agency's release of allowable documents or initial disclosures, the Respondent must submit a Notice of Appeal (formally known as a reconsideration) within five (5) calendar days, inclusive of Saturdays, Sundays, and legal State holidays. The Notice of Appeal will trigger a First-tier review by the Agency.

Notice of Appeal must:

1. Be submitted via email to [reconsiderationrequest@hhs.iowa.gov](mailto:reconsiderationrequest@hhs.iowa.gov). Respondents may request a read receipt. Requests submitted through any other method may not be accepted.
2. The Respondent's contact information, including contact information for the individual filing the notice of appeal, the individual's association with the appealing Respondent, and a showing of the individual's authority to appeal on behalf of the Respondent;
3. Details of the award decision and clearly identify all contested issues; as well as why and how the Respondent is aggrieved by the decision. Reference the applicable page number(s) and section number(s) of the RFP. The legal and factual reasons for the Respondent's appeal, including references to the relevant grounds of appeal as set forth in Iowa Code section 17A.19(10);
4. The relief the Respondent is seeking.

**Multiple Proposals:** If a Respondent submitted multiple Proposals and wishes to contest decisions affecting more than one Proposal, the Respondent must submit a separate Notice of Intent to Appeal and a separate Notice of Appeal for each Proposal. The Agency may, at its discretion, review these requests separately or consolidate them into

one response.

**Agency Decision on First-tier Review**

The Agency will review and issue a written decision on the First-tier review expeditiously.

**Notice Seeking Second-tier review = Appeal Hearing**

Within five (5) calendar days, inclusive of Saturdays, Sundays, and legal State holidays, following the Agency's First-tier review decision, the Respondent may file a Notice seeking second-tier review which is an appeal hearing in accordance with Iowa Administrative Code 7-2506.103(2). Notice seeking second-tier review must:

- Be submitted to: [appeals@hhs.iowa.gov](mailto:appeals@hhs.iowa.gov).
- Comply with subrule 2506.102(3), except that it must refer to the first-tier review decision instead of the award decision.