

**IOWA DEPARTMENT OF NATURAL RESOURCES (DNR)  
REQUEST FOR PROPOSAL - INFORMAL**

**RFP COVER SHEET**

**Administrative Information:**

**TITLE OF RFP:** EMS Webinars **RFP Number:** 24ESDLQBJFIAG-0002

**Bureau:** Land Quality Bureau

A Service Provider to coordinate, develop and execute a set of four comprehensive ISO 14001 Environmental Management System (EMS) virtual assistance webinars for

**DNR seeks to purchase:** environmental professionals in Iowa.

**Number of mos. or yrs. of the initial term of the contract:** 25 months **Number of possible annual extensions:** 0

**Tentative Contract term start date:** 11.30.23 **Tentative Contract term end date:** 1.30.26

**DNR Issuing Officer:** Philip Payton  
515-361-0743  
philip.payton@dnr.iowa.gov  
502 E 9<sup>th</sup> St  
Des Moines, IA 50319

<b>PROCUREMENT TIMETABLE—Event or Action:</b>	<b>Date/Time (Central Time):</b>
DNR Posts Notice of RFP on TSB website	<u>9.27.23</u>
DNR Issues RFP	<u>9.29.23</u>
RFP written questions, requests for clarification, and suggested changes from Respondents are due:	<u>Date 10.17.23</u>
DNR’s written response to RFP questions, requests for clarifications, and suggested changes are due:	<u>Date 10.20.23</u>
Proposals Due Date:	<u>10.30.23</u>
Proposals Due Time:	<u>3:00 PM</u>
Anticipated Date to Issue Notice of Intent to Award:	<u>11.10.23</u>
Anticipated Date to Execute Contract:	<u>11.30.23</u>

**Relevant Websites:** **Web-address:**  
Internet website where Addenda to this RFP will be posted: (optional, delete this section if not needed) <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>  
<https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>  
<http://iowadnr.gov/About-DNR/RFP-Bid-Lettings>

**SECTION 1 INTRODUCTION**

**1.1 Purpose**

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

**“Responsible Respondent”** means a Respondent that has the capability in all material respects to perform the scope of work and specifications of the Contract. In determining whether a Respondent is a Responsible Respondent, the DNR may consider various factors including, but not limited to, the Respondent’s competence

and qualifications to provide the goods or services requested, the Respondent's integrity and reliability, the past performance of the Respondent and the best interest of the DNR.

**"Responsive Proposal"** means a Proposal that complies with the material provisions of this RFP.

## **1.2 Overview of the RFP Process**

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

Respondents will be required to submit their Proposals in written format by hand delivery, hard copy mail, fax or e-mail to the Issuing Officer. It is the DNR's intention to evaluate Proposals from all Respondents that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

## **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 issuance date of this RFP until a Notice of Intent to Award the Contract is issued, Respondents 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 2.3. Oral questions related to the interpretation of this RFP will not be accepted. Respondents may be disqualified if they contact any DNR employee other than the Issuing Officer.

### **2.3 Questions, Requests for Clarification, and Suggested Changes**

Respondents are invited to submit written questions and requests for clarifications regarding the RFP. Respondents 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 on or 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, Respondent will reference the page and section number(s). The DNR will send written responses to questions, requests for clarifications, or suggestions received from Respondents on or before the date listed on the RFP cover sheet. The DNR's written responses will become an addendum to the RFP. If the DNR decides to adopt a suggestion that modifies the RFP, the DNR will issue an addendum to the RFP.

The DNR 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.

### **2.4 Amendment to the RFP**

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

### **2.5 Submission of Proposals**

Proposals should include sufficient information regarding the Service Provider to enable the DNR to make a judgment about their ability to perform the work identified in the Scope of Services. Bids should include a cost estimate with a breakdown of the following pricing information:

- Contract meeting / call

- Planning / status update meetings with DNR Issuing Officer
- Webinar materials (prep and delivery)
- Training Webinar delivery

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Service Provider, **Service Providers may not contact any employee of the State of Iowa about this RFP other than the DNR Issuing Officer named above.** Service Providers may submit written questions relating to the interpretation of this Informal Competitive Solicitation and the procurement process to the DNR Issuing Officer at the above address in accordance with the date on the RFP cover sheet. Written responses to any questions received will be provided to all potential Service Providers. If a Service Provider or someone acting on a Service Provider’s behalf attempts to discuss this RFP orally or in writing with any members of the DNR evaluation committee, or any employee of the State of Iowa other than the above-named DNR Issuing Officer, then the Service Provider may be disqualified.

Proposals will be submitted by email **no later than 3:00 p.m. CST on October 30, 2023.** Any proposal received after this deadline will be rejected and returned to the Service Provider.

The proposal must be emailed to the issuing officer and the subject line must read “24LQBESDJFIAG-0002 Technical and Cost Proposal”. The technical and cost proposals must be two separate documents.

## **2.6 Costs of Preparing the Proposal**

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

## **2.7 No Commitment to Contract**

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

## **2.8 Nonmaterial Variances**

The DNR reserves the right to determine whether a Bid substantially complies with the requirements of this RFP. Nonmaterial variances are not necessarily disqualifying. The determination of materiality is in the sole discretion of the DNR.

## **2.9 Public Records and Requests for Confidential Treatment**

You may request confidential treatment of specific information included in your proposal submitted in response to this RFP. Requesting confidential treatment of any item of information does not necessarily mean that confidential treatment will be granted.

You must provide a copy of your proposal where you have deleted the information for which confidential treatment is requested. The confidential status of the deleted information is not established until DNR has made a determination that it is appropriate to allow confidential treatment for the specific document containing that item of information.

In order to request confidential treatment, you must comply with the provisions of 561 Iowa Administrative Code Chapter 2, which may be found at the following location:

<https://www.legis.iowa.gov/law/administrativeRules/agencies>. 561 Iowa Administrative Code Section 2.5(7) provides that all claims for confidential treatment made to the Iowa Department of Natural Resources must be substantiated in writing with the following information:

- 1) A statement of all measures the business has taken to protect the confidentiality of the information, and a statement of intent to continue to take such measures;
- 2) Practices and policies of other businesses, if known, regarding confidentiality of similar information;
- 3) A statement that the information is not, and has not been, reasonably attainable without the consent of the business by other persons other than government bodies by use of legitimate means;
- 4) A statement demonstrating that disclosure of the information is likely to cause substantial harm to the business’s competitive position; and

5) A reference to any other determinations of confidential status of the information or similar information.

## **2.10 Release of Claims**

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

## **2.11 Evaluation of Proposals Submitted**

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

## **2.12 Award Notice and Acceptance Period**

Notice of Intent to Award the Contract(s) will be sent to all Respondents submitting a timely Proposal and may be posted to the website shown on the RFP cover sheet. Negotiation and execution of the Contract(s) will 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 DNR. If the successful Respondent fails to negotiate and deliver an executed Contract by that date, the DNR, in its sole discretion, may cancel the award and award the Contract to the remaining Respondent the DNR believes will provide the best value to the DNR.

## **2.13 No Contract Rights until Execution**

Respondent will not acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Respondent and the DNR.

## **SECTION 3 FORM AND CONTENT OF PROPOSALS**

### **3.1 Instructions**

These instructions prescribe the required format and content of the Proposal. They are designed to facilitate a uniform review process. The Proposal will be typewritten and divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal.

**3.1.1** If a Respondent proposes more than one solution to the RFP specifications, each will be labeled and submitted in a separate Proposal and each will be evaluated separately.

### **3.2 Technical Proposal**

The following Respondent information will be included in the Technical Proposals. Items listed in Section 3.2 will be considered in the evaluation and scoring of the Technical Proposals:

#### **3.2.1 Executive Summary**

The Respondent will prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

**3.2.1.1** An overview of the Respondent's business and nature of business.

**3.2.1.2** Statements that demonstrate that the Respondent has read, understands and agrees with the Terms and Conditions of the RFP including the Contract provisions in Section 6.

**3.2.1.3** An overview of the Respondent's plans for complying with the Specifications and Scope of Work of this RFP.

**3.2.1.4** Any other summary information the Respondent deems to be pertinent.

- 3.2.1.5 Name, address and telephone number of the Respondent’s Representative to contact regarding all contractual and technical matters concerning the Proposal.
- 3.2.1.6 Name, contact information and qualifications of any subcontractors who will be involved with this project that the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform.

**3.2.2 Experience** The Respondent must provide the following information regarding its experience:

- 3.2.2.1 Number of years in business.
- 3.2.2.2 Number of years of experience with providing the types of goods and/or services sought by the RFP.
- 3.2.2.3 The level of technical experience in providing the types of goods and/or services sought by the RFP.
- 3.2.2.4 List of references from three (3) previous customers or clients knowledgeable of the Respondent’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.

**3.3 Cost Proposal**

The Respondent will provide its Cost Proposal with the proposal for the proposed goods and services using Attachment #5 – Cost Proposal.

**SECTION 4 DESCRIPTION OF WORK AND SCOPE OF WORK**

**Overview**

The successful Respondent will provide the services to the DNR in accordance with the requirements as provided in this Scope of Work.

**4.1 Statement of Work** The Iowa Department of Natural Resources (DNR) is seeking a Service Provider to coordinate, develop and execute a set of four comprehensive ISO 14001 Environmental Management System (EMS) virtual assistance webinars for environmental professionals in Iowa. Each webinar will focus on a specific element of the ISO 14001 standard as determined by DNR and the Service Provider, and will walk participants step by step through the process of developing and implementing the given element of the standard, as well as provide examples / case studies / resources to further participant learning.

The four webinars should each be approximately two hours in length and on a twice a year schedule (ultimate schedule is dependent on the Service Provider’s proposed agenda) to facilitate in-depth presentation and discussion opportunities. The webinars should focus on understanding and interpreting the ISO 14001 standard based on the specific EMS element and how to implement that element. The Service Provider will provide an interactive webinar, complete with real-world examples and interactive activities to help attendees understand concepts and facilitate different learning styles. The webinar Presenter(s) will be an engaging and experienced speaker, able to bring energy to the topic and generate interest from the audience.

Obligation	Task Milestone Date
Initial contract meeting	*Bidder to Provide*
Planning Meeting 1.1 for Webinar #1 <ul style="list-style-type: none"> <li>• Updated agenda submitted to IDNR</li> </ul>	*Bidder to Provide*

<ul style="list-style-type: none"> <li>Draft of all training materials / tools submitted to DNR</li> </ul>	
Planning Meeting 1.2 <ul style="list-style-type: none"> <li>Final arrangement for Webinar #1</li> </ul>	*Bidder to Provide*
Delivery of Webinar #1	*Bidder to Provide*
Planning Meeting 2.1 <ul style="list-style-type: none"> <li>Planning for Webinar #2</li> </ul>	*Bidder to Provide*
<ul style="list-style-type: none"> <li>Updated agenda submitted to IDNR</li> <li>Draft of all training materials / tools submitted to DNR</li> </ul>	*Bidder to Provide*
Planning Meeting 2.2 <ul style="list-style-type: none"> <li>Final arrangements for Webinar #2</li> </ul>	*Bidder to Provide*
Delivery of Webinar #2	*Bidder to Provide*

Planning Meeting 3.1 for Webinar #3 <ul style="list-style-type: none"> <li>Updated agenda submitted to IDNR</li> <li>Draft of all training materials / tools submitted to DNR</li> </ul>	*Bidder to Provide*
Planning Meeting 3.2 <ul style="list-style-type: none"> <li>Final arrangement for Webinar #3</li> </ul>	*Bidder to Provide*
Delivery of Webinar #3	*Bidder to Provide*
Planning Meeting 4.1 for the Webinar #4 <ul style="list-style-type: none"> <li>Updated agenda submitted to IDNR</li> <li>Draft of all training materials / tools submitted to DNR</li> </ul>	*Bidder to Provide*
Planning Meeting 4.2 <ul style="list-style-type: none"> <li>Final arrangement for Webinar #4</li> </ul>	*Bidder to Provide*
Delivery of Webinar #4	*Bidder to Provide*

## 4.2 Respondent Requirements

### *Credentials*

Service Providers must clearly demonstrate their experience in delivering EMS implementation training and/or qualifications that make them a candidate for delivering this series of webinars.

- Evidence of staff experience and qualifications must be provided.
- Resumes and credentials must be included for the individual(s) intended to develop and execute the training.
- Three references must be provided indicating past trainings that have been successfully developed and delivered by the individual(s) that are identical or similar to the Scope of Work identified here.
- Sample training materials must be provided to give examples or representative samples of training materials used in previous similar webinars / workshops / trainings.

### *General Requirements*

Service Providers must submit a conceptual agenda for the webinars with their proposal, showing how each webinar will be structured and what topics and concepts that will be covered. The selected Service Provider will work with IDNR to further develop the planned agendas and make any necessary adjustments to create a finalized document. The final agenda will be subject to IDNR approval.

The selected Service Provider will work with IDNR to identify and develop the training materials to be used at the workshop. All final training materials / slide decks used at the workshop will be subject to IDNR approval.

IDNR anticipates between 20 and 40 attendees at each webinar. Actual number of attendees may vary.

The selected Service Provider will work with DNR staff to determine the dates and times for the workshop that are most convenient to program staff and invited participants. The DNR will be responsible for undertaking and assuming all costs associated with the webinar, as well as distributing any materials promoting the events. The service provider will be responsible for assisting DNR with the development of marketing language / text that is representative of the webinars being delivered to be used in promotional materials. The webinars will be hosted via Zoom, either by the Department or by the Service Provider as agreed upon by the Department and selected Service Provider.

The selected Service Provider must agree to participate in an initial contract consultation meeting and, as appropriate, be willing to meet with DNR staff at key milestones during the project (holding these meetings via conference call is encouraged).

## 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 DNR. DNR will not necessarily award the Contract to the Respondent offering the lowest cost to the DNR. Instead, the DNR will award to the Respondent whose Responsive Proposal the DNR believes will provide the best value to the DNR.

### 5.2 Evaluation Committee

The DNR will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The DNR will use an Evaluation Committee to review and evaluate the Technical Proposals. The DNR Evaluation Committee will make its technical recommendation using the following technical criteria, which are listed in no particular order:

- **COST** 10 Points
  - The proposal will describe the total budget providing detailed costs for all applicable aspects of the project including personnel, travel, training / material prep, etc. Refer to Section 3.1 for webinar requirements.
- **PROJECT STAFF** Points 20
  - Experience and references that demonstrate, to the satisfaction of DNR, the expertise and ability of the Service Provider to provide the Scope of Services described. Proposals will be evaluated on the individual experience and capabilities of the individual(s) committed to the project. Evidence of staff experience and qualifications, as well as resumes for the individual(s) involved, shall be included.
- **PAST PERFORMANCE** Points 20
  - The proposal will demonstrate the service provider's experience in delivering services that correspond to the Scope of Work. Relevant research, technical papers, or project summaries of work experience that is identical or similar to the Scope of Services identified will be accepted as evidence of past performance experience. The service provider will also provide **three** references that can speak to their ability to successfully deliver a webinar as described in this RFP.
- **PROJECT WORKPLAN** Points 30
  - The proposal must provide a workplan for the project with timelines for each specific activity. The workplan should illustrate tasks associated with achieving the goals laid out in the Scope of Work and how each task described will be put into action.
- **QUALITY OF CONTENT AND DELIVERABLES** Points 20
  - The proposal will be evaluated on the quality of content and deliverables provided to webinar attendees. Proposals should outline what content will be covered, and what tools / additional materials will be provided to attendees to support their learning efforts both during the webinars

and as a reference as they work to apply the content in their own facilities. Proposals should also include an example of similar content used previously.

## **SECTION 6 CONTRACT TERMS AND CONDITIONS**

### **6.1 Contract Terms and Conditions**

By submitting a response, each Respondent acknowledges its acceptance of the Terms and Conditions of the contract template “DNR Standard Contract Conditions” and “General Conditions” found at <http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings>.

If a Respondent takes exception to a contract provision, then the Respondent must state the specific exception and the reason for the exception, and must attach to its “Respondent Cost Proposal” the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Respondent’s quote. With regard to the “DNR Standard Contract Conditions,” DNR and the successful Respondent may agree to modifications to the terms of the “DNR Standard Contract Conditions” as necessary to negotiate the terms of a contract. A Respondent’s failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Respondent’s acceptance thereof. The DNR reserves the right to refuse to enter into a contract with the successful Respondent for any reason, even after delivery of the Intent to Award a Contract.

### **6.2 Contract Length**

The term of the Contract will tentatively begin and end on the dates indicated on the RFP cover sheet.

The DNR will have the sole option to amend the contract resulting from this Informal RFP for subsequent periods, adding up to no more than six years total from the beginning date of the original contract, by executing a signed amendment prior to the expiration of the original contract.

**ATTACHMENT #5 - COST PROPOSAL**

**Payment Terms**

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

What discount will you give for payment in 15 days?

What discount will you give for payment in 30 days?

**Cost Proposal**

Respondent’s Cost Proposal will 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.

<b>Task (should match task in Section 4- SOW)</b>	<b>Unit Cost</b>	<b>Time Frame</b>	<b>Total Costs</b>
<b>Task 1: Initial Contract Meeting</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 2: Planning Meeting 1.1</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 3: Planning Meeting 1.2</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 4: Delivery of Webinar #1</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 5: Planning Meeting 2.1</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 6: Updated Agenda Submitted to DNR</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 7: Planning Meeting 2.2</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 8: Delivery of Webinar #2</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 9: Planning Meeting 3.1</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 10: Planning Meeting 3.2</b>	Quantity: _____ \$ _____ / _____		\$

	(what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	
<b>Task 11: Delivery of Webinar #3</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 12: Planning Meeting 4.1</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 13: Planning Meeting 4.2</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Task 14: Delivery of Webinar #4</b>	Quantity: _____ \$ _____ / _____ (what is the unit - acre, hour, etc.)	Dates (or interval) task is to take place	\$
<b>Grand Total</b>			\$

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Name of Contractor Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_