**Attachment H: Electronic Submission of Bidders’ Proposals**

**Bidders:**

As described in the Request for Proposal (RFP) Iowa HHS is requiring that Bidders for ADRC RFP ASO-24-001 to submit their proposal electronically.

**Instructions for bidders:**

Bidders are required to submit proposals electronically by going to the link below and providing the required information and attaching their proposal document(s) to the form. Proposals submitted to the Agency in any other manner will be rejected and not evaluated by the Agency. Additionally, the Agency will only accept Proposals from bidders who submitted a mandatory Letter of Intent to Bid in accordance with the RFP. Only the individual whose contact information was provided in the intent to bid is the individual who will have access to submit the proposal documents. The individual submitting the proposal electronically must use the same contact information (name & email address) as what was provided in the Intent to Bid to be allowed access to submit electronic proposals.

**Link:** [https://iowadhs.sharepoint.com/sites/BehavioralHealthRFPSubmissions/\_layouts/15/listform.aspx?PageType=8&ListId=%7B6198DE8A-7A9E-46B1-97F6-D79F44C6D679%7D&RootFolder=&Source=https%3A%2F%2Fiowadhs.sharepoint.com%2Fsites%2FBehavioralHealthRFPSubmissions%2FLists%2FADRCRFPs%2FAllItems.aspx&ContentTypeId=0x0100D0C702F49ACD5B469CD5D10D2FDBD967](https://iowadhs.sharepoint.com/sites/BehavioralHealthRFPSubmissions/_layouts/15/listform.aspx?PageType=8&ListId=%7B6198DE8A-7A9E-46B1-97F6-D79F44C6D679%7D&RootFolder=&Source=https%3A%2F%2Fiowadhs.sharepoint.com%2Fsites%2FBehavioralHealthRFPSubmissions%2FLists%2FADRCRFPs%2FAllItems.aspx&ContentTypeId=0x0100D0C702F49ACD5B469CD5D10D2FDBD967&xsdata=%3D&sdata=VlF3c2ZNcFhVSi9QRFJFR0VpYWw5N2RGQ1Z1UVVjaSthY2NldmxNYmZvOD0%3D&ovuser=8d2c7b4d-085a-4617-8536-38a76d19b0da%2Crroovaa%40dhs.state.ia.us)

**Required information:**

* + Title (of proposal)
  + Company Name
  + Description of the attachments
  + Contact Name
  + Contact Phone
  + Contact Email
  + Attachment(s)

Once all the required information is entered and the proposal document(s) have been added, select the “Save” button. Once the “Save” button has been selected your documents will be uploaded to the Electronic Proposal Receiving website.

**Modifications to a Previously Submitted Proposal:**

If a bidder needs to modify or edit their proposal which has been submitted, they should submit a new revised proposal with modifications made. Modifications to a previously submitted proposal will not be allowed. Revised proposals are due by the due date and time listed in the Procurement Timetable. If more than one proposal (original and revised) is submitted by the due date and time, the state will review the most current proposal submitted. Original proposals or revised proposals submitted after the due date and time will be rejected.

**Withdrawal of Proposals:**

Per section 2.10:

The Bidder may withdraw its Bid Proposal prior to the closing date for receipt of Bid Proposals by submitting a written request to withdraw signed by the Bidder, scanned, then emailed to the Issuing Officer. The Bidder should request confirmation of receipt of the email from the Issuing Officer to ensure delivery.

**Availability to Submit Proposals Electronically:**

The website for Bidders to submit bids electronically will be available at the time this information is provided. Bidders will have until the due date and time for this RFP to submit their Proposals.

**Who to Contact with Questions Regarding the Electronic Submittal of Proposals:**

If you have questions regarding the process for electronic submission of proposals, please contact the Issuing Officer listed on the Request for Proposal Document. Please plan accordingly and do not wait until bids are due to submit your proposals electronically. If waiting until the due date and time the Issuing Officer cannot assure availability for assistance at the time of bid closing so please submit your proposals prior to the due date and time.

**Due Date and Time:**

No proposal submissions are allowed after the due date and time. Bidders will also lose access to the Electronic Bid Submission site shortly after the due date and time. Any bid received after the due date and time will be rejected.