

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information:

| | | | |
|--|---|--|----------------------|
| TITLE OF RFP: | Registered Apprenticeship Outreach & Communication Plan | RFP Number: | 309RACommPlan |
| Agency: | Iowa Workforce Development | | |
| State seeks to purchase: | Outreach & Communication Services for Registered Apprenticeship Program | Available to Political Subdivisions? | NO |
| Number of mos. or yrs. of the initial term of the contract: | 15 mos | Number of possible annual extensions: | NO |
| Initial Contract term beginning: | Date: April 7, 2017 | Ending: | Date: May 1, 2018 |
| State Issuing Officer: | | | |
| Name: Courtney Maxwell Greene | | | |
| Phone e-Mail and Fax: (515) 725-3800 (desk) (515) 423-3210 (cell) Courtney.greene@iwd.iowa.gov | | | |
| Mailing Address: 1000 E. Grand Ave., Des Moines, IA 50319 | | | |
| PROCUREMENT TIMETABLE—Event or Action: | | Date/Time (Central Time): | |
| State Posts Notice of RFP on TSB website | | Tuesday, February 28, 2017 | |
| State Issues RFP | | Thursday, March 2, 2017 | |
| Is Pre-Proposal Conference mandatory? No | | | |
| RFP written questions, requests for clarification, and suggested changes from Contractors due: | | Friday, March 10, 2017 | |
| Agency's written response to RFP questions, requests for clarifications and suggested changes due: | | Wednesday, March 15, 2017 | |
| Proposals Due Date and Time: | | Wednesday, March 22, 2017 @ 4:30 p.m. | |
| Anticipated Date to issue Notice of Intent to Award: | | Friday, March 31, 2017 | |
| Anticipated Date to execute contract: | | Friday, April 7, 2017 | |
| Relevant Websites: | Web-address: | | |
| Internet website where Addenda to this RFP will be posted: | http://bidopportunities.iowa.gov/ | | |
| Internet website where contract terms and conditions are posted: | https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf | | |

| | |
|---|---------------------------------------|
| Number of Copies of Proposals Required to be Submitted: | 1 Original, 1 flash Drive, & 2 Copies |
| Firm Proposal Terms Per Section 3.2.13, the minimum Number of Days following the deadline for submitting proposals that the Contractor guarantees all proposal terms, including price, will remain firm: | 60 Days |

Table of Contents

- 1. INTRODUCTION**
 - 1.1. Purpose
 - 1.2. Definitions
 - 1.3. Overview of the RFP Process
 - 1.4. Background Information

- 2. ADMINISTRATIVE INFORMATION**
 - 2.1. Issuing Officer
 - 2.2. Restriction on Communication
 - 2.3. Downloading the RFP from the Internet
 - 2.4. Procurement Timetable
 - 2.5. Questions, Requests for Clarification and Suggested Changes
 - 2.6. Amendment to RFP
 - 2.7. Amendment and Withdrawal of Proposal
 - 2.8. Submissions of Proposals
 - 2.9. Proposal Opening
 - 2.10. Costs of Preparing the Proposal
 - 2.11. No Commitment to Contract
 - 2.12. Rejection of Proposals
 - 2.13. Nonmaterial Variances
 - 2.14. Reference Checks
 - 2.15. Information from Other Sources
 - 2.16. Verification of Proposal Contents
 - 2.17. Proposal Clarification Process
 - 2.18. Disposition of Proposals
 - 2.19. Public Records and Requests for Confidential Treatment
 - 2.20. Copyright Permission
 - 2.21. Release of Claims
 - 2.22. Contractor Presentations
 - 2.23. Evaluation of Proposals Submitted
 - 2.24. Award Notice and Acceptance Period
 - 2.25. No Contract Rights until Execution
 - 2.26. Choice of Law and Forum
 - 2.27. Restrictions on Gifts and Activities
 - 2.28. Appeals

- 3. FORM AND CONTENT OF PROPOSALS**
 - 3.1 Instructions
 - 3.2 Technical Proposal
 - 3.3 Cost Proposal

- 4. SPECIFICATIONS**
 - 4.1 Overview
 - 4.2 Mandatory Specifications
 - 4.3 Scored Technical Specifications

5. EVALUATION AND SELECTION

- 5.1 Introduction**
- 5.2 Evaluation Committee**
- 5.3 Overview of Evaluation**
- 5.4 Evaluation Criteria**
- 5.5 Preferences**

6 CONTRACTUAL TERMS AND CONDITIONS

- 6.1 Contract Terms and Conditions**
- 6.2 Contract Length**

Attachment 1 – Certification Letter

Attachment 2 – Authorization to Release Information Letter

Attachment 3 – Form 22 – Request for Confidentiality

Attachment 4 – Cost Proposal

| |
|------------------------------------|
| SECTION 1 INTRODUCTION |
|------------------------------------|

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Contractors to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the Agency identified on the RFP cover sheet. The Agency intends to award a Contract(s) beginning and ending on the dates listed on the RFP cover sheet, and the Agency, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

“Proposal” means the Contractor’s proposal submitted in response to the RFP.

“Contract” means the contract(s) entered into with the successful Contractor(s) as described in Section 6.1.

“Contractor” means a vendor submitting Proposals in response to this RFP.

“Agency” means the agency identified on the RFP cover sheet that is issuing the RFP and any other agency that purchases from the Contract.

“General Terms and Conditions” shall mean the General Terms and Conditions for Services Contracts as referenced on the RFP cover page.

“Responsible Contractor” means a Contractor that has the capability in all material respects to perform the specifications of the Contract. In determining whether a Contractor is a Responsible Contractor, the Agency may consider various factors including, but not limited to, the Contractor’s competence and qualifications to provide the goods or services requested, the Contractor’s integrity and reliability, the past performance of the Contractor and the best interest of the Agency and the State.

“Responsive Proposal” means a Proposal that complies with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“State” means the State of Iowa, the Agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

1.3 Overview of the RFP Process

Contractors will be required to submit their Proposals in hardcopy and on CD-ROM. It is the Agency’s intention to evaluate Proposals from all Responsible Contractors that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

1.4 Background Information

This RFP is designed to provide Contractors with the information necessary for the preparation of competitive Proposals. The RFP process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Contractor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

Enter Background Information

Iowa Workforce Development received a \$1.8 million grant in October of 2016 to expand Registered Apprenticeship opportunities in Iowa. The Innovative Opportunities with Apprenticeships (IOWA) project will employ extensive outreach and education efforts to further integrate expanded Registered Apprenticeship Programs into the current workforce model and to grow Registered Apprenticeship Programs in non-traditional high-growth, high-tech industries including health care, advanced manufacturing and information technology. Projects will also focus on expanding Registered Apprenticeship Programs to diverse populations, focusing on women, minorities and other underrepresented groups, who have often been left out of Registered Apprenticeship efforts in the past.

A portion of the grant has been targeted for outreach and communication deliverables. There are four overall goals of the project:

- Double the number of Registered Apprentices in Iowa
- Increase the number of Registered Apprenticeship Programs by 20 percent
- Help employers start or grow Registered Apprenticeship Programs in high-growth, high-tech industries like health care, IT including cybersecurity, energy and advanced manufacturing
- Expand opportunities to underrepresented populations by 10 percent, including women, minorities, veterans, youth and people with disabilities

Outreach and communications to businesses (demand side) and job seekers (supply side) is critical to reach the goals. The demand side focus will be the initial priority as it is critical that Iowa have the Registered Apprenticeship Programs in place to then attract the job seekers. However, because of the compressed timeframe to complete a large body of work, much of the supply side deliverables will be developed congruent with the demand side deliverables.

| |
|--|
| SECTION 2 ADMINISTRATIVE INFORMATION |
|--|

2.1 Issuing Officer

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Contractors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2. Oral questions related to the interpretation of this RFP will not be accepted. Contractors may be disqualified if they contact any State employee other than the Issuing Officer about the RFP except that Contractors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

2.3 Downloading the RFP from the Internet

The RFP document and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/>. The Contractor is advised to check the website periodically for Addenda to this RFP, particularly if the Contractor downloaded the RFP from the Internet as the Contractor may not automatically receive addenda. It is the Contractor's sole responsibility to check daily for addenda to posted documents.

2.4 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Contractor submissions, the Agency will issue an addendum to the RFP.

2.5 Questions, Requests for Clarification, and Suggested Changes

Contractors are invited to submit written questions and requests for clarifications regarding the RFP. Contractors may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer before the date and time listed on the RFP cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Contractor shall reference the page and section number(s). The Agency will post written responses to questions, requests for clarifications, or suggestions received from Contractors on before the date listed on the RFP cover sheet. The Agency's written responses will become an addendum to the RFP. If the Agency decides to adopt a suggestion that modifies the RFP, the Agency will issue an addendum to the RFP.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP through an addendum.

2.6 Amendment to the RFP

The Agency reserves the right to amend the RFP at any time using an addendum. The Contractor shall acknowledge receipt of all addenda in its Proposal. If the Agency issues an addendum after the due date for receipt of Proposals, the Agency may, in its sole discretion, allow Contractors to amend their Proposals in response to the addendum.

2.7 Amendment and Withdrawal of Proposal

The Contractor may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Contractor and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Contractors must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.8 Submission of Proposals

The Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Contractor.** Contractors mailing Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Contractor's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Contractors must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Contractor shall not be considered part of the Contractor's Proposal unless it is reduced to writing.

2.9 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and the Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Contractors who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Contractors who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.10 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Contractor.

2.11 No commitment to Contract

The Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

2.12 Rejection of Proposals

The Agency may reject outright and not evaluate a Proposal for reasons including without limitation:

- 2.12.1** The Contractor fails to deliver the cost proposal in a separate envelope.
- 2.12.2** The Contractor acknowledges that a mandatory specification of the RFP cannot be met.
- 2.12.3** The Contractor's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specifications of the RFP.
- 2.12.4** The Contractor's Proposal limits the rights of the Agency.
- 2.12.5** The Contractor fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 3 of this RFP.
- 2.12.6** The Contractor fails to timely respond to the Agency's request for information, documents, or references.
- 2.12.7** The Contractor fails to include Proposal Security, if required.
- 2.12.8** The Contractor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.
- 2.12.9** The Contractor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.
- 2.12.10** The Contractor initiates unauthorized contact regarding the RFP with state employees.
- 2.12.11** The Contractor provides misleading or inaccurate responses.
- 2.12.12** The Contractor's Proposal is materially unbalanced.
- 2.12.13** There is insufficient evidence (including evidence submitted by the Contractor and evidence obtained by the Agency from other sources) to satisfy the Agency that the Contractor is a Responsive Contractor.
- 2.12.14** The Contractor alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

2.13 Nonmaterial Variances

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Contractors, that do not change the meaning or scope of

the RFP, or that do not reflect a material change in the specifications of the RFP. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Contractor from full compliance with RFP specifications or other Contract specifications if the Contractor is awarded the Contract. The determination of materiality is in the sole discretion of the Agency.

2.14 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal and to discuss the Contractor's qualifications and the qualifications of any subcontractor identified in the Proposal.

2.15 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Contractor, such as the Contractor's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Contractor's financial stability, past or pending litigation, and other publicly available information.

2.16 Verification of Proposal Contents

The content of a Proposal submitted by a Contractor is subject to verification. If the Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Agency may reject the Proposal.

2.17 Proposal Clarification Process

The Agency reserves the right to contact a Contractor after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Contractor has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Contractor's Proposal. The Agency will not consider information received from or through Contractor if the information materially alters the content of the Proposal or the type of goods and/or services the Contractor is offering to the Agency. An individual authorized to legally bind the Contractor shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.18 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Contractor. Once the Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Contractor properly requests confidential treatment or according to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.19 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the

submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

A Contractor requesting confidential treatment of specific information must: (1) fully complete Form 22, (2) identify the request in the transmittal letter with the Contractor's Proposal, (3) conspicuously mark the outside of its Proposal as containing confidential information, (4) mark each page upon which confidential information appears, and (5) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

2.20 Copyright Permission

By submitting a Proposal, the Contractor agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or to respond to requests for public records. By submitting a Proposal, the Contractor consents to such copying and warrants that

such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.21 Release of Claims

By submitting a Proposal, the Contractor agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFP or concerning the Agency's failure, negligent or otherwise, to provide the Contractor with pertinent information in this RFP.

2.22 Contractor Presentations

Contractors may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Contractor to illustrate the Contractor's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.23 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Agency will not necessarily award a contract resulting from this RFP to the Contractor offering the lowest cost. Instead, the Agency will award the Contract(s) to the Responsible Contractor(s) whose Responsive Proposal the agency believes will provide the best value to the Agency and the State.

2.24 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Contractors submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Contractor fails to negotiate and deliver an executed Contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Contractor the Agency believes will provide the best value to the State.

2.25 No Contract Rights until Execution

No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

2.26 Choice of Law and Forum

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Contractors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.27 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Contractors are responsible to determine the applicability of this Chapter 68B to

their activities and to comply with its requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.28 Appeals

Appeals of the Notice of Intent to Award are governed by the Agency's vendor appeal process. Contractors may obtain information about the appeal process from the Issuing Officer and at Iowa Administrative Code chapters 11-7 and 11-105.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be typewritten on 8.5" x 11" paper and sent in sealed envelope. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such and placed in a separate sealed envelope. The envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. The envelopes shall be labeled with the following information:

RFP Number: 309RACommPlan

RFP Title: Registered Apprenticeship Outreach & Communication Plan

Issuing Officer Name: Courtney Maxwell Greene

Lead Agency Address: 1000 E. Grand Avenue, Des Moines IA 50319

[Contractor's Name and Address]

The Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

1 Original, 1 Flash Drive, & 2 Copies of the Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope. The Cost Proposal shall be submitted in a separate sealed envelope.

Technical Proposal Envelope Contents

Original Technical Proposal and any copies

Public Copy (if submitted)

Technical Proposal on digital media

Electronic Public Copy on same digital media (if submitted)

Cost Proposal Envelope Contents

Original Cost Proposal

Cost Proposal on digital media

3.1.2 If the Contractor designates any information in its Proposal as confidential pursuant to Section 2, the Contractor must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

3.1.3 Proposals shall not contain promotional or display materials.

3.1.4 Attachments shall be referenced in the Proposal.

- 3.1.5** If a Contractor proposes more than one solution to the RFP specifications, each shall be labeled and submitted separately and each will be evaluated separately.

3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order given below:

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Contractor shall sign the transmittal letter. The letter shall include the Contractor's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.

3.2.2 Mandatory Specifications and Scored Technical Specifications

The Contractor shall answer whether or not it will comply with each specification in Section 4 of the RFP. Where the context requires more than a yes or no answer or the specific specification so indicates, Contractor shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

3.2.3 Vendor Background Information

You may modify the types of background information requested to meet the needs of your procurement.

The Contractor shall provide the following general background information:

- 3.2.3.1** Firms not located in Des Moines should explain how the firm will have a presence in Des Moines for day-to-day activities.
- 3.2.3.2** Name, address, telephone number, fax number and e-mail address of the Contractor including all d/b/a's or assumed names or other operating names of the Contractor and any local addresses and phone numbers.
- 3.2.3.3** Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- 3.2.3.4** State of incorporation, state of formation, or state of organization.
- 3.2.3.5** The location(s) including address and telephone numbers of the offices and other facilities that relate to the Contractor's performance under the terms of this RFP.
- 3.2.3.6** Number of employees.

- 3.2.3.7** Type of business.
- 3.2.3.8** Name, address and telephone number of the Contractor's representative to contact regarding all contractual and technical matters concerning the Proposal.
- 3.2.3.9** Name, address and telephone number of the Contractor's representative to contact regarding scheduling and other arrangements.
- 3.2.3.10** Name, contact information and qualifications of any subcontractors who will be involved with this project the Contractor proposes to use and the nature of the goods and/or services the subcontractor would perform.
- 3.2.3.11** Contractor's accounting firm.
- 3.2.3.12** The successful Contractor will be required to register to do business in Iowa before payments can be made.
For vendor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>

3.2.4 Experience

The Contractor must provide the following information regarding its experience:

- 3.2.4.1** Number of years in business.
- 3.2.4.2** Number of years experience with providing the types of goods and/or services sought by the RFP.
- 3.2.4.3** The level of technical experience in providing the types of goods and/or services sought by the RFP.
- 3.2.4.4** A list of all goods and/or services similar to those sought by this RFP that the Contractor has provided to other businesses or governmental entities.
- 3.2.4.5** Letters of reference from three (3) previous customers or clients knowledgeable of the Contractor's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

3.2.5 Personnel

The Contractor must provide resumes for all key personnel who will be involved in providing the goods and/or services contemplated by this RFP. The following information must be included in the resumes:

- 3.2.5.1** Full name.
- 3.2.5.2** Education.

3.2.5.3 Years of experience and employment history particularly as it relates to the specifications of the RFP.

3.2.6 Acceptance of Terms and Conditions

By submitting a Proposal, Contractor acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Contractor takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Contractor's exceptions or responses materially alter the RFP, or if the Contractor submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

3.2.7 Certification Letter

The Contractor shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Contractor shall make the certifications included in Attachment #1.

3.2.8 Authorization to Release Information

The Contractor shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Contractor authorizes the release of information to the Agency.

3.2.9 Firm Proposal Terms

The Contractor shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm Bid Terms days following the deadline for submitting Proposals.

3.3 Cost Proposal

The Contractor shall provide its cost proposal in a separately sealed envelope for the proposed goods and/or services. See Attachment #4.

3.3.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract. The State Pcard and EAP are preferred payment methods, but payments made by any of the following methods: Pcard/EAP, EFT/ACH, or State Warrant. Contractors shall provide payment acceptance information in this section 3.3.1 in their Cost Proposals. **This information will not be scored as part of the Cost Proposal or evaluated as part the Technical Proposal.**

3.3.1.1 Credit card or ePayables

The State of Iowa's Purchasing Cards (Pcards) and ePayable solution (EAP) are commercial payment methods utilizing the VISA credit card network. The State of Iowa will not accept price changes or pay additional fees if Contractor uses the Pcard or EAP payment methods. Pcard-accepting Contractors must abide by the State of Iowa's Terms of Pcard Acceptance, as provided in Section 6.7 of the RFP. Contractors must provide a statement

regarding their ability to meet the requirements of this subsection, as well as identifying their transaction reporting capabilities (Level I, II, or III).

3.3.1.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

Contractors shall provide a statement regarding their ability to accept payment by EFT by ACH. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit.

https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_authorization_form.pdf

3.3.1.3 State Warrant

The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.

3.3.2 Payment Terms

Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Vendor/Contractor.

3.3.3 Contractor Discounts

Contractors shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

3.3.3.1 Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

3.3.3.2 Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

SECTION 4 SPECIFICATIONS

Overview

The successful Contractor shall provide the goods and/or services to Agency and other agencies using the Contract in accordance with the specifications as provided in this Section. The Contractor shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Contractor shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Contractor. Proposals must identify any deviations from the specifications of this RFP or specifications the Contractor cannot satisfy. If the Contractor deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

4.1 Mandatory Specifications

All items listed in this section are Mandatory Specifications. Contractors must mark either “**yes**” or “**no**” to each specification in their Proposals. By indicating “yes” a Contractor agrees that it shall comply with that specification throughout the full term of the Contract, if the Contractor is successful. In addition, if specified by the specifications or if the context otherwise requires, the Contractor shall provide references and/or supportive materials to verify the Contractor’s compliance with the specification. The Agency shall have the right to determine whether the supportive information and materials submitted by the Contractor demonstrate the Contractor will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Contractor will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

Iowa Workforce Development is seeking an agency to help it grow Iowa’s Registered Apprenticeship footprint. Iowa is experiencing a middle skills gap, and Registered Apprenticeship has been identified as a key initiative to help address the middle skills deficit. The Registered Apprenticeship expansion dovetails with other key educational and job initiatives already underway:

- **Future Ready Iowa**, an initiative to build Iowa’s talent pipeline for careers of today and tomorrow that have employer demand with a goal of 70 percent of Iowans in the workforce having education or training beyond high school by 2025.
- **Home Base Iowa**, a program to make Iowa the state of choice for Veterans and retiring and transitioning service members by helping them find a great job as well as additional economic incentives.
- **Ex-Offender Initiative**, a program in collaboration with the Iowa Department of Corrections to help train offenders while they are incarcerated and then find employment using the skills learned upon release.
- **Workforce Attraction Initiative**, a program in conjunction with Iowa Economic Development Authority to attract former Iowans back to Iowa.
- **Minority Unemployment**, an initiative to reduce minority unemployment in these four counties by five percent in five years: Polk, Dubuque, Black Hawk and Pottawattamie.

There are four key goals Iowa Workforce Development is seeking to attain through the grant:

1. Double the number of Registered Apprentices

2. Increase the number of Registered Apprenticeship Programs by 20 percent
3. Help employers start or grow Registered Apprenticeship Programs in high-growth, high-tech industries like health care, IT and advanced manufacturing
4. Expand opportunities to underrepresented populations by 10 percent, including women, minorities, youth, veterans and people with disabilities

Iowa Workforce Development is seeking an agency to perform the following services to help us reach the four above goals. Iowa Workforce Development will take an active role in providing Registered Apprenticeship subject matter expertise and support if needed such as writing initial drafts of copy.

MANDATORY SPECIFICATIONS

DEMAND SIDE (EMPLOYERS)

Service #1 – Business Focus Groups. Conduct focus groups with key stakeholders identified by the grant partners who are engaged in successful Registered Apprenticeship Programs. The goal of the focus groups is to help determine the appropriate deliverables for educating and getting employers to pursue Registered Apprenticeship Programs as a viable employment strategy. Discussion topics include content/resources for Employer Toolkits, outreach/media plan strategies and other potential promotional materials.

Business Focus Group Outcomes:

- Based on the input from the focus groups, create a business-centered, business-informed communications and outreach plan to expand Registered Apprenticeship Programs in Iowa.

Service #2 – Employer Toolkits. To complement the [ApprenticeshipUSA employer toolkits](#) developed by the Department of Labor, create customizable add-ons for specific Iowa businesses including healthcare, trade union organizations (plumbers, steamfitters, electricians, welders), industry partners (Association of Business and Industry Technology Association of Iowa, Iowa Business Council) advanced manufacturing (Elevate Iowa), Professional Developers of Iowa (PDI), and Enhance Iowa.

Employer Toolkit Outcomes:

- Iowa-specific add-ons to the ApprenticeshipUSA employer toolkits.
- Customizable toolkits for a variety of industry sectors, partnering with the most important business and labor organizations to expand Registered Apprenticeship Programs in Iowa.

Service #3 – Statewide Business Conference/Symposium. Help in the development and promotion of a statewide conference/symposium to showcase successful Registered Apprenticeship Programs and practices and to encourage new businesses to participate.

Statewide Business Conference/Symposium Outcomes:

- Support in planning the conference and creating materials to promote the conference and for the day of the conference
- Support in developing traditional and digital media outreach strategies to promote the conference/symposium pre-, during and post.

Service #4 – Regional Meetings. Help in the development and promotion of regional meetings throughout the state, with locations strategically chosen based on potential Registered Apprenticeship growth.

Regional Meetings Outcomes:

- Support in planning the regional meetings and creating materials to promote the regional meetings and for the day of the regional meetings
- Support in developing traditional and digital media outreach strategies to promote the regional meetings pre-, during and post.

SUPPLY SIDE

Service #1 - Segmented Outreach Plan: Help in developing a strategic and targeted outreach plan and executing that plan to reach the following audiences to achieve the following outcomes.

Audience #1: Employers

- Education on how to develop and implement a Registered Apprenticeship Programs.
- Help employers develop a business succession/transition plan using Registered Apprenticeship.
- Clearly communicating the cost benefit analysis and return on investment.
- Sharing testimonials through business channels to encourage other businesses and promote apprenticeship opportunities in Iowa.

Employer Outcomes

- Accelerated utilization of Registered Apprenticeship Programs in Iowa’s business community.

Audience #2: Adult Job Seekers

- Education on benefits of becoming a Registered Apprentice and a “how-to” guide on navigating the process.
- Provide a comparison of the median starting salary and benefits package for key Registered Apprenticeship Programs compared to four-year college degree earners.
- Clearly demonstrate the “earn while you learn” model allows apprentices a path to a good job with a livable wage while avoiding student loan debt.

Adult Job Seeker Outcomes

- Accelerated recruitment into Iowa’s Registered Apprenticeship talent pipeline.

Audience #3: Out-of-Work Youth

- Education on benefits of becoming a Registered Apprentice and a “how-to” guide on navigating the process.
- Provide a comparison of the median starting salary for key Registered Apprenticeship Programs compared to four-year college degree earners.
- Clearly demonstrate the “earn while you learn” model allows apprentices a path to a good job with a livable wage while avoiding student loan debt.

Out-of-Work Youth Outcomes

- Engagement of Iowa’s Out-of-Work Youth, particularly important as a component of recruitment of targeted minority groups.

Audience #4: Parents

- Change the perception that Registered Apprenticeships are only for trade occupations, with IT, health care and advanced manufacturing allowing greatest opportunity for growth.
- Provide a comparison of the median starting salary for key Registered Apprenticeship Programs compared to four-year college degree earners.
- Clearly demonstrate the “earn while you learn” model allows Registered Apprentices a path to a good job with a livable wage while avoiding student loan debt.

Parent Outcomes

- Parent buy-in for engagement of youth in career planning around Registered Apprenticeship opportunity.

Audience #5: Teachers/Counselors

- Make teachers/counselors aware of the career opportunities for Registered Apprenticeship Programs in Iowa.

Teacher/Counselor Outcomes

- Expanded career and job training awareness among Iowa’s K-16 school systems, both public and private.

Service #2 – Traditional and Digital Media Strategies: Help in developing both traditional and digital media strategies to promote key performance indicators and layer messages through communication channels. This would include website assets and social media assets, as well as print and broadcast media. The strategies would include how to target underrepresented populations such as African Americans, refugees, women and ex-offenders to participate in apprenticeship opportunities by identifying key stakeholders and organizations.

Traditional and Digital Media Strategies Outcomes

- A permanent digital presence for Iowa’s Registered Apprenticeships across multiple platforms.
- A Media Strategies plan that will reside in the public domain for use by other states.
- A targeted presence for Registered Apprenticeship among underrepresented populations.

4.2 Scored Technical Specifications

All items listed below are Scored Technical Specifications. All specifications will be evaluated and scored by the evaluation committee in accordance with Section 5.

The Evaluation Committee will evaluate all proposals and make an award using the following criteria, which are listed in no particular order

4.2.1 Agency Experience and Qualifications

- Vendor and staff qualifications and experience, especially in the business-to-business (B2B) environment and working with targeted underserved populations (women, minorities and people with disabilities)
- Business references
- Business stability
- Reputation for quality, integrity, meeting budget and meeting schedule

4.2.2 Service Elements

- Demonstrated an understanding of the challenge to grow Registered Apprenticeships and Registered Apprentices in Iowa
- Demonstrated a strategic planning approach/process that was thorough and logical and followed a methodology
- Demonstrated comprehensive website and social media strategies as well as traditional print and broadcast media strategies
- Demonstrated strong B2B approaches and design skills
- Demonstrated strong focus group research capabilities
- Demonstrated strong outputs for conference/symposium support

4.2.3 Cost Proposal (Fees)

- The firm's fee proposal will be evaluated in relation to other fee proposals received.
- The winning proposal may not be the proposal with the lowest cost.

4.2.4 Overall Impression

- The overall assessment of the agency/organization to provide excellent service.

| |
|--|
| SECTION 5 EVALUATION AND SELECTION |
|--|

5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest benefit to the State. Agency will not necessarily award the Contract to the Contractor offering the lowest cost to the Agency. Instead, the Agency will award to the Contractor whose Responsive Proposal the Agency believes will provide the best value to the State.

5.2 Evaluation Committee

The Agency will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The Agency will use an evaluation committee to review and evaluate the Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity who must approve the recommendation.

5.3 Tied Bid and Preferences

5.5.1 An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the contractors who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.

Notwithstanding the foregoing, if a tied bid involves an Iowa-based contractor or products produced within the State of Iowa and a contractor based or products produced outside the State of Iowa, the Iowa contractor will receive preference. If a tied bid involves one or more Iowa contractors and one or more contractors outside the state of Iowa, a drawing will be held among the Iowa contractors only.

In the event of a tied bid between Iowa contractors, the Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the contractors have complied with ESGR standards. Preference, in the case of a tied bid, shall be given to Iowa contractors complying with ESGR standards.

Second preference in tied bids will be given to contractors based in the United States or products produced in the United States over contractors based or products produced outside the United States.

Preferences required by applicable statute or rule shall also be applied, where appropriate.

5.4 Technical Proposal Evaluation and Scoring

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications and Scored Technical Specifications described in Section 4.1 and 4.2 and meet the minimum score. To be deemed a Responsive Proposal, the Proposal must:

- Answer “Yes” to all parts of Section 4.1 and include supportive materials as required to demonstrate the Contractor will be able to comply with the Mandatory Specifications in that section and
- Obtain the minimum score for the Content and Technical Criteria.

An addendum identifying the points assigned to evaluation criteria and minimum score will be posted prior to the RFP due date.

5.5 Cost Proposal Scoring

After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

The Cost Proposals will be evaluated in relation to the other cost proposals received. The winning proposal may not be the proposal with the lowest cost. The Cost Proposals will remain sealed during the evaluation of the Technical Proposal and any Bidder Demonstration. Only prospective contractors that meet all of the required features will be considered during the cost evaluation phase of the review process. The compliant prospective contractor’s technical points will be added to the cost points, to obtain the total points awarded for the proposal.

SECTION 6 CONTRACTUAL TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Contract that the Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the General Terms and Conditions, the offer of the successful Contractor contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Contractor to the provisions or terms and conditions of the RFP or the General Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Contractor's objection or amendment in writing.

The General Terms and Conditions will be incorporated into the Contract. The General Terms and Conditions may be supplemented at the time of contract execution and are provided to enable Contractors to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with these specifications should be included in any pricing quoted by the Contractor.

By submitting a Proposal, Contractor acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Contractor takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Contractor's exceptions or proposed responses materially alter the RFP, or if the Contractor submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Contractor or to negotiate Contract terms with the successful Contractor if the best interests of the State would be served.

6.2 Contract Length

The term of the Contract will begin and end on the dates indicated on the RFP cover sheet. The Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(4) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Contractors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), the Contractor certifies the following: (check the applicable box)

- Contractor is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 423*; or
- Contractor is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

Contractor also acknowledges that the Agency may declare the Contractor’s Proposal or resulting contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #2
Authorization to Release Information Letter
Alterations to this document are prohibited, see section 2.14.14.

[Date]

Courtney Maxwell Greene, Issuing Officer
Iowa Workforce Development
1000 E. Grand Ave.
Des Moines, IA 50319

Re: **309RACommPlan** - AUTHORIZATION TO RELEASE INFORMATION

Dear **Name of Issuing Officer**:

[Name of Contractor] _____ **(Contractor)** hereby authorizes the **Iowa Workforce Development** ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Contractor in response to **309RACommPlan**.

The Contractor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Contractor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Contractor is willing to take that risk.

The Contractor hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to the RFP.

The Contractor authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Contractor's Proposal submitted in response to RFP.

The Contractor further authorizes any and all persons and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Contractor's Proposal. The Contractor hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Contractor that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #3
Form 22 – Request for Confidentiality

Per section 2.21 of the Request for Proposal (RFP), a Contractor requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Contractors should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this form. Section 2.21 of the RFP provides the Contractor instructions regarding how to request confidential treatment of portions of its Proposal.

NOTE: Completion of this Form is the sole means of requesting confidential treatment. Completion of the form and agency's acceptance of Contractor's submission does not guarantee the agency will grant Contractor's request for confidentiality. The agency may reject Contractor's Proposal entirely in the event Contractor requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP.

To request confidentiality, Contractor must provide the following information:

- 1 Contractor must present its request for confidentiality in the transmittal letter of its proposal. **Check box when completed.**

- 2 Contractor must conspicuously mark confidential material in its proposal in accordance with section 2.21 Public Records and Requests for Confidential Treatment. **Check box when completed.**

- 3 Contractor must specifically identify and list the proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed :
 - 3.1 Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.

 - 3.2 Justify why the material should be kept in confidence.

 - 3.3 Explain why disclosure of the material would not be in the best interest of the public.

 - 3.4 Provide the name, address, telephone, and email for the person at Contractor's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

Please provide the information in the table below. Contractor may add additional lines if necessary or add additional pages using the same format as the table below.

| RFP Section: | Contractor must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential. | Contractor must justify why the material should be kept in confidence | Contractor must explain why disclosure of the material would not be in the best interest of the public. | Contractor must provide the name, address, telephone, and email for the person at Contractor's organization authorized to respond to inquiries by the Agency concerning the status of confidential materials. |
|--------------|--|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- 4 Contractor must submit a Public Copy of the Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This form must be signed by the individual who signed the Contractor's Proposal. The Contractor shall place this Form 22 completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

***Failure to provide the information required in this form may result in rejection of Contractor's request for confidentiality or rejection of the Proposal as being non-responsive.**

Signature

Date

Title

ATTACHMENT #4

Payment Terms

Per *Iowa Code § 8A.514* the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

Cost Proposal

Contractor's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

| Deliverable Item (Mandatory Requirements) | Firm US Dollars |
|--|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL COST: | |