

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	005-RFP-1942-2026	Title of RFP	Specialized Driver Evaluation and Training and Vehicle Modification Prescriptions
Agency	Iowa Department of Administrative Services (DAS) on behalf of Iowa Vocational Rehabilitation Services		
Available to other State agencies?			Yes
Available to Political Subdivisions?			Yes
Available to other States or governmental entities outside of the State of Iowa?			No
State Issuing Officer: Katelyn Howells Phone: 515-721-7856 E-mail: Katelyn.Howells@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
State Posts Notice of RFP on the TSB website			September 15, 2025
State Issues RFP			September 17, 2025
RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date)			October 1, 2025 at 4:00PM
Proposals Due			October 15, 2025 at 2:00PM
Relevant Websites			
Internet website where the Addenda to this RFP will be posted http://bidopportunities.iowa.gov and IMPACS Electronic Procurement System .			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf			
Firm Proposal Terms			
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

FORM AND CONTENT OF PROPOSALS

1.1. Instructions

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

1.1.1. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files. The files shall be labeled with the following information:

005-RFP-1942-2026 - Respondent Name - Technical Proposal

005-RFP-1942-2026 - Respondent Name - Cost Proposal

Files must attach to Respondent's submission in the State's [IMPACS Electronic Procurement System](#).

1.1.2. If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit a public copy Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

005-RFP-1942-2026 - Respondent Name - Public Copy

1.1.3. Proposal shall not contain promotional or display materials.

1.1.4. Attachments shall be referenced in the Proposal.

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

1.2. Technical Proposal

Any information provided in the Technical Proposal is subject to consideration for consideration, evaluation, and scoring. The following documents and responses shall be included in the Technical Proposal in the order given below:

Exhibit 1 - Transmittal Letter

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, electronic mail address, fax number, and telephone number.

Exhibit 2 - Executive Summary

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

- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the Contract provisions in Section 7.
- An overview of the Respondent's plans for complying with the specifications of this RFP.
- Any other summary information the Respondent deems to be pertinent.

Exhibit 3 - Experience

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

Exhibit 4 - Mandatory Specifications

The Respondent shall answer whether or not it will comply with each specification in Section 5 of the RFP. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the Section 5 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

Exhibit 5 - Vehicles and Equipment

Provide a description of vehicles, including modifications and equipment that will be used for the services, including ownership/rental/lease status. Include all modifications and equipment that are available for each of the following categories:

- No tech vehicle
- Low-tech vehicle and equipment
- High-tech vehicle and equipment

Exhibit 6 - Services Provided

Provide a description of the services Respondent is able to provide for the following categories:

- No Tech Driver Evaluation
- No Tech Driver Training
- Low Tech Driver Evaluation
- Low Tech Driver Training
- High Tech Driver Evaluation
- High Tech Driver Training

Exhibit 7 - Personnel

Provide key staff/dedicated team background to include main point of contact(s) for customer service/support. Provide a brief resume of experience for all team members proposed to be

assigned to the project, including training and experience in providing the requested services and any specific courses, badges, and certifications held by personnel assigned to the resulting contract.

Exhibit 8 - Capacity

Provide a description of respondent's organizational structure, including current and anticipated staffing levels who will be assigned to this project.

Exhibit 9 – Coordination of Licensure

Describe how services will be provided and describe coordination with the Iowa DOT for the individual to obtain a driver's license for the following:

- Individuals under the age of 18 requiring completion of an Iowa approved Driver Education program. Describe how services will be coordinated with an Iowa approved Driver Education program. Provide documentation if respondent is an approved program.
- Individuals age 18 and older. Describe how services will be coordinated with the Iowa DOT for testing and licensure.

Exhibit 10 - Geographical Locations Serviced

Provide a list of counties or geographical areas that Respondent is able to provide services for.

Exhibit 11 - Sample Reports

Provide the following sample reports. **All sample reports provided shall redact the names and any personal identification information for individuals receiving services.**

Sample reports shall provide the information demonstrating completion of service and recommendations:

- Driver evaluation report
- Driver Training Progress Report
- Vehicle Modification Prescription

Exhibit 12 - Additional Services

Provide detailed information for any additional service items that may be available. (Include costs for these services in the Cost Proposal.)

1.3. Cost Proposal

The Respondent shall provide its Cost Proposal in a separate file for the proposed goods and/or services. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) for the proposed services. All pricing to be FOB Destination, freight cost, and all expenses included; and based on Net 60 Days Payment Terms. Cost proposals must include the following:

- Provide any one time and recurring costs for services. Recurring costs are to be for a 6-year period to cover the initial term and extensions to the Contract.
- Initial Evaluation rates for No Tech, Low Tech, and High Tech services.

- Training rates for No Tech, Low Tech, and High Tech services
- Any other costs associated with proposed services.
- Pricing for optional services.

1.3.1. Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

1.3.1.1. Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

1.3.1.2. Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Experience		
Exhibit 4 - Mandatory Technical Specifications		
Exhibit 5 - Vehicles and Equipment		
Exhibit 6 - Services Provided		
Exhibit 7 - Personnel		
Exhibit 8 - Capacity		
Exhibit 9 - General Driver's Education		
Exhibit 10 - Geographical Locations Serviced		
Exhibit 11 - Sample Reports		
Exhibit 12 - Additional Services		
Public Copy of Technical Proposal with Confidential Information Excised (Optional)		
Cost Proposal		