

NOTICE TO VENDORS

REQUEST FOR PROPOSAL

The Iowa Telecommunications and Technology Commission operating the Iowa Communications Network (ICN) will be receiving sealed Bid Proposals for the following RFP until 3:00 p.m. central time, **April 4, 2019**:

RFP 18-073

SELECTION OF A TELECOM ENGINEERING FIRM

**Issuing Officer - Brian Clayton
Iowa Communications Network
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319
Telephone 515-725-4616
FAX 515-725-4774**

Brian.clayton@iowa.gov

Vendors must comply with all affirmative action/equal employment opportunity provisions of State and Federal laws.

THIS REQUEST FOR PROPOSAL CONSISTS OF FOUR CHAPTERS AND SEVEN ATTACHMENTS:

CHAPTER	TITLE
1	Administrative Issues
2	Contractual Terms
3	Technical Specifications
Schedule A:	Scope of Services
Exhibit 1:	Sample Project Work Order
Exhibit 1A:	Fee Schedule
Exhibit 2:	Pay Rates
Exhibit 3:	Lump Sum
Exhibit 4:	Specific Rate of Compensation
Exhibit 5:	Unit Price
4	Evaluation Criteria
Attachment 1	Contract Terms and Conditions (Sample Agreement)
Attachment 2	Bid Proposal Compliance Form
Attachment 3	Authorization To Release Information
Attachment 4	Bid Proposal Submittal Form
Attachment 5	ICNSP-2052.02 ICN Standard Practice - Outside Plant Engineering Standards and Specifications
Attachment 6	ICNSP – 2051.02 ICN Standard Practice – As-Built Drawing Standards and Specifications
Attachment 7	ICN Standard Practice – OSP Engineering Qualifications and Pricing

CHAPTER 1

ADMINISTRATIVE ISSUES

1.1 Purpose. The State of Iowa, Iowa Telecommunications and Technology Commission, operating the Iowa Communications Network (collectively ICN) is seeking Bid Proposals from Vendors who are able to provide or at least who can demonstrate familiarity with telecom fiber optic systems, traffic signaling and related infrastructure, construction administration support, and fiber optic management services related to Outside Plant (OSP) telecom projects to meet the needs of ICN and our end users.

1.2 Schedule and Submission of Bid Proposal.

1.2.1 Questions and Answers. Vendors are invited to submit written questions and/or requests for interpretation/consideration/acceptance concerning this RFP on or before 4:00 p.m. central time **March 20, 2019**. Vendors with questions concerning this RFP may submit their questions in writing by mail or hand delivery to Brian Clayton at the address below, facsimile at (515) 725-4774 or electronic mail at brian.clayton@iowa.gov. Oral questions will not be accepted, and verbal communications shall not override written communications. Only written communications are binding on ICN. ICN will prepare a written response to all pertinent questions submitted by Vendors. These questions and responses will be posted on the ICN webpage (www.icn.iowa.gov) and transmitted via e-mail to all Vendors to whom the RFP has been sent, prior to close of business on **March 22, 2019**.

1.2.2 Changes and Amendments. In the event it becomes necessary for ICN to amend, add to or delete any part of this RFP, the amendment will be provided to all Vendors to whom the RFP has been sent. Vendor's Bid Proposal must include acknowledgment of all addenda issued by ICN.

1.2.3 Receipt of Bid Proposals. Bid Proposals must be received at ICN's office no later than 3:00 p.m. central time **April 4, 2019**. **This requirement is a mandatory requirement and is not a minor deficiency subject to waiver by the ICN.** No Bid Proposals will be accepted after the date and time specified. A late Bid Proposal shall be returned unopened to the Vendor. Additionally, no Bid Proposal will be accepted by telephone, electronic mail or facsimile. **The Bid Proposals must be mailed (with mailing in sufficient time to arrive on or before this deadline requirement) or be delivered as follows:**

Mailing & Delivery Address:

Iowa Communications Network
Attn: Brian Clayton
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319

If Bid Proposals are delivered by mail service, express courier, delivery service or company, or in person, it shall be the sole responsibility of the Vendor submitting the proposal to insure that such delivery takes place prior to the aforementioned deadline. There shall be no waiving of the deadline due to mis-deliveries on the part of the Vendor, Vendor's delivery staff or Vendor's choice of delivery service(s). Deliveries made directly to ICN must be placed with the ICN Contracting Section or with an ICN staff person able to accept such delivery.

1.2.4 Bid Proposal Opening. Bid Proposals will be opened at 3:00 p.m. central time on **April 4, 2019**. The Bid Proposals and the evaluation documents created by the ICN will remain confidential subject to Iowa Code Section 72.3 until the evaluation committee has evaluated all of the compliant Bid Proposals submitted in response to this RFP and the selection process is complete. The Bid Proposals submitted and the evaluation documents created by the ICN will be available for inspection subject to the exceptions described in Iowa Code Chapter 22 or other applicable law after the selection process is complete.

1.2.4.1 Failure to comply with or supply any and all information requested to accompany Bid Proposals may be cause for rejection of the proposal as non-compliant.

1.2.4.2 All Bid Proposals shall be firm for a period of 120 days to allow the evaluation committee to fully evaluate all proposals and make an award deemed to be in the best interest of ICN and the State of Iowa.

1.2.4.3 By submitting a Bid Proposal the Vendor agrees to the terms and conditions contained within this RFP.

1.3 Proposal Format.

1.3.1 Bid Proposals shall be printed on 8.5" x 11" paper. One original and one (1) copy must accompany each submission. In addition one copy shall be provided on standard CD or USB drive using Microsoft Word software. The original Bid Proposal must be in a package CLEARLY MARKED RFP 18-073 on the outer envelope or wrapping. This is necessary to insure that the response package is handled properly for verification against the RFP deadline. Lack of notation of RFP number may affect the receipt timing and affect the evaluation process. Vendor should consider this item as a critical factor when submitting a response.

1.3.2 To achieve a uniform review process and the maximum degree of comparability, proposals shall be organized in the following manner:

1.3.2.1 Completed Bid Proposal Compliance Form (Attachment 2).

1.3.2.2 Completed Authorization to Release Information Form (Attachment 3).

1.3.2.3 Completed Bid Proposal Submittal Form (Attachment 4). Vendor shall provide a positive statement of compliance or exception to each requirement listed. Vendor must identify any deviations from the requirements that the Vendor cannot satisfy. Any deviations from the requirements of the RFP or requirements the Vendor cannot satisfy may result in disqualification of the Vendor's proposal.

1.4 Clarification of Proposals and Obtaining Information. ICN reserves the right to contact a Vendor after submission of Bid Proposals for the purpose of clarifying a Bid Proposal to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Vendor has provided goods or services to the ICN, or any other political subdivision wherever located or requests for corrective pages in the Vendor's Bid Proposal. This information may be used to evaluate the Vendor's Bid Proposal. However, the information received from the Vendor shall not be considered in the evaluation of a Vendor's Bid Proposal if the information materially alters the content of the Bid Proposal. ICN reserves the right to obtain information concerning any Vendor or any proposal from any source and to consider such information in evaluating the Vendor's Bid Proposal.

1.4.1 Authorization to Release Information. The Vendor must sign the Authorization to Release Information Form included with this RFP as an attachment. Failure to sign this Authorization may result in the Bid Proposal being rejected outright.

1.5 Waiver of Deficiencies. ICN reserves the right to waive minor deficiencies in a Bid Proposal if, in the judgment of ICN, ICN's best interest will be served. The decision as to whether a deficiency will be waived or will require the rejection of a Bid Proposal will be solely within the discretion of ICN. There is no guarantee or assurance that any deficiency will be deemed minor and that a deficiency will be waived. Each Vendor is specifically notified that failure to comply with or respond to any part of this RFP requiring a response may result in rejection of the Bid Proposal as not responsive.

1.6 Cost of Bid Proposal. ICN is not responsible for any costs incurred by a Vendor which is related to the preparation or delivery of the Bid Proposal or any other activities carried out by the Vendor as it relates to this RFP.

1.7 Bid Proposal Obligations. The contents of the Bid Proposal and any clarification thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing Contract.

1.8 Bid Proposals Property of ICN. Except as otherwise stated herein, all Bid Proposals become the property of the ICN and the State of Iowa and shall not be returned to the Vendor unless all Bid Proposals are rejected. In the event all Bid Proposals are rejected, Vendors will be asked to send prepaid shipping instruments to the ICN for return of the Bid Proposals submitted. In the event no shipping instruments are received by the ICN, the Bid Proposals will be destroyed by the ICN. Additionally, the evaluation documents created by the ICN will be destroyed in the event all Bid Proposals are rejected. Otherwise, at the conclusion of the selection process, the contents of all Bid Proposals will be placed in the public domain and be opened to inspection by interested parties subject to the exceptions provided in Iowa Code Chapter 22 or other applicable law.

1.9 Rejection of Bid Proposals.

1.9.1 ICN reserves the right to reject any and all Bid Proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written Contract covering a particular location. Issuance of this RFP in no way constitutes a commitment by ICN to award a Contract for the products or services included in the RFP. This RFP is designed to provide Vendors with the information necessary for the preparation of competitive Bid Proposals. This RFP process is for ICN's benefit and is intended to provide ICN with competitive information to assist in the selection of goods and services.

1.9.2 Disqualification. The ICN may reject outright and may not evaluate proposals for any one of the following reasons:

1.9.2.1 The Vendor fails to deliver the Bid Proposal by the due date and time.

1.9.2.2 The Vendor states that a service requirement cannot be met.

1.9.2.3 The Vendor's response materially changes a service requirement.

1.9.2.4 The Vendor's response limits the rights of the ICN.

1.9.2.5 The Vendor fails to include information necessary to substantiate that it will be able to meet a service requirement.

1.9.2.6 The Vendor fails to respond to the ICN's request for information, documents, or references.

1.9.2.7 The Vendor fails to include a completed, signed Authorization to Release Information Form (See Attachment 3).

1.9.2.8 The Vendor fails to include a completed, signed Bid Proposal Compliance Form (See Attachment 2).

1.9.2.9 The Vendor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.

1.9.2.10 The Vendor initiates unauthorized contact regarding the RFP with ICN employees.

1.9.2.11 The Vendor's exceptions to the contract terms and conditions in Attachment 1 materially change the terms and conditions of Attachment 1 or the requirements of this RFP.

1.9.2.12 The Vendor provides misleading or inaccurate responses.

1.9.2.13 The Vendor fails to include a completed Bid Proposal Submittal Form (Attachment 4) and Bid Proposal Submittal Form for Dark Fiber Service (Attachment 4A).

1.9.3 Failure of the Vendor to comply with additional information requests may be cause for rejection of the Bid Proposal as non-compliant.

1.10 Public Records and Requests for Confidentiality.

1.10.1 The release of information by ICN to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a Bid Proposal. All information submitted by a Vendor may be treated as public information by ICN unless the Vendor properly requests that information be treated as confidential at the time of submitting the proposal. **In the event Vendor marks each page of its Bid Proposal as proprietary or confidential without adhering to the requirements of this Section, the ICN may reject the Bid Proposal as noncompliant.**

1.10.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's Bid Proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries by ICN concerning the confidential status of the materials.

1.10.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner. Vendor's Submission of a Bid Proposal pursuant to this RFP constitutes Vendor's agreement that the Vendor's failure to properly mark information as confidential shall relieve the ICN from any responsibility if the information is viewed by the public, a competitor, or is in any way accidentally released.

1.10.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the Bid 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 document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

1.10.5 The Vendor's failure to request in the Bid Proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by ICN as a waiver of any right to confidentiality which the Vendor may have had.

1.11 Restrictions on Gifts and Activities. Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Vendors are responsible for determining the applicability of this Chapter to their activities and for complying with these requirements. In addition, Iowa Code Chapter 722.1 provides that it is a felony offense to bribe a public official.

1.12 Restriction on Communication. In the event that a Vendor or someone acting on the Vendor's behalf attempts to discuss this RFP orally or in writing with any Commission member or any employee of ICN other than the ICN Contracting Officer, Vendor may be disqualified. No questions are to be asked of State of Iowa employees regarding this RFP, except for contact with the State Targeted Small Business Office by Vendors certified as Targeted Small Business Entities, without prior notification and approval by the ICN Contracting Officer, except as otherwise permitted by this RFP. All RFP contacts shall be made through the ICN Contracting Officer only.

1.13 Copyrights. By submitting a Bid Proposal the Vendor agrees that ICN may copy the Bid Proposal for purposes of facilitating the evaluation or to respond to requests for public records. The Vendor consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party. ICN will have the right to use ideas or adaptations of ideas which are presented in the proposals. In the event the Vendor copyrights the Bid Proposal, the ICN may reject the proposal as noncompliant.

1.14 Conflict Between Terms. ICN reserves the right to accept or reject any exception taken by the Vendor to the terms and conditions of this RFP. Substantial variations between the Vendor's terms and conditions and those contained in this RFP may be grounds for rejection of the Vendor's Bid Proposal as non-responsive and non-compliant.

1.15 Release of Claims. With the submission of a Bid Proposal, Vendor agrees that it will not bring any claim or have any cause of action against ICN or the State of Iowa based on any misunderstanding concerning the information provided herein or concerning ICN's failure, negligent or otherwise to provide the Vendor with pertinent information as intended by this RFP.

1.16 Construction of RFP with Laws and Rules. This RFP is to be construed in accordance with the laws of the State of Iowa, including Iowa Code Chapter 8D and Iowa Administrative Code Chapter 751. Changes in applicable laws and rules may affect the award process or the resulting Contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions. Vendors are encouraged to visit a web site containing references to the Iowa Code and the Iowa Administrative Code for information. A suggested address is <http://www.legis.state.ia.us> or <http://www.icn.state.ia.us>.

1.17 Soft Copy. Soft copies of the RFP will be available by request to brian.clayton@iowa.gov.

1.18 Downloading RFP from the Internet. All amendments will be posted on the ICN's website at www.icn.iowa.gov under Bidding Opportunities. Vendors are advised to check the ICN's website periodically for amendments to this RFP, particularly if the Vendor downloaded the RFP from the Internet because the Vendor may not automatically receive amendments if it did not contact the ICN for a copy of the RFP. If the Vendor received this RFP as a result of a written request to the ICN, the Vendor will receive amendments.

1.19 Definition of Contract. The full execution of a written contract shall constitute the making of a contract for services and no Vendor shall acquire any legal or equitable rights relative to the contract services until the Contract has been fully executed by the successful Vendor and the ICN.

1.20 Award Notice and Acceptance Period. The ICN will send the Notice of Intent to Award the Contract to all Vendors submitting a timely Bid Proposal. Negotiation and acceptance of the contracts shall be completed with the successful Vendors no later than sixty (60) days after Notice of Intent issuance date if there are no appeals filed. If an apparent successful Vendor fails to negotiate and deliver the executed contract by that date, the ICN may, in its sole discretion, cancel the award and award the contract for that site to the next highest ranked Vendor offering services for that end point location. The ICN reserves the right to continue negotiations after sixty days if, in ICN's sole discretion, ICN deems it to be in the best interests of ICN to do so.

CHAPTER 2

CONTRACTUAL TERMS

2.1 Contractual Terms Generally.

2.1.1 The Contract the ICN expects to award as a result of this Request For Proposal will be based upon the Bid Proposal submitted by the successful Vendor (Vendor awarded the Contract) and this solicitation. The Contract between the ICN and the Vendor shall be a combination of the specifications, terms and conditions of the Request For Proposal, including the terms contained in the Contract Terms and Conditions Sample Agreement identified as Attachment 1, the offer of the Vendor contained in its Bid Proposal, written clarifications or changes made in accordance with the provisions herein, and any other terms deemed necessary by the ICN.

2.1.2 The Contract terms contained in Attachment 1 are not intended to be a complete listing of all Contract terms but are provided only to enable Vendors to better evaluate the costs associated with the RFP and the potential resulting Contract. Vendors should plan on such terms being included in any Contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in any pricing quoted by the Vendor.

2.1.3 By submitting a Bid Proposal, each Vendor acknowledges its acceptance of these specifications, terms and conditions without change except as otherwise expressly stated in the appropriate section of the Bid Proposal Compliance Form (Attachment 2). **If a Vendor takes exception to a provision, it must state the reason for the exception and set forth in Attachment 2 of its Bid Proposal the specific Contract language it proposes to include in place of the provision.** Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by the ICN, in its sole discretion, resulting in possible disqualification of the Bid Proposal. The ICN reserves the right to either award a Contract without further negotiation with the successful Vendor or to negotiate Contract terms with the selected Vendor if the best interests of the ICN would be served.

2.2 Additional Cost Items Not In Contract. ICN is unaware of any additional Contract terms that would add cost. Notwithstanding, should any Contract items arise that would cost additional monies; those costs shall be borne by the Vendor.

CHAPTER 3

TECHNICAL SPECIFICATIONS

3. Introduction: On an as needed basis, ICN may require outside assistance and expertise to assist in the development of plans, specifications, and related documents for the construction and utilization of new and existing fiber optic installations and related infrastructure statewide. The Iowa Communications Network (ICN) is interested in selecting an Engineering firm with experience in, or at least who can demonstrate familiarity with telecom fiber optic systems, traffic signaling and related infrastructure, construction administration support, and fiber optic management services related to Outside Plant (OSP) telecom projects to meet the needs of ICN and our end users.

3.1 Instructions: If your engineering firm is interested in providing the described services, please submit a proposal stating your qualifications, experience and availability to complete this type work, when requested. [To have its response considered, an engineering firm must provide a positive response of understanding of the section and to provide the information requested in each of the following Chapter 3 sections.](#)

3.2 General Information: The engineering firm shall assist ICN with our fiber optic and OSP needs on an as needed basis. Projects and tasks will be assigned on a case-by-case basis, dependent on the project estimated cost, quoted prices, and engineering firm's experience, expertise and availability. The engineering firm selected will assist the ICN in a range of fiber optic design and OSP services. Other than individual project tasks, the ICN will require the engineering firm to:

3.2.1 Utilize design standards developed by ICN, based upon past practices and current best practices including industry standards for various OSP installations. ICN standards will include material, installation, method of measurement details, requirements for fiber optic cables, splices, terminations, and all other items necessary for a complete fiber optic network and OSP infrastructure (e.g., cabinets, handholes, and conduit) installations. Engineering firm shall confirm their understanding that ICN standards may be augmented by industry standards for ICN projects.

3.3 Contract Information:

3.3.1 On-call professional services contracts will be established between the ICN and the selected engineering firm for an initial one (1) year and will have renewal periods available, not to exceed six (6) years in aggregate total. Work on specific projects will be dependent upon the needs of the ICN during the life of the contract. The actual amount of the resulting agreement may vary depending on the need for services and available budget. The ICN will not guarantee the amount of work, nor contract value.

3.3.2 The resulting contract will define the general terms and actual work identified by work orders resulting from Statements of Work (SOW). As tasks are identified, they may be assigned to the engineering firm or the ICN may request a task-specific proposal for consideration. The engineering firm provided the SOW would then need to prepare a proposed scope of work and a budget for approval by the ICN.

3.3.3 Dependent upon the particular task requested the payment method may be one of the following: cost plus fixed fee, lump sum, fixed overhead rate, or specific rate of compensation, depending on the task.

3.4 Proposal Information & Requirements: Please note that we are not requesting a lengthy, detailed technical proposal and work program with cost estimates. Rather, particular emphasis should be placed upon providing information concerning your proposed project approach, similar projects your engineering firm has recently performed and the availability and qualifications of key staff.

3.4.1 If your engineering firm is interested in establishing an on call, as needed prequalified contract for telecom and related OSP engineering services, please provide information concerning

your availability to perform necessary work, the project team, the qualifications and experience of the key members of the team and recent examples of similar work prepared by your engineering firm.

3.4.2 In order to facilitate the review of the project proposals by the selection committee we ask the following information be included in the proposal:

3.4.2.1 The name, office address, qualifications, experience and availability of the contract manager or principal engineer that will be the main contact for the ICN. This information should include the identification of similar projects managed or participated in by this individual.

3.4.2.2 A listing of key members of the project team, a resume of their qualifications, related experience, office location and the percent of time they are generally involved in most projects.

3.4.2.2.1 Does engineering firm have its own survey crew?

3.4.2.2.2 Is the survey crew local? Where is the crew based out of?

3.4.2.2.3 Does the engineering firm have a licensed land surveyor on staff?

3.4.2.3 Provide a brief recap of telecom and or OSP projects your team has completed in the past five years. The listing should also include for whom the project was done and a reference (name and email address) that the review committee may contact.

3.4.2.4 Provide recent examples of fiber optic deployment or similar underground utility plans, and specifications prepared by your firm (in .pdf format). Provide a representative sample of plan sheets rather than an entire plan set.

3.4.2.5 Engineering firm shall confirm its understand that although ICN asks for Vendor work examples, ICN will require the selected firm to use ICN specifications, formats and standard operating procedures within our projects, when, where available.

3.4.2.6 Where is the location of the engineering firm office where the majority of work will be performed?

3.4.2.7 Conflict of Interest, Compatibility of Client base & Confidentiality.

3.4.2.7.1 Engineering firm shall identify its other clients that may have a conflict of interest if engineering firm works on ICN projects.

3.4.2.7.2 Engineering firm shall identify its other clients that it believes is similar to or compatible with the ICN.

3.4.2.7.3 Upon request, any time during the RFP process or any resulting contract, the engineering firm may be requested to provide ICN a client list so ICN can ensure we have no conflict with the engineering firm's other clients.

3.4.2.7.4 Engineering firm shall confirm its understanding that the detailed information of the ICN network within the ICN's Fiber Management System is considered confidential under Iowa Code Chapter 22 and ICN's administrative rules. Engineering firm shall not share or disseminate the ICN information in any manner unless written authorization is provided by the ICN. Engineering firm shall not utilize the ICN network information for any other purposes than those identified or requested by the ICN.

3.4.2.8 Engineering firm shall provide a listing of subcontractor firms included in the project team and their experience and qualifications. This information should also include the primary areas of responsibility of each subcontractor firm and the estimated percent of the total work to be performed by each.

3.4.2.9 Engineering firm shall confirm it has read, understands and will comply with the processes and requirements identified in Schedule A, Scope of Services, Exhibits and Attachments;

- Exhibit 1: Sample Project Work Order
- Exhibit 1A: Fee Schedule
- Exhibit 2: Pay Rates
- Exhibit 3: Lump Sum
- Exhibit 4: Specific Rate of Compensation
- Exhibit 5: Unit Price
- Attachment 5: ICNSP-2052.02 ICN Standard Practice - Outside Plant Engineering Standards and Specifications
- Attachment 6: ICNSP – 2051.02 ICN Standard Practice – As-Built Drawing Standards and Specifications
- Attachment 7: ICN Standard Practice – OSP Engineering Qualifications and Pricing

3.4.2.9.1 Engineering firm shall provide rates or units costs as requested in Exhibit 1A and Exhibit 2. If engineering firm proposes different or additional costs components or engineering positions, it shall detail that information separately.

3.4.2.10 Engineering firm shall confirm its understanding of the ICN's request to establish prequalified contracts, addressing any key issues and any local concerns that ICN should be aware of or consider.

Schedule A Scope of Services

The ICN shall utilize engineering firm to provide fiber optic design, construction administration support, and fiber optic management services as required by the ICN, for projects on an as-needed basis. If/when engineering firm is willing to perform such engineering work, as contracted through the use of Project Work orders in accordance with the terms of this Agreement.

Engineering firm shall provide assistance and expertise in the development of plans, specifications, and related documents for the construction and utilization of new and existing fiber optic installations statewide. Provide support in the development and installation of outside plant deployments (rural and urban) across the state of Iowa. This Contract will also allow the ICN to utilize the temporary personnel services engineering firm is able to provide. The ICN shall have full approval of any personnel and/or services that engineering firm provides to the ICN. Other services deemed necessary for the fulfillment of ICN objectives, shall be obtained on a case by case basis.

All work developed under this Agreement shall be established on a Project Work Order basis in consultation with the ICN Project Manager. The ICN Project Manager shall provide engineering firm written authorization to proceed prior to commencement of the work. Engineering firm will document the work to be done under each Project Work Order, and provide a copy to the ICN Project Manager (Refer to Exhibit 1 & 1A). The documentation shall include the estimated hours, cost, and payment type (lump sum, specific rate or unit price) and will be identified by a unique sequential work order number (see attached Sample Project Work Order, Exhibit 1).

Agreement Coordination Contacts:

ICN: Dave Augspurger, (phone) 515-725-4604, (E-mail) dave.augspurger@iowa.gov.

Engineering firm: (phone) X18-073-XXXX, (E-mail)

Work Orders will be subordinate to the general terms and conditions found in Agreement 18-073, including Attachment 7: ICNSP-2052.01 ICN Standard Practice Outside Plant Engineering Standards and Specifications, Attachment 6: ICNSP-2051.02 ICN Standard Practices As-Built Drawing Standards Specifications and Attachment 5: ICN Outside Plant Engineering Qualifications and Pricing which will be attached to the resulting Agreement. However, certain unique and specific parameters of the project such as scope, deliverables, time, or specification may be defined expressly in the Project Work Order. When such project specific parameters are uniquely defined in the Project Work Order, they will be superior to the general terms contained in the base agreement and applicable amendments.

Method of Reimbursement for engineering firm:

Compensation for engineering firm shall be computed in accordance with one of the following compensation methods. The compensation method will be defined with the Project Work Order. The method chosen will depend upon the size of the project, how well the scope of work can be defined, and other factors.

1. Work Order (Exhibit 1) and Fee Schedule (Exhibit 1A)
2. Pay Rates – Exhibit 2
3. Lump Sum - Exhibit 3
4. Specific Rate of Compensation - Exhibit 4
5. Unit Price - Exhibit 5

Ownership of Engineering Documents:

All sketches, tracings, plans, specifications, reports on special studies and other data prepared under this Agreement shall become the property of the ICN and shall be delivered to the Project Manager upon completion of the plans or termination of the services of Engineering firm. There shall be no restriction or limitation on their future use by the ICN, except any use on extensions of the project or on any other project without written verification or adaptation by engineering firm for the specific purpose intended will be the ICN's sole risk and without liability or legal exposure to engineering firm.

The ICN acknowledges engineering firm's plans and specifications, including all documents on electronic media, as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the ICN upon completion of the services and payment in full of all moneys due to engineering firm.

The ICN and engineering firm agree that any electronic files prepared by either party shall conform to the specifications listed within this Agreement. Any change to these specifications by either the ICN or Engineering firm is subject to review and acceptance by the other party.

The ICN is aware that significant differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by engineering firm and electronic files, the signed construction documents shall govern.

The ICN may reuse or make modifications to the plans and specifications, or electronic files while agreeing to take responsibility for any claims arising from any modification or unauthorized reuse of the plans and specifications.

Subcontractor Contract Provisions and Flow Down:

All provisions of this Agreement between the ICN and engineering firm shall also apply to all subcontractors hired by engineering firm to perform work pursuant to this Agreement. It is engineering firm's responsibility to ensure all contracts between engineering firm and its subcontractors contain all provisions required of engineering firm in this Agreement.

Engineering firm understands and confirms that the ICN will not reimburse subcontractors directly. ICN is contracting with engineering firm, as such engineering firm shall pay its subcontractors and then seek reimbursement from the ICN.

Engineering firm may not restrict communications between the ICN and any of the subcontractors. Engineering firm will encourage open communication between the ICN, engineering firm and the subcontractors.

Engineering firm's Endorsement on Plans: Engineering firm and/or subcontractor shall endorse and/or certify the completed project deliverables prepared under this Agreement, and shall affix thereto the seal of a licensed professional engineer, licensed to practice in the state of Iowa in accordance with the current Code of Iowa.

Progress Meetings: From time to time as the work progresses, conferences will be held at mutually convenient locations at the request of the Project Manager to discuss details of the design and progress of the work. Engineering firm shall prepare and present such information and studies as may be pertinent and necessary or as may be requested by the Project Manager, to enable the Project Manager to pass judgment on the features and progress of the work.

Additional Documents: At the request of the Project Manager, engineering firm shall furnish sufficient documents, or other data, in such detail as may be required for the purpose of review.

Revision of Work Product:

Drafts of work products shall be reviewed by engineering firm for quality control and then be submitted to the Project Manager for review and comment. The comments received from the Project Manager and the reviewing agencies shall be incorporated by engineering firm prior to submission of the final work product by engineering firm. Work products revised in accordance with *review comments shall constitute "satisfactorily completed and accepted work"*. *Requests for changes on work products by the Project Manager shall be in writing. In the event there are no comments from the Project Manager or reviewing agencies to be incorporated by engineering firm into the final work product, the Project Manager shall immediately notify engineering firm, in writing, that the work product shall constitute "satisfactorily completed and accepted work"*.

In the event that the work product prepared by engineering firm is found to be in error and revision or reworking of the work product is necessary, engineering firm agrees that it shall do such revisions without expense to the ICN, even though final payment may have been received. Engineering firm must give immediate attention to these changes so there will be a minimum of delay to the project schedule. The above and foregoing is not to be construed as a limitation of the ICN's right to seek recovery of damages for negligence on the part of engineering firm herein.

Should the Project Manager find it desirable to have previously satisfactorily completed and accepted work product or parts thereof revised, engineering firm shall make such revisions if requested and directed by the Project Manager in writing.

Extra Work: *If engineering firm is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement, and constitutes "Extra Work", it shall promptly notify the Project Manager in writing to that effect. In the event that the Project Manager determines that such work does constitute "Extra Work", engineering firm shall promptly develop a scope and budget for the extra work and submit it to the Project Manager. The ICN will provide extra compensation to engineering firm upon the basis of actual costs, or at a negotiated lump sum. Prior to receipt of a fully executed Amendments and written Notice to Proceed, any cost incurred that exceeds individual task costs, or estimated actual cost, or the maximum amount payable is at engineering firm's risk. The ICN has the right, at its discretion, to disallow those costs. However, the ICN shall have benefit of the service rendered.*

EXHIBIT 1
Sample Project Work Order

Work Order No. (#) Contract No. (18-073)

Project Number (OSP Log # and/or RFS):

ICN's Designated Project Manager:

Engineering firm's Designated Representative:

Each quote request and or subsequent Work Order shall identify:

Time of Project Beginning:

Date to Proceed:

Date to Complete:

Work Order Ending Date:

Engineering firm quote shall identify Work Order compensation as: Lump Sum, Specific Rate of Compensation or Unit Price. Each quote shall include appropriate cost detail, such as:

Estimated Actual Costs:	#[Insert Costs]
Fixed Fee:	#[Insert Costs]
Retainer:	#[Insert Costs]
Total engineering firm Costs:	#[Insert Costs]
Subcontractor Costs:	#[Insert Costs]

Costs for this Work Order No. (Enter Work Order Number) will be (segregated from all previous work orders will be integrated with work order(s) No. (Enter integrated work order numbers))

Authorization:

Iowa Communications Network

Engineering Firm

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT 1A – Fee Schedule

Engineering firm fee schedule rates applicable and reflected in Sample Work Order.

OSP Engineering Fee Schedule			
Bid Unit	Description	Quantity	Unit Cost
6.1	Minimum Fee per Work Order	Lump Sum	
6.2	OSP Route Engineering - Rural	Per/ft	
6.3	OSP Route Engineering - Suburban	Per/ft	
6.4	OSP Route Engineering - Urban	Per/ft	
6.5	OSP Route Engineering - Central Business District (CDB)	Per/ft	
6.6	OSP Route Engineering – Existing Conduit	Per/ft	
6.7	Permitting (All City, County, State, Other ROW; excluding Railroads)	Each	
6.8	Permitting Railroads	Each	
6.9	Permitting Pole Attachment Applications	Each	
6.10	Make Ready Plan and Profile	Per Pole	
6.11	Pole Loading Analysis	Per Pole	
6.12	As Built Drafting	Per/ft	
6.13	Building Entrance - Site Plan Route to Building Entry	Each	
6.14	Building Details - Site Plan Route to Building Entry and Interior Details to Termination Point	Each	
6.15	Private Easement	Each	
6.16	PE Stamped Prints - per plan set	Each	
6.17	Travel from local Contractor office in excess of 60 mile radius	Hourly Rate	
6.18	Survey Crew – GPS of Located Existing Utilities	Hourly Rate	
6.19	Survey Crew – Locate and GPS Installed Facilities	Per/ft	
6.20	Survey Services	Hourly Rate or Quote Rate Per Scope of Work	
6.21	Hourly Rates for the following categories (include other categories if not listed)		
	Project Manager/Sr. Engineer	Hourly Rate	
	Field Engineer	Hourly Rate	
	GIS Analyst	Hourly Rate	
	GIS/CAD Technician	Hourly Rate	
	Clerical	Hourly Rate	
6.22	Other Units proposed by Contractor		

EXHIBIT 2 – Pay Rates

Engineering firm Associate Pay Rates for Calendar Year 201X, as related to Agreement 18-073		
Personnel Classifications	Invoice, work order abbreviation	Rate \$ Per Hour
Principal in Charge	Principal	
Project Manager	PM	
Senior Engineer	Sr Eng	
Technical Leader	Tech Lead	
Associate Engineer	AE	
Assistant Engineer	Asst Eng	
Senior Engineering Technician	SET	
Engineering Technician	ET	
Clerical/Student	CLER	
Registered Land Surveyor	RLS	
Survey Crew Chief	SCC	
Survey Technician	Srvy Tech	
2 Man Survey Crew (Full Topographical Survey)		
1 Man Survey Crew (Handheld GPS of Located Utilities)		
Locate and GPS As-Built Facilities		
Rates updated each January. Personnel Classifications may also be adjusted upon mutual agreement of the parties		

EXHIBIT 3 Lump Sum

FEES AND PAYMENTS

Fees: The lump sum or not to exceed amount shall be itemized on each work order quote and each subsequent invoice. For full and complete compensation for all work, materials, and services furnished under the terms of this Agreement, engineering firm shall be paid fees on a lump sum basis and payment of this amount shall be considered as full and complete compensation for all work, materials and services furnished under the terms of this Agreement.

The lump sum amount will not be changed unless there is a substantial change in the magnitude, scope, character, or complexity of the services from those covered in this Agreement. Any change in the lump sum amount will be by Amendment.

Payments: Monthly payments for work completed shall be based on the percentage of work completed and substantiated by monthly progress reports. The Project Manager will check such progress reports and payment will be made for the proportional amount of the lump sum fee.

Retainer: When applicable, each Project Work Order shall identify the retainer amount or percentage to be withheld. Upon Engineering firm receiving ICN acceptance and approval of the product and or services related to the individual work order, engineering firm shall invoice ICN for the retainage amount.

EXHIBIT 4
Specific Rate of Compensation

FEES AND PAYMENTS

Fees: The specific rate of compensation amount shall be itemized on each work order quote and each subsequent invoice. For full and complete compensation for all work, materials, and services furnished under the terms of this Agreement, the current schedules of billing rates are set forth in Exhibits 1A & 2. Engineering firm may submit for approval a revised rate schedule once during the contract period. The revised rate schedule should be submitted to the Project Manager for approval and by executed Amendment it shall become a part of this Agreement.

Payments: Monthly payments for work completed shall be based on the services completed at the time of the billing and substantiated by monthly progress reports in a form that follows the specific rate schedule. The Project Manager will check such progress reports and payment will be made for the hours completed at each rate incurred during said month.

Retainer: When applicable, each Project Work Order shall identify the retainer amount or percentage to be withheld. Upon engineering firm receiving ICN acceptance and approval of the product and or services related to the individual work order, engineering firm shall invoice ICN for the retainage amount.

Specific Rate Final Invoice Instructions:

Employee Labor Hours and Dollars: A final cumulative job cost report that shows a breakdown of labor by fiscal year, employee name or class, employee labor hours and employee labor rate is required. In lieu of a final job cost report, a summary of the aforementioned information is needed. The summary should be supported by monthly job cost detail.

Direct Expenses: A final cumulative job cost report that shows a breakdown of direct expenses by specific item (Hours, OSP Engineering Fees, etc.) by fiscal year is required. Direct expense items charged should identify the number of units (miles, hours, prints, copies, feet, etc.) and the rate applied by fiscal year. In lieu of a final job cost report, a summary of the aforementioned information is needed. The summary should be supported by monthly job cost detail.

EXHIBIT 5
Unit Price

FEES AND PAYMENTS

Fees: The unit price amount shall be itemized on each work order quote and each subsequent invoice. For full and complete compensation for all work, materials, and services furnished under the terms of this Agreement, Engineering firm shall be paid fees on a unit price basis in accordance with those listed within Attachment 7: ICN Outside Plant Engineering Qualifications and Pricing document. Each work order may have a maximum amount payable identified.

Retainer: When applicable, each Project Work Order shall identify the retainer amount or percentage to be withheld. Upon Engineering firm receiving ICN acceptance and approval of the product and or services related to the individual work order, engineering firm shall invoice ICN for the retainage amount.

Payments: Monthly payments for work completed shall be based on the services completed at the time of billing and substantiated by monthly progress reports in a form that follows unit prices in fee schedule. The Project Manager will check such progress reports and payment will be made for the unit amounts completed.

CHAPTER 4

EVALUATION CRITERIA

4.1 Award Process.

4.1.1 An evaluation committee assigned by personnel within the ICN will review the Bid Proposals. The evaluation committee will consider all information provided when making its recommendation and may consider relevant information from other sources. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.

4.1.2 The evaluation committee will make a recommendation to the Executive Director of the ICN indicating the committee's recommendations for which Vendor it believes the ICN should select to receive Contract. The Executive Director will select the Vendor to receive the award. The Executive Director is not bound by the committee's recommendation. All Vendors submitting Bid Proposals will receive notification of the award.

4.1.3 All applicable contracting requirements imposed by this RFP and Iowa law shall be met by the Vendor. The successful Vendor must, in a timely manner, enter into Contract with the ICN to implement the services contemplated by this RFP. Failure of a successful Vendor to agree to the terms of a Contract within a timely manner may be grounds for the ICN to award to the next compliant Vendor for that site.

4.2 Evaluation Criteria. The bid proposals will be evaluated using a scoring system which will be made available at the time of the Bid Opening. Evaluation of bid proposals will be based on, but not limited to, the general criteria, included in the Vendor response to Chapter 3. It shall be Vendor's responsibility to insure that the proposal offered fully iterates the Vendor ability to perform the RFP requirements, and to clearly show how the Vendor would perform the requested services. The ICN shall not necessarily award the contract to the Vendor offering the lowest cost to the State. The ICN may award a contract to the most responsible Vendor meeting the requirements of this RFP and which in the determination of ICN provides the best value to the State after considering price and compliance with the provisions of this request

ATTACHMENT 1

CONTRACT TERMS AND CONDITIONS RFP 18-073

SECTION 1. IDENTITY OF THE PARTIES.

1.1 The Iowa Communications Network (ICN) is authorized by the Iowa Code Chapter 8D to operate a communications network in the State of Iowa. The ICN's address is Grimes State Office Building, 400 East 14th Street, Des Moines, IA 50319.

1.2 Vendor is a corporation qualified to provide (list the service) and is authorized to conduct business in the State of Iowa. Vendor address is (awarded vendor will be listed).

SECTION 2. PURPOSE. The parties have entered into this Agreement for the purpose of XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. ICN is entering into this Agreement pursuant to Iowa Code Chapter 8D.

SECTION 3. TERM. This Agreement is effective upon signature of both Parties and shall continue for (identify term & renewals). The Agreement may be renewed upon mutual written agreement of the Parties.

SECTION 4. DOCUMENTS INCORPORATED BY REFERENCE.

4.1 Incorporation of Bid Proposal Documents. The Request for Bid Proposal and the Vendor's bid proposal in response to this RFP, together with any clarifications, attachments, appendices, amendments or other writings of the ICN or the Vendor (collectively bid proposal) are incorporated into this Agreement by this reference as if fully set forth in this Agreement.

4.2 Contractual Obligations of Vendor. The terms and conditions of the bid proposal and of the RFP are made contractual obligations of the Vendor.

4.3 Contents of Agreement. The parties acknowledge that this Agreement consists of this document as well as the RFP and the bid proposal and that the parties are obligated to perform as set forth in the RFP and the bid proposal to the same extent that they are obligated to perform the specific duties set forth in this document.

4.3.1 Order of Preference. In the case of any inconsistency or conflict between the specific provisions of this document, the RFP or the bid proposal, any inconsistency or conflict shall be resolved as follows:

4.3.2 First by giving preference to the specific provisions of this Agreement.

4.3.3 Second, by giving preference to the specific provisions of the RFP.

4.3.4 Third, by giving preference to the specific provisions of the bid proposal.

4.4 Intent of References to Bid Documents. The references to the parties' obligations, which are contained in this document, are intended to change, supplement or clarify the obligations as stated in the RFP and the bid proposal. The failure of the parties to make reference to the terms of the RFP or bid proposal in this document shall not be construed as creating a conflict and will not relieve the Vendor of the contractual obligations imposed by the terms of the RFP and the bid proposal. Terms offered in the bid proposal, which exceed the requirements of the RFP, shall not be construed as creating an inconsistency or conflict with the RFP or this document. The contractual obligations of the ICN cannot be implied from the bid proposal.

SECTION 5. DEFINITIONS. The following words shall have the meanings set forth below. Words in the singular shall be held to include the plural and vice versa, and words of gender shall be held to include the other gender as the context requires. For the purposes of this Contract, the following terms and all other terms defined in this Contract shall have the meanings so defined unless the context clearly indicates otherwise.

5.1 "Agreement" or "Contract" shall mean this document and any amendments to this document or any other documents incorporated by reference.

5.2 "ICN" shall mean the Iowa Telecommunications and Technology Commission operating the Iowa Communications Network.

5.3 "Notice to Proceed" shall mean ICN written acceptance of a Project Work Order and approval for Vendor to begin.

5.4 "Project Work Order" and or "Work Order" shall mean the document identified in Exhibit 1, which shall detail the service and or product being requested by ICN.

5.5 "Project Manager" shall mean the ICN or Vendor person managing the individual Work Order.

5.6 "State" shall mean the State of Iowa and all of its departments, agencies, boards, and commissions, including the ICN.

5.7 "Vendor" shall mean (to be identified upon Contract award)

SECTION 6. SCOPE OF WORK.

6.1 Scope of Services.

6.1.1. The services to be performed pursuant to and as a result of this Agreement by the Vendor are described on Schedule A attached hereto and made a part hereof by this reference.

6.1.2 The Vendor shall prepare and deliver specifications to the ICN which will detail the design, technical and functional capabilities, look and feel, and other attributes related to the project, all as more fully described in Schedule A.

6.2 Amendments to Scope of Services and Specifications. The parties agree that Schedule A, Scope of Services, and the specifications, may be revised, replaced, amended or deleted at any time during the term of this Agreement to reflect changes in service or performance standards upon the mutual written consent of the parties.

6.3 Brand Name or Equal Items. Unless otherwise provided in the invitation for bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

6.4 Formal Specifications. When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

6.5 Industry Standards. Services rendered pursuant to this Agreement shall be performed in a professional and workmanlike manner in accordance with the terms of this Contract and with generally acceptable industry standards of performance for similar tasks and projects. In the absence of a detailed specification for the performance of any portion of this Agreement the parties agree that the applicable specification shall be the generally accepted industry standard. As long as the ICN notifies Vendor promptly of any services performed in violation of this standard, Vendor will re-perform the services, at no cost to ICN, such that the services are rendered in the above-specified manner.

6.6 Non-Exclusive Rights. This Agreement is not exclusive. The ICN reserves the right to select other Vendors to provide services similar or identical to the Scope of Services described in this Agreement during the term of this Agreement.

6.7 Staffing. The ICN reserves the right to disapprove any employee of Vendor who is assigned to provide services pursuant to this Agreement or to request Vendor to remove an employee from providing services pursuant to this Agreement at any time during the Agreement's duration if the employee fails to perform as required by Vendor and/or

ICN, which includes adherence to State of Iowa work rules and policies including background checks and training requirements.

SECTION 7. COMPENSATION.

7.1 Payment Terms. The Vendor shall identify services rendered and submit itemized invoices for amounts owed on a monthly basis. ICN shall pay all approved invoices in arrears and in conformance with Iowa Code. ICN may pay invoices in less than 60 days as provided in Iowa Code; however, an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa Code. Any sums owed to ICN by the Vendor shall be itemized and deducted from the Vendor's invoice prior to submission. Notwithstanding anything herein to the contrary, ICN shall have the right to dispute any invoice submitted for payment and withhold payment of any disputed amount if ICN believes the invoice is inaccurate or incorrect in any way. Invoices shall be submitted to ICN Finance – Accounts Payable, Grimes State Office Building, 400 East 14th Street, Des Moines, IA 50319.

7.2 Pricing. The pricing matrix is described in Schedule A. The parties agree that the pricing may be revised, replaced, amended or deleted at any time during the term of this Agreement upon the mutual written consent of the parties.

7.2.1 If Vendor fails to submit an invoice within 60 days after shipment of the goods or provision of the service pursuant to this Contract, the ICN shall be excused from any liability owing to the Vendor and shall not pay invoices submitted after the 60th day. Additionally, ICN must receive all fiscal year invoices no later than July 15. ICN shall be excused from any liability owing to the Vendor and shall not pay invoices submitted after July 15.

7.3 Reimbursable Expenses. There shall be no reimbursable expenses associated with this Agreement separate from the compensation referred to in this section. Vendor shall be solely responsible for all costs and expenses, including, but not limited to, travel, mileage, meals, lodging, equipment, supplies, personnel, training, salaries, benefits, insurance, conferences, long distance telephone, and all other costs and expenses of Vendor.

7.4 Freight. The ICN requests that all shipments be quoted and delivered F.O.B. Point of Destination, Freight paid by Vendor. Vendor bears all risk of loss during shipment of goods. The Vendor shall properly package goods. The State will not accept noticeably damaged goods. The State reserves the right to inspect the goods at a reasonable time subsequent to delivery in the event the State is unable to perform an adequate inspection of the goods at the time of delivery. If the State discovers damaged or defective goods not readily apparent at the time of delivery, the State shall have the right to return goods at no cost to the State, regardless of when the damage or defect is discovered.

7.4.1 The ICN expects common freight carriers to be used. No delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract.

7.5 Set Off. In the event that Vendor owes ICN or the State of Iowa any sum under the terms of this Contract, any other Contract, pursuant to any judgment, or pursuant to any law; ICN may set off the sum owed to ICN or the State against any sum billed to ICN by the Vendor in ICN's sole discretion unless otherwise required by law. The Vendor agrees that this provision constitutes proper and timely notice under the law of setoff.

7.6 Delay of Payment Due To Vendor's Failure. If the ICN in good faith determines that the Vendor has failed to perform or deliver any service or product as required by this Contract, the Vendor shall not be entitled to any compensation under this Contract until such service or product is completed or delivered. In the event of partial performance, the ICN may withhold that portion of the Vendor's compensation, which represents payment for the unsatisfactory services.

7.7 The Vendor shall audit the invoices presented to the ICN to ensure that they are proper, current and correct. The Vendor has 30 days from the date of invoice to present and resolve any discrepancies with the ICN. The Vendor shall notify the ICN of any and all discrepancies that the audit(s) reveals.

SECTION 8. INSURANCE.

8.1 Coverage Requirements. The Vendor, and any subcontractors performing the services required under this Agreement, shall maintain in full force and effect, with insurance companies of recognized responsibility, at its own expense, insurance covering its work during the entire term of this Agreement and any extensions or renewals thereof. The insurance shall be of the type and in the amounts as reasonably required by the ICN. The Vendor's insurance shall, among other things, insure against any loss or damage resulting from or related to the Vendor's performance of this Agreement. All such insurance policies should remain in full force and effect for the entire life of this Agreement and shall not be canceled or changed except with the advance written approval of the ICN.

8.2 Types of Coverage. Unless otherwise requested by the ICN, Vendor shall, at its sole cost, cause to be issued and maintained during the entire term of this Agreement (and any extensions or renewals thereof) the insurance coverages set forth below, each naming the State of Iowa and the ICN additional insureds or loss payees, as applicable:

<i>Type</i>	<i>Amount</i>
Workers Compensation and Employer Liability	As Required By Iowa Law
General Liability (including contractual liability) written on an occurrence basis	
GENERAL AGGREGATE	\$3 million
PRODUCT LIABILITY	\$1 million
PERSONAL INJURY	\$1 million
COMPREHENSIVE AGGREGATE	\$1 million
EACH OCCURRENCE	\$1 million
Automobile Liability, including any auto, hired autos and non owned autos	\$1 million
COMBINED SINGLE LIMIT	

8.3 Coverage for State Property on Vendor Premises. The policies shall provide coverage for damages to the State's property, which occurs on the Vendor's premises or premises under the control of the Vendor or Vendor's subcontractors.

8.4 Claims Made Coverage. All insurance policies required by this Agreement must provide coverage for all claims arising from activities occurring during the term of the policy regardless of the date the claim is filed or expiration of the policy.

8.5 Notice Regarding Cancellation. Certificates of insurance, which provide that the ICN will be notified at least thirty (30) days prior to cancellation of the coverage required by this Agreement must be provided by the Vendor and any subcontractors to the ICN at the time of execution of the Agreement or at a time mutually agreeable to the parties.

8.6 No Limitation of Liability. The receipt of insured certificates by the ICN does not constitute approval of the coverage contained in the certificates, and the Vendor remains responsible for determining that its insurance coverage meets each and every requirement of this Agreement. Acceptance of the insurance certificates by the ICN shall not act to relieve the Vendor of any obligation under this Agreement. Only companies authorized to transact business in the State of Iowa shall issue the insurance policies and certificates required by this Section. It shall be the responsibility of the Vendor to keep the respective insurance policies and coverages current and in force during the life of this Agreement.

8.7 Warranty. The Vendor warrants that it has examined its insurance coverage to determine that the State of Iowa and the ICN can be named as additional insured without creating an adverse effect on the Vendor's coverage.

8.8 Waiver of Subrogation Rights. The Vendor shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against State of Iowa and the ICN. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the ICN.

SECTION 9. CONFIDENTIAL INFORMATION.

9.1 During the course of this Agreement each party may disclose, to the other either directly or indirectly, certain data which is proprietary which shall be referred to as "Confidential Information" of the disclosing party and which must remain confidential. Confidential Information may include without limitation, among other things, such items as security information, user information, data, knowledge, trade secrets and other proprietary information, methodologies, developments, software, software documentation, inventions, processes, and other nonpublic information in oral, graphic, written, electronic or machine readable form.

9.2 The parties acknowledge that information and material in the hands of the ICN is generally public information unless it is specifically allowed by law to be maintained as Confidential Information.

9.3 The parties acknowledge that some information in the hands of the ICN is strictly confidential and is not subject to release as a matter of law. The Vendor shall abide by all such statutory provisions when handling sensitive ICN information identified as confidential.

9.4 All written or electronic Confidential Information shall be clearly marked as Confidential Information by the party providing the Confidential Information at the time of disclosure to the other party.

9.5 If the Confidential Information is disclosed orally, and reduced to writing, the receiving party must treat the information as Confidential Information.

9.6 The Vendor shall limit such identification to information it reasonably believes it is entitled to confidential treatment pursuant to Iowa Code Chapter 22 or other applicable law.

9.7 In the event a public records request is made to the ICN pursuant to Iowa Code Chapter 22, regarding the Confidential Information of the Vendor, the ICN shall immediately notify the Vendor of the request by telephone and fax. The ICN will respond to the request for information within 15 days thereafter with a release of the information unless the Vendor has obtained an injunction preventing release of the requested information.

9.8 The obligations of this Agreement do not apply to Confidential Information which:

9.8.1 Was rightfully in the possession of the receiving party from a source other than the disclosing party prior to the time of disclosure of the Confidential Information to receiving party.

9.8.2 Was known to the receiving party prior to the disclosure of the Confidential Information from the disclosing party;

9.8.3 Was disclosed to the receiving party without restriction by an independent third party having a legal right to disclose the Confidential Information;

9.8.4 Becomes public knowledge, other than through an act or failure to act of the disclosing party;

9.8.5 Is publicly available or in the public domain when provided;

9.8.6 Is independently developed by the disclosing party; or

9.8.7 Is disclosed pursuant to law, subpoena or the order of a court or government authority.

9.9 The parties shall have the following duties relating to the Confidential Information:

9.9.1 The Vendor shall designate one individual who shall remain the responsible authority in charge of all data collected, used or disseminated by the Vendor in connection with the performance of this Agreement. The Vendor shall accept responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the terms of this Agreement. The private and confidential data shall remain the property of the ICN at all times.

9.9.2 The Confidential Information of either party shall be held in strict confidence by the receiving party and shall not be disclosed or used by the receiving party without the prior written consent of the disclosing party, except as provided in this Agreement or as may be required by law pursuant to available confidentiality restrictions.

9.9.3 The parties shall use their best efforts to protect the Confidential Information in its possession.

9.9.4 The parties shall restrict disclosure of the Confidential Information solely to those of its employees, agents, consultants and attorneys with a need to know in order to accomplish the purpose of this Agreement.

9.9.5 The parties shall protect the Confidential Information from disclosure to or access by unauthorized persons.

9.9.6 The parties shall use the Confidential Information solely for the purpose of this Agreement and for no other purpose.

9.9.7 The parties shall not duplicate the Confidential Information in any form, except as may be necessary to accomplish the purpose of this Agreement.

9.9.8 The parties shall advise each of its employees, agents, consultants and attorneys who receive the Confidential Information of the obligations of confidentiality and restrictions on the use set forth herein.

9.9.9 The parties shall immediately return the Confidential Information and all copies thereof, to each other upon the earlier of the expiration of the need therefore or the termination of this Agreement in order to accomplish the purpose.

9.10 The provisions of this Agreement shall apply to all Confidential Information disclosed by the parties to each other over the course of this Agreement. The parties' obligations under this provision shall survive expiration and termination of this Agreement and shall be perpetual.

9.11 The Vendor shall indemnify the ICN for a violation of this Section. The Vendor shall notify the ICN prior to the destruction of these materials and shall provide the ICN with the opportunity for proper destruction of these materials.

9.12 No Confidential Information will be exported to any country in violation of the United States Export Administration Act and the regulations thereunder.

SECTION 10. VENDOR WARRANTIES.

10.1 Construction of Warranties Expressed in this Agreement with Warranties Implied by Law. All warranties made by the Vendor in all provisions of this Agreement and the bid proposal by the Vendor, whether or not this Agreement specifically denominates the Vendor's promise as a warranty or whether the warranty is created only by the Vendor's affirmation or promise, or is created by a description of the materials and services to be provided, or by provision of samples to the ICN, shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade. The warranties expressed in this Agreement are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Vendor.

10.2 The Vendor warrants that all the concepts, materials produced, the work product and the information, data, designs, processes, inventions, techniques, devices, and other such intellectual property furnished, used, or relied upon by the Vendor or the ICN will not infringe any copyright, patent, trademark, trade dress, or other intellectual property right of the Vendor or others. Any intellectual property provided to the ICN pursuant to the terms of this Agreement, shall be wholly original with the Vendor or the Vendor has secured all applicable interests, rights, licenses, permits, or other intellectual property rights in such concepts, materials and work.

10.3 The Vendor represents and warrants that the concepts, materials and the ICN's use of same and the exercise by the ICN of the rights granted by this Agreement shall not infringe upon any other work, other than material provided by the ICN to the Vendor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity.

10.4 The Vendor warrants that all of the services to be performed hereunder will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel.

10.5 The Vendor warrants that the deliverables under this Agreement will operate in conformance with the terms and conditions of this Agreement.

10.6 The Vendor warrants that it has full authority to enter into this Agreement and that it has not granted and will not grant any right or interest to any person or entity which might derogate, encumber, or interfere with the rights granted to the ICN.

10.7 The Vendor warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Vendor pursuant to this Agreement are or will be fully satisfied by the Vendor so that the ICN will not have any obligations with respect thereto.

10.8 The Vendor warrants that it is the owner of or otherwise has the right to use and distribute the software, the materials owned by the Vendor and any other materials, and methodologies used in connection with providing the services contemplated by this Agreement.

10.9 The Vendor expressly warrants to the standards in the industry all aspects of the goods and services provided by it or used by the Vendor and the ICN in performance of this Agreement.

10.10 The Vendor unconditionally warrants that all equipment supplied and installed for the purpose of fulfilling its obligations under this Agreement are fit for the purpose intended, that it complies with industry standards and that the equipment is compatible with the State's equipment.

SECTION 11. INDEMNIFICATION BY VENDOR. The Vendor agrees to defend, indemnify and hold the ICN, and the State of Iowa, its employees, agents, board members, appointed officials and elected officials, harmless from any and all demands, debts liabilities, damages, loss, claims, suits or actions, settlements, judgments, costs and expenses, including the reasonable value of time expended by the Attorney General's Office, and the costs and expenses and attorney fees of other counsel required to defend the ICN or the State of Iowa related to or arising from:

11.1 Any violation or breach of this Agreement including without limitation any of the Vendor's representations or warranties; or

11.2 Any acts or omissions, including, without limitation, negligent acts or omissions or willful misconduct of Vendor, its officers, employees, agents, board members, contractors, subcontractors, or counsel employed by Vendor in the performance of this Agreement, or any other reason in connection with the goods and services provided under this Agreement; or

11.3 Claims for any violation of any intellectual property right including but not limited to infringement of patents, trademarks, trade dress, trade secrets, or copyrights arising from the any of the goods or service performed in accordance with this Agreement; or

11.4 The Vendor's performance or attempted performance of this Agreement; or

11.5 Any failure by the Vendor to comply with all local, State and Federal laws and regulations; or

11.6 Any failure by the Vendor to make all reports, payments and withholdings required by Federal and State law with respect to social security, employee income and other taxes, fees or costs required by the Vendor to conduct business in the State of Iowa.

11.7 The Vendor's duty to indemnify as set forth in this Section shall survive the expiration or termination of this Agreement and shall apply to all acts taken in the performance of this Agreement regardless of the date any potential claim is made or discovered by the ICN.

SECTION 12. RESERVED

SECTION 13. RESERVED

SECTION 14. TERMINATION.

14.1 Termination For Lack Of Authority or Funding. Notwithstanding anything in this Agreement to the contrary and subject to the limitations, conditions and procedures set forth below, the ICN shall have the right to terminate this Agreement without penalty and without any advance notice as a result of any of the following for which ICN will provide the Vendor with written notice of cancellation:

14.1.1 The Legislature or Governor fails, in the sole opinion of the ICN, to appropriate funds sufficient to allow the ICN, or any state agency or department charged with responsibility to perform any of the ICN's obligations under this Agreement, to either meet its obligations under this Agreement or to operate as required to fulfill its obligations under this Agreement; or

14.1.2 If funds are de-appropriated, not allocated or if the funds needed by the ICN, in the ICN's sole discretion, are insufficient for any other reason; or

14.1.3 If the ICN's, or any responsible State agency's or department's authorization to conduct its business is withdrawn or there is a material alteration in the programs or any other program the ICN administers; or

14.1.4 If the ICN's duties are substantially modified.

14.2 Termination for Cause. The ICN may terminate this Agreement upon written notice for the substantial breach by Vendor of any material term if such breach is not cured by Vendor within the time period specified in the ICN's notice of breach or any subsequent notice or correspondence delivered by the ICN to Vendor. If a cure is feasible and an

opportunity to cure is provided, the notice shall specify the exact date by which the condition must be cured. Following expiration of the opportunity to cure or notice from the ICN, the ICN may seek any legal or equitable remedy authorized by this Agreement or by law. Substantial breach events include but are not limited to the following:

14.2.1 Vendor fails to perform as required by this Agreement.

14.2.2 Vendor fails to make substantial and timely progress toward performance or fails to meet any of the material specifications and requirements stated in this Agreement, including without limitation the warranties provided in this Agreement, in the RFP or in the Vendor's bid proposal.

14.2.3 Vendor fails to conform to the specifications as required by the RFP and the Vendor's response to the RFP.

14.3 Termination Upon Notice. Following 30 days written notice, the ICN may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Vendor. Termination can be for any reason or no reason at all if it is in the best interests of the ICN. Following termination upon notice, the Vendor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and or services provided under the Contract to the State up to and including the date of termination.

14.4 Immediate Termination. The ICN may terminate this Agreement effective immediately without advance notice and without penalty for any of the following reasons:

14.4.1 Vendor furnished any statement, representation, warranty or certification in connection with this Agreement, which is materially false, deceptive, incorrect or incomplete.

14.4.2 Vendor fails to perform, to the ICN's satisfaction, any material requirement of this Agreement or is in violation of any material provision of this Agreement, including, without limitation, the express warranties made by the Vendor.

14.4.3 The ICN determines that satisfactory performance of this Agreement is substantially endangered or that a default is likely to occur.

14.3.4 Vendor becomes subject to any bankruptcy or insolvency proceeding under Federal or State law to the extent allowed by applicable Federal or State law including bankruptcy laws.

14.4.5 Vendor terminates or suspends its business.

14.4.6 The ICN reasonably believes that Vendor has become insolvent or unable to pay its obligations as they accrue consistent with applicable Federal or State law.

14.4.7 It is alleged that Vendor's processes or materials violate any valid patent, trademark, copyright, other intellectual property right or contract, and the ICN reasonably believes that the allegation may impair Vendor's performance of this Agreement.

14.4.8 Vendor has failed to comply with all applicable Federal, State, and local laws, rules, ordinances, regulations and orders when performing within the scope of this Agreement.

14.3.9 Vendor has engaged in conduct that has or may expose the ICN to liability, as determined in the ICN's sole discretion.

14.4.10 Vendor has a conflict of interest that interferes with fair competition or conflicts with an interest of the ICN as determined in the ICN's sole discretion.

14.5 In the event of termination of this Agreement for any reason by the ICN, the ICN shall pay only the amounts, if any, due and owing to Vendor for services actually rendered up to and including the date of termination of the Agreement and for which the ICN is obligated to pay pursuant to this Agreement. Payment will be made only upon submission of invoices and proper proof of Vendor's claim. This provision in no way limits the remedies available to the ICN in the event of a termination under this provision. However, the ICN shall not be liable for any of the following costs:

14.5.1 The payment of Unemployment Compensation to Vendor's employees;

14.5.2 The payment of Workers' Compensation claims which occur during the Agreement or extend beyond the date on which the Agreement terminates.

14.5.3 Any costs incurred by Vendor in its performance of the Agreement including but not limited to startup costs, overhead or other costs associated with the performance of the Agreement.

14.5.4 Any taxes that may be owed by Vendor for the performance of this Agreement including but not limited to sales taxes, excise taxes, use taxes, income taxes or property.

14.6 Vendor Obligations upon Termination. Upon expiration or termination of this Agreement, or upon request of the ICN, the Vendor shall:

14.6.1 Immediately cease using and return to the ICN any personal property or material, whether tangible or intangible, provided by the ICN to the Vendor and in its, or any subcontractor's, control or possession;

14.6.2 Upon request from the ICN, destroy any personal property or material, whether tangible or intangible at no additional cost to the ICN, and verify in writing that the designated property or material has been destroyed;

14.6.3 Comply with the ICN's instructions for the timely transfer of active files and work being performed by Vendor under this Agreement to the ICN or the ICN's designee;

14.6.4 Protect and preserve property in the possession of the Vendor in which the ICN has an interest;

14.6.5 Stop work under this Agreement on the date specified in any notice of termination provided by the ICN;

14.6.6 Cooperate in good faith with the ICN, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement Vendor.

14.7 Care of Property. The Vendor shall be responsible for the proper custody and care of any State owned tangible personal property furnished for the Vendor's use in connection with the performance of the Agreement, and the Vendor will reimburse the ICN for such property's loss or damage caused by the Vendor, normal wear and tear excepted.

SECTION 15. CONTRACT ADMINISTRATION.

15.1 Independent Contractor. The status of the Vendor shall be that of an independent contractor. The Vendor, its employees, agents and any subcontractors performing under this Agreement are not employees or agents of the State of Iowa or any agency, division or department of the State. Neither the Vendor nor its employees shall be considered employees of the ICN for Federal or State tax purposes. The ICN will not withhold taxes on behalf of the Vendor (unless required by law).

15.2 Compliance with the Law and Regulations.

15.2.1 Compliance with the Law and Regulations. Vendor shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations and orders when performing within the scope of this Agreement, including without limitation all laws applicable to the prevention of discrimination in employment, the administrative rules of the Iowa Department of Management or the Iowa Civil Rights Commission which pertain to equal employment opportunity and affirmative action, laws relating to prevailing wages, occupational safety and health standards, prevention of discrimination in employment, payment of taxes, gift laws, lobbying laws and laws relating the use of targeted small businesses as subcontractors or suppliers.

15.2.2 The Vendor declares that it has complied with all Federal, State and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement, including without limitation, laws governing State of Iowa procurement and contracting.

15.2.3 The Vendor shall give notice to any labor union with which it has a bargaining or other agreement of its commitment under this section of the Agreement. The Vendor shall make the provisions of this Section a part of its contracts with any subcontractors providing goods or services related to the fulfillment of this Agreement.

15.2.4 The Vendor shall comply with all of the reporting and compliance standards of the Department of Management regarding equal employment.

15.2.5 The Vendor may be required to submit its affirmative action plan to the Department of Management to comply with the requirements of 541 IAC Chapter 4.

15.2.6 The ICN may consider the failure of the Vendor to comply with any law or regulation as a material breach of this Agreement. In addition, the Vendor may be declared ineligible for future State contracts or be subjected to other sanctions for failure to comply with this Section.

15.2.7 It shall be agreed that both parties will comply with the requirements of Iowa House File 687 2001 to include, if this is a Service agreement function, in the Agreement terms providing for:

15.2.7.1 Performance requirements (list), Vendor shall work with the ICN to ensure prompt and reasonable response to the needs of the ICN. Vendor will perform as the ICN and the situation or services required dictate, under reasonable circumstances. Invoices submitted to the ICN by Vendor shall state the services performed by Vendor in sufficient specificity to permit ICN to review Vendor's performance for timeliness and completeness.

15.2.7.2 Performance inspection (plan) will be accomplished on a case-by-case basis. The ICN may at any time review Vendor's performance hereunder. Such reviews may be in the form of an information request, such as, but not limited to, formal or informal quotes, delivery dates, installation dates, etc. Vendor shall agree to provide all reasonable cooperation in the performance of such reviews.

15.2.7.3 Payment deduction schedule, if the ICN determines in good faith that Vendor's performance hereunder is unsatisfactory; the ICN may withhold payment until the situation is resolved to the satisfaction of the ICN

15.3 Amendments. This Agreement may be amended in writing from time to time by mutual consent of the parties. All amendments to this Agreement must be fully executed by the parties.

15.4 Third Party Beneficiaries. There are no third party beneficiaries to this Agreement. This Agreement is intended only to benefit the State and the Vendor.

15.5 Choice of Law and Forum.

15.5.1 The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to the choice of law provisions of Iowa law.

15.5.2 In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Agreement, the exclusive jurisdiction for the proceeding shall be brought in Polk County District Court for the State of Iowa, Des Moines, Iowa, or in the United States District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa wherever jurisdiction is appropriate.

15.5.3 This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the State of Iowa.

15.6 Integration. This Agreement, including all the documents incorporated by reference, represents the entire Agreement between the parties and neither party is relying on any representation that may have been made which is not included in this Agreement. The parties agree that if a Schedule, Addendum, Rider or Exhibit or other document is attached hereto by the parties, and referred to herein, then the same shall be deemed incorporated herein by reference.

15.7 Not a Joint Venture. Nothing in this Agreement shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent/principal relationship) between the parties hereto. No party, unless otherwise specifically provided for herein, has the authority to enter into any agreement or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Agreement.

15.8 Consent to Service. The Vendor irrevocably consents to service of process by certified or registered mail addressed to the Vendor's designated agent. The Vendor appoints _____ at _____ as its agent to receive service of process. If for any reason the Vendor's agent for service is unable to act as such or the address of the agent changes, the Vendor shall immediately appoint a new agent and provide the ICN with written notice of the change in agent or address. Any change in the appointment of the agent or address will

be effective only upon actual receipt by the ICN. Nothing in this provision will alter the right of the ICN to serve process in another manner permitted by law.

15.9 Supersedes Former Agreements. This Agreement supersedes all prior Agreements between the ICN and the Vendor for the services provided in connection with this Agreement.

15.10 Waiver. Any breach or default by either party shall not be waived or released other than by a writing signed by the other party. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

15.11 Notices.

13.11.1 Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by electronic mail or facsimiles, by Federal Express, courier or other similar and reliable carrier which shall be addressed to each party as set forth as follows:

If to the ICN: **ICN Contracting Officer**
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319

If to the Vendor: [Vendor may provide one (1) contact]

15.11.2 Each such notice shall be deemed to have been provided:

15.11.2.1 At the time it is actually received; or,

15.11.2.2 Within one day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,

15.11.2.3 Within five days after deposited in the U.S. Mail in the case of registered or certified U.S. Mail.

15.11.2.4 When verified by automated receipt or electronic logs if sent by facsimile or email.

15.11.3 Copies of such notice to each party shall be provided separately.

15.11.4 From time to time, the parties may change the name and address of a party designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

15.12 Cumulative Rights. The various rights, powers, options, elections and remedies of either party, provided in this Agreement, shall be construed as cumulative and no one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law. Nothing in this Agreement shall be construed as affecting, impairing or limiting the equitable or legal remedies to which either party may be entitled as a result of any breach of this Agreement.

15.13 Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the invalid portion shall be severed from this Agreement. Such a determination shall not affect the validity or enforceability of any other part or provision of this Agreement.

15.14 Express Warranties. The Vendor expressly warrants all aspects of the items and services provided by it or used by the Vendor and the ICN in performance of this Agreement.

15.15 Warranty Regarding Solicitation. The Vendor warrants that no person or selling agency has been employed or retained to solicit and secure this Agreement upon an agreement or understanding for commission, percentage, brokerage or contingency except bona fide employees or selling agents maintained for the purpose of securing business.

15.16 Obligations of Joint Entities. If the Vendor is a joint entity consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the Agreement activities.

15.17 Obligations Beyond Agreement Term. This Agreement shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to this Agreement. All obligations of the Vendor incurred or existing under this Agreement as of the date of expiration, termination or cancellation will survive the expiration, termination or cancellation of this Agreement.

15.18 Time is of the Essence. Time is of the essence with respect to the successful performance of the terms of this Agreement. The Vendor shall ensure that all personnel providing services to the ICN are responsive to the ICN's requirements in all respects.

15.19 Authorization. Each party to this Agreement represents and warrants to the other that it has the right, power and authority to enter into and perform its obligations under this Agreement and that it has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement. This Agreement constitutes a legal, valid and binding obligation upon the parties in accordance with its terms.

15.20 Successors in Interest. All the terms, provisions, and conditions of the Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and legal representatives.

15.21 Counterparts and Facsimile Signatures. The parties agree that this Agreement has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument. The parties further agree that the signatures on this Agreement or any amendment or schedule may be manual or a facsimile signature of the person authorized to sign the appropriate document. All authorized facsimile signatures shall have the same force and effect as if manually signed.

15.22 Use of Third Parties/Prime Vendor Responsibilities. The ICN acknowledges that the Vendor may Agreement with third parties for the performance of any of the Vendor's obligations under this Agreement. All subcontracts shall be subject to advance written approval by the ICN. The Vendor may enter into these contracts to complete the project provided that the Vendor remains responsible for all services performed under this Agreement. All restrictions, obligations and responsibilities of the Vendor under this Agreement shall also apply to subcontractors. The ICN shall consider the Vendor to be the sole point of contact with regard to all matters related to this Agreement and is not required to initiate or maintain contact with any subcontractor. ICN may choose to deny use of any specific third party contractor at ICN's sole discretion, in which case the Vendor must obtain a different third party contractor.

15.23 DATA PROCESSING WARRANTY.

15.23.1 The Vendor warrants that each item of hardware, software, firmware, or a custom designed and developed software program or a system which is developed or delivered under, or used by Vendor in connection with its performance of this Agreement, shall accurately process data, including, but not limited to, calculating, comparing and sequencing, from, into, between and among the nineteenth, twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the item(s) documentation provided by the Vendor.

15.23.2 If the items to be developed and delivered under this Agreement are to perform as a system with other hardware and/or software, then the warranty shall apply to the items developed and delivered as the items process, transfer, sequence data, or otherwise interact with other components or parts of the system. This warranty shall survive the term of this Agreement. The remedies available to the ICN for a breach of warranty includes, but is not limited to, repair or replacement of non-compliant items or systems.

15.23.3 Nothing in this warranty shall be construed to limit any rights or remedies of the ICN under this Agreement with respect to defects in the items other than the Data Processing Warranty.

15.24 Force Majeure. Neither Vendor nor the ICN shall be liable to the other for any delay or failure of performance of this Agreement; and no delay or failure of performance shall constitute a default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by a "force majeure".

15.24.1 As used in this Agreement, "force majeure" includes acts of God, war, civil disturbance and any other similar causes which are beyond the control and anticipation of the party effected and which, by the exercise of

reasonable diligence, the party was unable to anticipate or prevent. Failure to perform by a subcontractor or an agent of the Vendor shall not be considered a "force majeure" unless the subcontractor or supplier is prevented from timely performance by a "force majeure" as defined in this Agreement. "Force majeure" does not include: financial difficulties of the Vendor or any parent, subsidiary, affiliated or associated company of Vendor; claims or court orders which restrict Vendor's ability to deliver the goods or services contemplated by this Agreement; or Year 2000 issues or Y2K-related difficulties or problem.

15.24.2 If a "force majeure" delays or prevents Vendor's performance, the Vendor shall immediately commence to use its best efforts to directly provide alternate, and to the extent possible, comparable performance. Comparability of performance and the possibility of comparable performance shall be reasonably determined solely by the ICN.

15.24.3 During any such period, the Vendor shall continue to be responsible for all costs and expenses related to alternative performance.

15.24.4 This Section shall not be construed as relieving the Vendor of its responsibility for any obligation which is being performed by a subcontractor or supplier of services unless the subcontractor or supplier is prevented from timely performance by a "force majeure".

15.25 Records Retention and Access. The Vendor shall permit the Auditor of the State of Iowa or any authorized representative of the State or any authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent validation records, financial records, accounting records, books, documents, papers, electronic or optically stored and created records or other records of the Vendor relating to or created as a result of the performance of this Agreement. These records shall be made available to the State, its designees, the Auditor, or an authorized representative of the United States government at reasonable times and at no cost to the State during the term of this Agreement and for a period of at least (5) years following the termination, cancellation or expiration of this Agreement.

15.26 Taxes. ICN declares and Vendor acknowledges that the Vendor and its subcontractors may be subject to certain taxes including but not limited to sales tax, motor vehicle fuel tax, personal or corporate income tax or other taxes or assessments, and to licensing fees or other miscellaneous fees or charges which may be imposed by Federal, State or local law or ordinance. The Vendor and its subcontractors shall be solely responsible for the payment of such taxes. The Vendor shall promptly pay all such taxes, fees or charges when due. ICN is a tax-exempt entity and the Vendor shall not attempt to pass on any costs, including surcharges and fees, to the ICN that are attributable to federal, state, or local taxes, including sales tax, motor fuel tax, property tax, or personal or corporate income tax.

15.27 Universal Service Fund Charges. The parties agree that the ICN has been recognized by the FCC as a telecommunications carrier and a re-seller of the Services to be provided by Vendor under this Agreement. The ICN incorporates the Services into services offered to its own customers. The ICN contributes directly to the federal Universal Service Fund, as required, based upon revenue from its end-user customers. Based on the foregoing representations, the ICN will not be required to pay the Federal Universal Service Fee ("FUSF") of the Vendor or its successor(s).

15.28 Further Assurances and Corrective Instruments. The Vendor agrees that it will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Agreement.

15.29 Assignment and Delegation. This Agreement may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the other party. For purposes of construing this clause, a transfer of a controlling interest in Vendor shall be considered an assignment. If either party, in its sole discretion, determines that the other party's assignment of this Agreement to another person or entity is not in the determining party's best interests, the determining party may elect to terminate this Agreement with the other party without penalty upon thirty (30) days written notice to the Vendor.

15.30 Headings or Captions. The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.

15.31 The ICN reserves the right to conduct criminal history and other background investigations of the Vendor, its officers, directors, shareholders, or partners and personnel retained by the Vendor for the performance of this Agreement.

15.32 No Minimums Guaranteed. The ICN does not guarantee any minimum usage of the Vendor's services or make any volume commitment under this Agreement.

SECTION 16. BUSINESS DOWNTURN.

16.1 In the event of a business downturn or budget difficulties beyond the control of the ICN, including budget difficulties of other authorized users of the ICN or significant restructuring or reorganization, any of which significantly reduces the volume of Services required by the ICN, with the result that ICN will be unable to meet its revenue or volume commitments under this Agreement, Vendor and the ICN will cooperate in efforts to develop a mutually agreeable alternative.

SECTION 17. REDUCTION OF RESOURCES.

17.1 If, during the Term, the ICN experiences a change in the scope, nature or volume of its business, or if the ICN elects to change the manner or method by which it does (including, but not limited to, an election by Iowa Legislature to effect a sale or other disposition of material assets), which have or may have the effect of causing a decrease in the quantity or quality of the Services that will be needed by ICN, then ICN may request Vendor to reduce the level of Services and the annual Service charges to ICN under this Agreement. However any such reduction must not adversely impact upon Vendor's ability to reasonably perform its obligations under the Agreement.

17.2 In such event, Vendor shall estimate, in writing and in good faith, the aggregate decreased charges to Vendor from ICN's ceasing to perform such Services and shall provide such written estimate to ICN, no later than 30 days from Vendor's receipt of ICN's notice. ICN, upon receipt of such estimate, may then elect by written notice given to Vendor within 15 days following receipt of Vendor's written estimate to:

17.2.1 Withdraw its request for a cessation of part of the Services;

17.2.2 Implement such partial cessation of Services based upon the estimate of Vendor; or

17.2.3 Request that Vendor negotiate with ICN regarding the aggregate reduction in the Annual Service Charges due to Vendor from ICN hereunder as a result of the partial cessation of Services. If ICN shall elect to request Vendor to negotiate, the parties shall promptly negotiate in good faith regarding the amount.

SECTION 18. EXECUTION.

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Agreement and have caused their duly authorized representatives to execute this Agreement.

**Iowa Telecommunications and Technology Commission
Operating the IOWA COMMUNICATIONS NETWORK**

By: _____

Date: _____

Name: _____

Title: _____

[VENDOR will be listed]:

By: _____

Date: _____

Name: _____

Title: _____

Schedule A Scope of Services

Schedule A, provided in RFP Chapter 3 will be further developed in Contract.

ATTACHMENT 2

**BID PROPOSAL COMPLIANCE FORM
RFP 18-073**

Vendor affirms that the information contained in the Bid Proposal is true and accurately portrays all aspects of the goods or services or both contemplated by this RFP. The Vendor is aware that any substantive misinformation or misrepresentation may disqualify the Bid Proposal from further consideration. If a Vendor takes exception to a provision, it must state the reason for the exception and set forth in Attachment 2 of its Bid Proposal the specific Contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by the ICN, in its sole discretion, resulting in possible disqualification of the Bid Proposal. The ICN reserves the right to either award a Contract without further negotiation with the successful Vendor or to negotiate Contract terms with the selected Vendor if the best interests of the ICN would be served.

Vendor hereby certifies total compliance with all other terms, conditions and specifications of this RFP except as expressly stated below:

Chapter 1, Administrative Issues

Chapter 2, Contractual Terms & Conditions (includes Attachment 1)

Chapter 3, Technical Specifications

Chapter 4, Evaluation Criteria

I certify that I have the authority to bind the Vendor indicated below to the specific terms and conditions imposed in this RFP and offered in this Bid Proposal, and that by my signature on this document I specifically agree to all of the waivers, restrictions and requirements of this RFP as conditions precedent to submitting this proposal. I further state that in making this Bid Proposal that the Vendor has not consulted with others for the purpose of restricting competition or violating State or Federal anti-trust laws and has not knowingly made any false statements in this Bid Proposal.

Authorized Signature: _____

Printed Name: _____

Title: _____

Telephone: _____

Fax Number: _____

E-Mail: _____

Business Name: _____

Address: _____

Federal ID Number: _____

**ATTACHMENT 3
AUTHORIZATION TO RELEASE INFORMATION
RFP 18-073**

_____ (Name of Vendor) hereby authorizes any person or entity, public or private, having any information concerning the Vendor's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to the ICN.

The Vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Vendor 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 Vendor is willing to take that risk. The Vendor agrees to release all persons, entities, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

Printed Name of Vendor Organization

Signature of Authorized Representative

Date

**ATTACHMENT 4
BID PROPOSAL SUBMITTAL FORM
RFP 18-073**

Vendor providing bid proposal must complete each section of this Attachment and submit as part of its bid proposal.

Vendor Name (including all d/b/a or assumed names or other operating names of the Vendor: _____

Address: _____

Phone: _____

Fax: _____

Number of employees: _____

Local office address that relates to the Vendor's performance under the terms of this RFP (if different from above):

Phone: _____

Fax: _____

Vendor accounting firm: _____

State of incorporation (if a corporation). State of formation (if a limited liability company or a limited partnership): _____

The successful Vendor will be required to register to do business in Iowa. If already registered, provide the date of the Vendor's registration to do business in Iowa. _____

Person to Contact Regarding This Bid Proposal: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Single Point Of Contact if Awarded Contract: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____