

Event Summary - Test Preparation Tools & Career Resources

Type	RFB - Request for Bids	Number	RFB-185-1607-2025
Organization	DASlowa	Currency	US Dollar
Event Status	Draft	Department	Division of IT - DOIT
Exported on	3/10/2025	Exported by	Zach Gillen
Estimated Value	-	Payment Terms	0% 0, Net 60

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

Seeking a fully operational cloud-based database with test prep tools to provide statewide via public and academic libraries in Iowa.

Commodity Codes

Commodity Code	Description
25080	Tests, Answer Sheets, Scoring Keys, etc., Electronic Data Processing (EDP) Systems
95260	Job Search Workshop

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	3/12/2025 10:00 AM CDT
Close	4/2/2025 1:00 PM CDT
Sealed Until	4/2/2025 1:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	3/20/2025 1:00 PM CDT

Description

Seeking a fully operational cloud-based database with test prep tools as described herein to provide statewide via public and academic libraries in Iowa. All resources provided must be up-to-date and relevant to current job market trends and educational requirements.

The anticipated term of the contract will begin on July 1, 2025 and end on June 30, 2028.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to seven annual renewals.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their Bid after an amendment has been posted by the Issuing Officer. If the Bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your proposal again (if previously submitted)

1 ★ **Instructions To Vendor :**

Bidder will read and make certifications for their bid submission.

Certification

I certify that the contents of the Bid submitted are true and accurate.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Certification of Independence

I certify that I am a representative of the Bidder expressly authorized to make the following certifications on behalf of the Bidder. By submitting a bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to the Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2016)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Respondents to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies one of the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)(2016)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid submission or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder will read and authorize to release information for their Bid submission.

Certification

I certify that I have read and agree to the Authorization to Release Information above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder hereby authorizes the Iowa Department of Management ("Agency") to obtain information regarding its performance on other contracts, agreements, or other business arrangements, its business reputation, and any other matter pertinent to the selection of a successful Bidder in response to RFB.

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder 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 Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency in the selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Bidders submission in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the Bid submission. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the selection of a successful Bidder in response to the RFB.

Buyer Attachments

RFB-185-1607-2025 Test Preparation Tools & Career Resources Requirements.pdf	RFB-185-1607-2025 Test Preparation Tools & Career Resources Requirements.pdf	../Attachments/RFB-185-1607-2025 Test Preparation Tools & Career Resources Requirements.pdf
RFB-185-1607-2025 Cost Proposal Form.xlsx	RFB-185-1607-2025 Cost Proposal Form.xlsx	../Attachments/RFB-185-1607-2025 Cost Proposal Form.xlsx
DOM DoIT Sample Contract.docx	DOM DoIT Sample Contract.docx	../Attachments/DOM DoIT Sample Contract.docx
Section 889 Form.pdf	Section_889_Form(blank).pdf	../Attachments/Section_889_Form(blank).pdf

Questions

Page 1

Group 1: Form of Bid

- 1.1 The Bidder will enter contact name, telephone number, and email address for questions regarding this solicitation. ★
Text (Multi-Line)
- 1.2 The Bidder shall read, fill-out and attach the Terminations, Litigation, Debarment document. ★
File Upload
Terminations, Litigation, Debarment Document - RFP - ../Attachments/QuestionAttachments/RFP -
- 1.3 Confidential Treatment of Information - Is Bidder requesting confidential treatment of specific information? ★
Yes/No
- 1.4 A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Form 22, and save it as a PDF; (2) when appropriate, conspicuously mark the outside of its Bid as containing confidential information; (3) when appropriate, mark each page upon which the Bidder believes confidential information appears and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION, and (4) when appropriate, submit a "Public Copy" from which the confidential information has been excised. ★
File Upload
Form 22 RFx - DOM -

Group 2: Terms and Conditions

- 2.1 Bidder shall read the RFB Definitions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder has exceptions to the Terms & Conditions (submit exceptions question)
DOM Administrative Terms - ../Attachments/QuestionAttachments/DOM Administrative Terms.pdf
- 2.2 Bidder shall read the Administrative Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder has exceptions to the Terms & Conditions (submit exceptions question)
DOM Administrative Terms - ../Attachments/QuestionAttachments/DOM Administrative Terms(1).pdf
- 2.3 Bidder shall read the contract information regarding the terms and conditions document and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder has exceptions to the Terms & Conditions (submit exceptions question)
Contract Information Regarding Terms and Conditions - ../Attachments/QuestionAttachments/Contract Information Regarding Terms and Conditions.pdf
- 2.4 Bidder shall read the Federal Terms and Conditions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder has exceptions to the Terms & Conditions (submit exceptions question)
Federal Terms and Conditions - ../Attachments/QuestionAttachments/federal_certifications_20230816.pdf
- 2.5 Bidder will complete and submit the Section 889 Form located in Buyer Attachments. ★
File Upload
- 2.6 Does the Bidder have exceptions to sample contract terms and conditions? ★

Yes/No

- 2.7 If the Bidder has exceptions to the sample contract terms and conditions, the Bidder will complete and submit Exceptions to Contract Language Form. ★
File Upload
Exceptions to Contract Language Form - ../Attachments/QuestionAttachments/Exceptions to Contract
- 2.8 The Bidder will attach and submit a red-lined sample contract, located in Buyer Attachments. ★
File Upload
- 2.9 Bidder shall read the Insurance Requirements and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder has exceptions to the Terms & Conditions (submit exceptions question + redline contract)
DOM Insurance Requirements - ../Attachments/QuestionAttachments/DOM Insurance Requirements.pdf
- 2.10 Quarterly Sales Report - The Respondent shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the Contract via e-mail to the Iowa Department of Management. The Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder accepts the Terms & Conditions
Bidder has exceptions to the Terms & Conditions (submit exceptions question + redline contract)
- 2.11 Administrative Fee - In addition to the approved discounts or prices specified in the Contract herein, the successful Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against this Contract. The fee shall be paid quarterly to the Iowa Department of Management. The Bidder shall enter a response. ★
Dropdown List (Pick One)
Bidder accepts the Terms & Conditions
Bidder has exceptions to the Terms & Conditions (submit exceptions question + redline contract)
- 2.12 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a successful Bidder. Does the Bidder agree to the terms? ★
Dropdown List (Pick One)
Bidder accepts the Terms & Conditions
Bidder has exceptions to the Terms & Conditions (submit exceptions question + redline contract)

Group 3: RFB Requirements

- 3.1 Bidder has read and will meet and/or exceed all requirements in the document titled RFB-185-1607-2025 Test Preparation Tools & Career Resources Requirements, located in Buyer Attachments. If Bidder cannot satisfy a requirement, Bidder must submit with its response a document detailing which requirement(s) it cannot satisfy. ★
Dropdown List (Pick One)
Bidder agrees it will meet and/or exceed all bid requirements
Bidder does not agree and cannot meet and/or exceed all bid requirements
- 3.2 Bidder will review, complete and upload the Cost Proposal Form, located in Buyer Attachments. Bidders may upload additional documents to support the cost proposal, if applicable. ★
File Upload