# INFORMAL COMPETITIVE BID POSTING

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| Procurement Title: State Mediators |

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| Procurement Reference #: ED-RB006-01 |

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| Description of Bid Opportunity (Scope of Work):  The Iowa Department of Education seeks the services of qualified Contractors to serve as Special Education mediators for disputes arising under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 et seq. The Agency may award this procurement to multiple successful Contractors, who will be assigned to mediations on a rotational, random, or other basis. Special Education mediators facilitate non-adversarial resolution of Special Education disputes between parents, schools, and Area Education Agencies. If the parties to a dispute resolve some or all of their issues, the Special Education mediator assists them in drafting a legally binding agreement. Successful Contractors will be reimbursed on a contract basis for service at mediation sessions, preparatory and follow-up activities, attendance at required training and in-service sessions, and for expenses (meals, travel, lodging, and office expenses). Service is state-wide, and will require travel. |

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| Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:  • Two (2) or more years of employment experience in a profession related to: mediation and dispute prevention; education; rights of persons with disabilities; or some combination of such experience equaling at least two years.  • Knowledge of special education laws, rules, and regulations  • Knowledge of dispute prevention and dispute resolution techniques  • Completion of an introductory course in special education mediation or completion of such a course within one year of the date of contract  • Bachelor’s degree from an accredited institution in a relevant field (Master’s degree or other advanced degree preferred)  • Must not be an employee of the Agency, school district, accredited nonpublic school, Area Education Agency, or other Agency involved in the education or care of children with disabilities  • Must not have a personal or professional interest that conflicts with the person's objectivity |

Proposals submitted should include the Vendor’s Cost Proposal and sufficient information regarding the Vendor’s ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

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| Proposals must be received by the close of business day on: January 30, 2023 |

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| 1. Projected timeframe of awarded contracted: From July 1, 2023 to June 30, 2024 |

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

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| First and Last Name of the Issuing Officer for this Procurement: |
| First Name: Jill Last Name: Borgeson |

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| Phone Number of the Issuing Officer for this Procurement: (515) 205-4764 |

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| Email Address of the Issuing Officer for this Procurement: OIAS@iowa.gov |

**The Iowa Department of Education reserves the right to:**

* **Reject any and/or all Proposals, in whole or in part;**
* **Advertise for new Proposals;**
* **Abandon the need for such services; and/or**
* **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**