

Event Summary - Event Coordinator for Iowa's America250 Event

Type	RFP - Request for Proposal	Number	005-RFP-2373-2026
Organization	DASlowa	Currency	US Dollar
Event Status	Approved	Department	Administrative Services - DAS
Exported on	1/12/2026	Exported by	Katelyn Howells
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

The State of Iowa is seeking an Event Coordinator to assist in developing and coordinating the America's Harvest event to celebrate America's 250th Birthday.

Commodity Codes

Commodity Code	Description
96260	Party, Holiday, and Event Decorating and Planning Services
91523	Conference Coordinating and Planning Services

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	1/14/2026 8:00 AM CST
Close	2/4/2026 3:00 PM CST
Sealed Until	2/4/2026 3:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	1/26/2026 4:00 PM CST

Event Users

Event Creator

Katelyn Howells

katelyn.howells@iowa.gov

Phone +1 515-721-7856

Description

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

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

NOTE: Respondent must approve and resubmit their Proposal after an amendment has been posted by the Issuing Officer. If the Proposal was submitted before the amendment, all information will be saved. The Respondent 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).

Background

On November 6, 2025, Governor Reynolds issued Executive Order No. 16, launching the Governor's Task Force on Celebrating America's 250th Birthday. The purpose of the Task Force is to “plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the founding of the United State, and recognize Iowa’s integral role in that event.”

During 2026, Iowa will invite Americans to celebrate how American agriculture has contributed to the liberty, freedom, and independence that are hallmarks of American democracy. Throughout 2026, a series of webinars will learn about the history of Iowa agriculture and its contribution to American independence and share their own gardening, horticulture, and agricultural journey through social media campaigns. Finally, on October 24, 2026, Iowa will host a Harvest Festival to celebrate the place of agriculture in Iowa and American life.

America’s Harvest is the Iowa America 250 Task Force’s signature initiative and an opportunity for Iowa to lead Americans in celebrating the contributions of agriculture, gardening, and horticulture to the freedoms we enjoy as Americans.

Objectives

The State of Iowa is seeking an Event Coordinator to assist in the following tasks:

- Coordinate event planning with internal (State) and external (cities, vendors, etc.) stakeholders;
- Support program leads;
- Convene and delegate key programs through agencies.

Contract Term

The Contract shall have a term beginning on the date of contract execution (the “Effective Date”) and ending on December 31, 2026.

Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of the Respondent the following:

1. The Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Respondent to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Respondent 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 Respondent 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 Respondent 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 Proposal in response to the (RFP), the Respondent certifies the following: (check the applicable box)

- Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- Respondent 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)*.

Respondent also acknowledges that the Agency may declare the Respondent's Proposal or resulting contract void if the above certification is false. The Respondent 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 :**

Respondent shall read and authorize to release information for their Proposal.

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:

Respondent hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to RFP.

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

The Respondent 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 or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

The Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to RFP.

The Respondent 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 evaluation of the Respondent's Proposal. The Respondent 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 Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

Buyer Attachments

005-RFP-2373-2026 America250
Event Coordinator.pdf

005-RFP-2373-2026 America250
Event Coordinator.pdf

../Attachments/005-RFP-2373-2026
America250 Event Coordinator.pdf

Page 1

Group 1: Confidential Treatment

- 1.1 SUBMISSION OF THIS FORM 22 IS REQUIRED. This Form 22 must be completed and included with your submission. This Form 22 is required whether the proposal does or does not contain information for which confidential treatment will be requested. Failure to submit a completed Form 22 will result in the submission to be deemed Non-Responsive and eliminated from evaluation. Complete Part 1 of this form if the Proposal does NOT contain confidential information. Complete Part 2 of this form if the proposal DOES contain confidential information. ★

Yes/No
- 1.2 A Respondent not requesting confidential treatment of information contained in its Proposal shall complete and submit a signed Form 22 PART 1. ★

File Upload

Form 22 - No Confidential Treatment - ../Attachments/QuestionAttachments/Form 22 - Confidential
- 1.3 A Respondent requesting confidential treatment of information contained in its Proposal shall complete and submit a signed Form 22 PART 2.

File Upload

Form 22 - Confidential Treatment - ../Attachments/QuestionAttachments/Form 22 - Confidential
- 1.4 A Respondent requesting confidential treatment of information contained in its Proposal shall upload a "Public Copy" of their Technical Proposal from which the confidential information has been excised. ★

File Upload

Group 2: Form of Response

- 2.1 Respondent must attach separate Technical Proposal file. ★

File Upload
- 2.2 Respondent must attach separate Cost Proposal file. ★

File Upload
- 2.3 Respondent shall indicate if Artificial Intelligence (AI) was used in the creation of the proposal. ★

Yes/No
- 2.4 If AI was used in the creation of this proposal, Respondent shall indicate if the proposal was reviewed by a human before submission. ★

Yes/No
- 2.5 Respondent shall indicate if Artificial Intelligence will be used in the rendering of services following this RFP. ★

Yes/No
- 2.6 Respondent shall download, fill out, and upload the attached Respondent Terminations, Litigation, and Debarment form. Enter the information and upload a document labeled "[Vendor name] - Terminations, Litigation, Debarment." ★

File Upload

Respondent Terminations Litigations Debarment - ../Attachments/QuestionAttachments/Respondent Terminations Litigation Debarment_Fillable.pdf

Group 3: Respondent Background Information

- 3.1 Enter the name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal. ★

Text (Multi-Line)

- 3.2 Enter the Respondent's contact name, address, telephone number, fax number and e-mail address including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers. ★
Text (Multi-Line)
- 3.3 Enter the Respondent's State or Foreign Country of Residence. ★
Text (Single Line)
- 3.4 Respondent shall enter the Resident Preference given by the State or Foreign Country of the Respondent's residence. Enter the resident preference in the text box or indicate "no preference". ★
Text (Single Line)
- 3.5 Enter the Respondent's Form of business entity, e.g., corporation, partnership, proprietorship, or LLC. ★
Text (Single Line)
- 3.6 Enter the Respondent's state of incorporation, state of formation, or state of organization. ★
Text (Single Line)
- 3.7 Respondent shall provide the location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP. ★
Text (Multi-Line)
- 3.8 Enter the number of employees employed by Respondent. ★
Text (Single Line)
- 3.9 Enter Respondent's type of business. ★
Text (Single Line)
- 3.10 Enter the name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform. ★
Text (Multi-Line)

Group 4: Terms and Conditions

- 4.1 Respondent shall read the Terms and Conditions for SERVICES and enter a response. ★
Dropdown List (Pick One)
Respondent accepts the Terms & Conditions
Respondent has Exceptions to the Terms & Conditions
Respondent does NOT accept the Terms & Conditions
SERVICES Terms and Conditions 05.1.16 - ../Attachments/QuestionAttachments/SERVICES Terms and Conditions 05.1.16.pdf
- 4.2 A Respondent requesting Exceptions to the Terms and Conditions shall submit a copy of the Terms and Conditions with the requested edits. Submission of this document is not a guarantee that the State of Iowa will accept the requested edits. ★
File Upload
- 4.3 By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFP and the General Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFP or General Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or responses materially alter the RFP, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion. ★
Dropdown List (Pick One)

Respondent agrees
Respondent does NOT agree to the Terms
Respondent agrees and will submit Exceptions

- 4.4 A Respondent requesting Exceptions to the Terms and Conditions shall submit a copy of the Terms and Conditions with the requested edits. Submission of this document is not a guarantee that the State of Iowa will accept the requested edits. ★
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- 4.5 The Respondent hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Contract. ★
Dropdown List (Pick One)
Respondent Agrees
Respondent does NOT agree to the Terms
Respondent agrees and will submit Exceptions

- 4.6 The Respondent shall guarantee the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number days indicated on the RFP cover sheet following the deadline for submitting Proposals. ★
Dropdown List (Pick One)
Respondent agrees
Respondent does NOT agree to the Terms
Respondent agrees and will submit Exceptions

- 4.7 Awarded Respondent will be required to register to do business in Iowa before payments can be made. ★
For Contractor registration documents, go to:
<https://das.iowa.gov/procurement/vendors/how-do-business>
Yes/No