

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.			

SCOPE OF WORK

Overview

The Successful Respondent shall provide the services to the State in accordance with the requirements as provided in this Scope of Work.

1.1. Description of Work

- 1.1.1. Conduct individualized driver evaluations that assess an individual's ability to safely operate a vehicle and the training necessary, including training on adaptive equipment, to obtain or maintain a driver's license. Evaluations include an interview with the individual to gather relevant information about their driving history and general assessment of physical functioning, vision, visual perception, cognition, as applicable. The evaluation also includes a behind-the-wheel driving assessment, in the contractor's vehicle equipped with adaptive equipment that matches the individual's needs. Simulated driving will not meet this requirement. When applicable, an assessment of entry/exit of the vehicle, wheelchair seating and transfers and mobility equipment storage is included.
- 1.1.2. Provide individualized on the road driver training according to the training needs and driving plan outlined in the evaluation report. Training is provided in the contractor's vehicle. The job candidate receives training on the use of the adaptive equipment. Progress reports are provided at intervals identified by the agency prior to the start of training.
- 1.1.3. Provide a vehicle modification prescription at the conclusion of the evaluation and training. Identify specific modifications and adaptive equipment that the Job Candidate will need installed to drive in their own vehicle. Provide recommendations for vehicles that are compatible with the necessary modifications. Provide requirements for the inspection, final fitting, and any post modification training requirements. Provide amendments when needed.
- 1.1.4. Complete a vehicle inspection and final fitting in coordination with the job candidate and mobility vendor once the modification is complete to ensure the prescription was followed and notify agency of results. Provide additional driver training, in the individual's modified vehicle, to ensure individual's understanding of the equipment installed and how to safely operate the equipment. Provide a final report to the agency and job candidate.
- 1.1.5. Assist all Job Candidates in obtaining or maintaining their driver's license by coordinating required drive tests with the Iowa DOT. Directly provide Driver's Education or coordinate services with an approved Driver Education program for individuals under the age of 18.
- 1.1.6. Communicate progress and any concerns in a timely manner. If driving is not recommended at any point, this is communicated to agency, job candidate, and family, when applicable.

- 1.1.7. Services are provided in the individual's residential location and community, unless agreed upon prior to start by agency, Job Candidate, and contractor.
- 1.1.8. Referrals to contractor are initiated by IVRS when IVRS has identified a vocational need for the service. IVRS provision of and funding for services is provided in accordance with IVRS policy. When an individual has a financial participation, IVRS will notify contractor when making the referral. Contractor is responsible for collecting the Job Candidate's participation from the Job Candidate directly.

1.2. Contractor Responsibilities

- 1.2.1. Contractor is responsible for providing staff who are qualified to provide the service and have appropriate training.
- 1.2.2. Contractor is responsible for maintaining state required licensure and certifications if providing Driver's Education.
- 1.2.3. Contractor is responsible for providing vehicles that are properly registered, licensed, certified, insured and equipped with instructor controls and brakes, safety equipment, signage and meet any state requirements for providing driver services.
- 1.2.4. Contractor provides vehicles that contain adaptive equipment that meet job candidate needs and ensures equipment is properly maintained.
- 1.2.5. Contractor notifies IVRS of any changes in staff, credentials, vehicles or any other variables that impact ability to provide services in a safe and timely manner.
- 1.2.6. Complete and file all required paperwork in the event of an accident or incident in a timely manner.
- 1.2.7. Contractor will establish a referral process with agency within 60 days of contract start date.
- 1.2.8. Contractor will abide by standards identified in ADED's Code of Ethics.

1.3. Reporting

- 1.3.1. Upon completion of any service, a report is submitted to the agency and the job candidate. An invoice is submitted to the agency. Documentation includes date service was delivered and number of hours. Any mileage or travel follow State of Iowa policies.
- 1.3.2. Upon completion of the driver evaluation, a report is submitted to IVRS and the job candidate. The evaluation report contains a summary of the interview and results of the behind the wheel assessment and the contractor provides a professional recommendation of the individual's ability to safely operate a vehicle and any adaptive equipment required. If training is recommended, the report outlines an individualized plan for training, including number of hours based on individual need, strategies that will be used, and adaptive equipment that will be used. If training is not recommended, the report will state this and include any recommendations.

- 1.3.3.** Driver Training Reports are submitted at identified intervals and include a summary of services provided, progress made and any concerns noted. At the conclusion of driver training services, the report will indicate if the individual was successful in obtaining their State of Iowa driver's license. If at any point, further training is not indicated, the report will outline the reason the contractor made this decision and any recommendations. Provide final training report at conclusion of final fitting and post-modification training.
- 1.3.4.** At the conclusion of the evaluation and training, a Vehicle Modification Prescription is provided that identifies the specific modifications and adaptive equipment necessary for the individual to enter/exit the vehicle, store any mobility devices used, and operate the vehicle. Recommendations for vehicles compatible with the modifications are provided. Report includes any requirements for final fitting and post-modification training.

SPECIFICATIONS

Overview

The successful Respondent shall provide the goods and/or services to the State in accordance with the specifications and technical specifications as provided in this Section. The Respondent shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Respondent shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. Proposals must identify any deviations from the specifications of this 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.

All items listed in this section are Mandatory Specifications. Respondents must indicate either **“yes”** or **“no”** to each specification in their Proposals and provide an explanation as to how the specification is met. By indicating **“yes”** a Respondent agrees that it shall comply with that specification throughout the full term of the Contract, if the Respondent is successful. In addition, if specified by the specifications or if the context otherwise requires, the Respondent shall provide references and/or supportive materials to verify the Respondent’s compliance with the specification. The Agency shall have the right to determine whether the supportive information and materials submitted by the Respondent demonstrate that the Respondent will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

2.1. Respondent Requirements

- 2.1.1.** Ability to provide specialized driver rehabilitation services, including driver evaluation and driver training.
- 2.1.2.** Must be a DRS, DRP, CDRS, or OT DRS or possess a comparable driver’s rehabilitation designation from an accredited organization such as ADED or AOTA and have experience providing services.
- 2.1.3.** Owns, rents, or leases vehicles and adaptive equipment necessary to provide proposed services.

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		