

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

Informal Competitive Solicitation  
for  
Spanish Interpretation Services  
CCUS26001

## INTRODUCTION

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Health and Human Services (Agency) is seeking a qualified individual or entity (Service Provider) to provide onsite Spanish interpretation services at the Civil Commitment Unit for Sexual Offenders (CCUSO). The Agency anticipates that the term of any resulting contract will begin on July 1, 2025, with up to five (5) one-year renewal options.

Bidders interested in providing these services should submit proposals to CCUSO by email to [CHEMHIPurchasing@hhs.iowa.gov](mailto:CHEMHIPurchasing@hhs.iowa.gov) no later than 2:00 PM central time on April 14, 2025. Any proposals received after this deadline will be rejected. Proposals and any other communications shall not be delivered in person.

Proposals should include the Bidder's cost proposal and sufficient information regarding the Bidder's ability to perform the services sought to enable the Agency to make a judgement about the Bidder's ability to perform the work identified in the Scope of Services.

The Agency reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of a written contract.

All information submitted by a Bidder may be treated as a public record by the Agency unless the Bidder properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The cost of preparation and delivery of the bid proposal are solely the responsibility of the Bidder.

By submitting a proposal, the Bidder 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 and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Bidder agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

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## TIMETABLE

The dates set forth below are for informational purposes only. The Agency reserves the right to change these dates:

3/17/2025	Submit Informal Competitive Solicitation to TSB web page.
3/19/2025	Submit Informal Competitive Solicitation to potential bidders.
3/26/2025	Questions from potential bidders due.
4/2/2025	Answers to potential bidders due.
4/14/2025	Proposals due.
4/18/2025	Send Notice of Intent to Award naming successful Bidder.
5/9/2025	Target date to execute contract.

## RESTRICTION ON COMMUNICATION

From the date of issuance of this Informal Competitive Solicitation until the announcement of the successful Bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this Informal Competitive Solicitation. Bidders may only contact Katelyn Meyers, Purchasing Agent II, by email at [Katelyn.meyers@hhs.iowa.gov](mailto:Katelyn.meyers@hhs.iowa.gov) with questions related to the interpretation of this Informal Competitive Solicitation and the procurement process. Written responses to all questions received will be provided to all potential Bidders. If a Bidder or someone acting on a Bidder's behalf attempts to discuss this Informal Competitive Solicitation orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Katelyn Meyers, the Bidder may be disqualified.

## SCOPE OF SERVICES

The Civil Commitment Unit for Sexual Offenders, located at 1251 West Cedar Loop, Cherokee, Iowa 51012, is seeking a qualified Service Provider to provide on-site Spanish interpretation services for patients that are monolingual. These services will be in both group and individual therapy settings within a secured facility. Additional services may include interpretation in evaluations and interviews by Clinical Professionals, and written text translation as needed.

The successful Bidder will:

1. Provide services on-site at a minimum of one day for four (4) hours weekly.
2. Ensure compliance with standard confidentiality requirements.
3. Be registered with the Iowa's Roster of Court Interpreters and maintain this certification for the duration of any resulting contract, including any extensions.
4. Submit to a background check to conduct Child Abuse Registry, Dependent Adult Abuse Registry, and Sexual Offender Registry checks as well as DCI/FBI Criminal History Record checks.

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Questions regarding this solicitation should be submitted by email to [CHEMHIPurchasing@hhs.iowa.gov](mailto:CHEMHIPurchasing@hhs.iowa.gov) no later than 2PM central time on March 26, 2025. Answers will be provided to all potential bidders by 2PM central time on April 2, 2025.

## **EVALUATION CRITERIA**

The Agency will utilize an evaluation committee made up of employees of the Agency to evaluate proposals. The evaluation committee will review proposals and consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. The evaluation committee will award the contract to the responsible Bidder submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.

The evaluation committee's selection will be subject to the final approval of the Agency. The proposals will be evaluated, and recommendation will be made using the following criteria, which are listed in no particular order:

1. Cost.
2. Certification and qualifications of the Service Provider(s).

## **TERMS AND CONDITIONS**

The State of Iowa Standard Terms and Conditions are found at <https://das.iowa.gov/vendor-resources/procurement-terms-and-conditions>.

## **NOTICE OF INTENT TO AWARD**

Notice of Intent to Award will be sent by email to all Bidders submitting a timely bid proposal no later than April 18, 2025. The Notice of Intent to Award is subject to execution of a written contract and, as a result, does not constitute the formation of a contract between the Agency and apparent successful Bidder.

## **ACCEPTANCE PERIOD**

Negotiation and execution of the contract shall be completed no later than May 9, 2025. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Informal Competitive Solicitation. The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

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## **REVIEW OF NOTICE OF DISQUALIFICATION OR NOTICE OF INTENT TO AWARD DECISION**

Bidders may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency:

Bureau Chief  
c/o Bureau of Service Contract Support  
Department of Health and Human Services  
Lucas State Office Building  
321 E 12<sup>th</sup> Street  
Des Moines, Iowa 50319-0075  
email: [reconsiderationrequest@dhs.state.ia.us](mailto:reconsiderationrequest@dhs.state.ia.us)

The Agency must receive the written request for reconsideration within five calendar days of the date of either a disqualification notice or a notice of intent to award, exclusive of Saturdays, Sundays, and legal state holidays. The written request may be emailed or delivered by postal service or other shipping service. Do not deliver any requests for reconsideration to the office in person. It is the Bidder's responsibility to ensure that the request for reconsideration is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of a request for reconsideration by the Agency.

The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP. If a Bidder submitted multiple Proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one Proposal, a separate written request shall be submitted for each. At the Agency's discretion, requests for reconsideration from the same Bidder may be reviewed separately or combined into one response. The Agency will expeditiously address the request for reconsideration and issue a decision. The Bidder may choose to file an appeal with the Agency within five calendar days of the date of the decision on reconsideration, exclusive of Saturdays, Sundays, and legal state holidays, and in accordance with 441 Iowa Admin. Code Ch. 7.