

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	005-RFP-2075-2026	Title of RFP	STEM Scale-Up Program
Agency	Iowa Department of Administrative Services (DAS) on behalf of the Iowa Department of Education		
Available to other State agencies?			No
Available to Political Subdivisions?			No
Available to other States or governmental entities outside of the State of Iowa?			No
State Issuing Officer: Katelyn Howells Phone: 515-721-7856 E-mail: Katelyn.Howells@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on the TSB website			September 15, 2025
State Issues RFP			September 17, 2025
RFP written questions, requests for clarification, and suggested changes from Respondents due for consideration during the Pre-Proposal Conference.			September 25, 2025 at 5:00PM
Pre-Proposal Conference Location and Address: Is the Pre-Proposal Conference mandatory? No Zoom Conference: https://ido.e.zoom.us/j/83980229057?pwd=crHpHP8vaMEXftOPloOxz26zFRxvVK.1			October 1, 2025 11AM - 1PM
Follow-up RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date)			October 8, 2025 at 5:00PM
Proposals Due			October 22, 2025 at 5:00PM
Relevant Websites			
Internet website where the Addenda to this RFP will be posted http://bidopportunities.iowa.gov and IMPACS Electronic Procurement System .			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf			
Firm Proposal Terms			
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

SECTION 1 SCOPE OF WORK

Overview

The following is a sample scope of work. Information in brackets or marked with “XXXX” will be updated in the final contracts based on information provided in the awarded Respondents’ Technical Proposals.

1.1. STEM Scale-Up Program: [PROGRAM NAME]

1.2. Appropriate Grade Levels: PK-12

1.3. Program Summary

1.3.1. [Brief description of the PROGRAM]

1.3.2. No new or significantly modified units or curriculum may be implemented under this agreement.

1.4. Progress Reports

1.4.1. The [PROGRAM PROVIDER] is required to furnish the Regional STEM Manager with progress reports, using the template provided., summarizing the project outcomes. Progress reports are also required to accompany each invoice submitted to the Iowa Department of Education.

1.4.2. At minimum, reports must be provided quarterly and are due:

- October 31 for the calendar quarter ending September 30.
- January 31 for the calendar quarter ending December 31.
- April 30 for the calendar quarter ending March 31.
- July 31 for the calendar quarter ending June 30.

1.4.3. Each progress report must detail work with or disbursement of materials to awardees in the designated STEM region.

1.4.4. In addition to the required progress reports due, when deemed necessary for the progress of the program the Iowa Governor’s STEM Advisory Council at the Iowa Department of Education may seek additional program updates from the [PROGRAM PROVIDER].

1.5. Invoicing

1.5.1. Payments will be made based on [PROGRAM PROVIDER]’s standard invoice and the Regional STEM Manager’s acceptance of [PROGRAM PROVIDER]’s progress report for satisfactory performance of each phase of work.

1.5.2. Detailed invoices may be submitted not more often than monthly. Invoices must be accompanied by, or have been preceded by, a progress report using the template provided. Attendance records for training must also be received by the STEM Regional Manager for expenses to be reimbursed to the [PROGRAM PROVIDER].

- 1.5.3. At a minimum, invoices must include Agreement number, billing period, invoice number, certification as to truth and accuracy of invoice and accompanied by a progress report.
- 1.5.4. Attendance records for training must also be received by the Regional STEM Manager for expenses to be reimbursed to the [PROGRAM PROVIDER].

1.6. Allowable Professional Development/Training Costs

- 1.6.1. By July 19, 2026, the [PROGRAM PROVIDER] shall send each educator/Educational Organization awarded the [PROGRAM NAME] (refer to the Purchase order from each STEM Region) a timeline outlining when recipients can expect Professional Development (PD) and equipment ordering instructions.
- 1.6.2. The [PROGRAM PROVIDER] shall provide professional development (PD)/training for educators/Educational Organizations awarded [PROGRAM NAME]. Each PD training session shall consist of XXXX.
- 1.6.3. Attendance records shall be required to verify that all professional development/training requirements have been fulfilled for educators to be eligible for support payments.
- 1.6.4. The [PROGRAM PROVIDER] shall collaborate with the Regional STEM Manager to determine the dates, times, and locations for all required professional development/training sessions and shall communicate this information to all awarded Educational Organizations.
- 1.6.5. Educators (awardees) who do not attend the required professional development/training shall forfeit participation in the Program and relinquish the award.
- 1.6.6. No additional professional development/training-related costs shall be considered allowable unless explicitly identified in the Agreement.
- 1.6.7. No alternative version of professional development/training shall be permitted unless prior written approval is obtained from the Iowa Governor's STEM Advisory Council at the Iowa Department of Education.

1.7. Allowable Program Costs

- 1.7.1. The [PROGRAM PROVIDER] shall provide each Educational Organization a list of materials received as part of the award.
- 1.7.2. The cost for a single kit will not exceed \$XXXX and will serve up to XX youth at one time. The kit includes [XXXX].
- 1.7.3. Upon completion of training, all kits and awarded materials shall become the property of the Educational Organization upon delivery and shall remain with the Educational Organization beyond the duration of the award period, regardless of staff turnover or program changes.
- 1.7.4. By October 31, 2026, all materials that are part of the award must be delivered to the educational organization. Failure to meet this deadline will result in forfeiture of the allocated funds.

1.7.5. The Regional STEM Manager, in collaboration with [PROGRAM PROVIDER], shall resolve management of funds from forfeited awards.

1.7.6. No additional costs for materials or equipment shall be deemed allowable unless explicitly identified in this Agreement.

1.8. List of STEM Scale-Up Program Awardees

1.8.1. The [PROGRAM PROVIDER] shall provide on-going support to each awarded Educational Organization and will document this support in progress reports to the respective Regional STEM Manager.

1.8.2. Below is a list of the Educational Organizations receiving a STEM Scale-Up Program award under this Agreement, along with related information: [XXXX]

1.9. Evaluation

1.9.1. The [PROGRAM PROVIDER] shall encourage awardees to complete the STEM evaluation sponsored by the Governor's STEM Advisory Council at the Iowa Department of Education.

1.9.2. Upon request, the [PROGRAM PROVIDER] shall provide awardees with evaluation instructions as the implementation phase concludes.

1.10. Funding Source Acknowledgement

1.10.1. It is incumbent upon the [PROGRAM PROVIDER] to credit the *Iowa Governor's STEM Advisory Council at the Iowa Department of Education* in any correspondence, advertisement, media coverage, reports, or other productions associated with the Agreement.

1.10.2. [PROGRAM PROVIDER] shall contact the Iowa Department of Education before initiating public announcements, drafting public reports, advertising, contacting media, or otherwise promoting the services and activities covered under this Agreement to establish protocols and acquire appropriate branding materials, such as the *Iowa Governor's STEM Advisory Council* logo.

SECTION 2 SPECIFICATIONS

Overview

The successful Respondent shall provide the goods and/or services to the State in accordance with the specifications and technical specifications as provided in this Section. The Respondent 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, Respondent 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 Respondent. Proposals must identify any deviations from the specifications of this RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification (s) of this section, the Agency may reject the Proposal.

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

2.1. Respondent Requirements

- 2.1.1. Ability to facilitate training and support over the course of multiple years to potentially multiple organizations awarded. These awards can span all [six STEM regions across Iowa](#).
- 2.1.2. Ability to support organizations and educators that may be new to the program in year one, as well as new and returning awardees in year two and three respectively.
- 2.1.3. Programs must be managed by a single fiscal entity. The [PROGRAM PROVIDER] shall not subcontract any aspects of the project without prior written approval.
- 2.1.4. Ability to deliver materials within six weeks of educators completing initial training.
- 2.1.5. Ability to provide in-person and/or live virtual trainings. A program that can only provide asynchronous or on-demand virtual trainings will not be considered for award.

2.2. Implementation

Upon award of a Contract for services the Agency shall negotiate an implementation schedule with the successful Respondent(s).

Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Experience		
Exhibit 4 - Mandatory Technical Specifications		
Exhibit 5 - Personnel		
Exhibit 6 - Past Training Experience		
Exhibit 7 - Program Curriculum Overview		
Exhibit 8 - Evidence of Effect		
Exhibit 9 - Iowa Academic Standards		
Exhibit 10 - Scalability		
Exhibit 11 - Professional Development & Training		
Exhibit 12 - Connection to the World of Work		
Exhibit 13 - Optional Services		
Public Copy of Technical Proposal with Confidential Information Excised (Optional)		
Cost Proposal		
Cost Proposal for Sample Scenario		