

## Event Summary - Iowa Disaster Case Advocacy Program

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<b>Type</b>	RFP - Request for Proposal	<b>Number</b>	005-RFP-2381-2026
<b>Organization</b>	DASlowa	<b>Currency</b>	US Dollar
<b>Event Status</b>	Approved	<b>Department</b>	Administrative Services - DAS
<b>Exported on</b>	1/12/2026	<b>Exported by</b>	Katelyn Howells
<b>Estimated Value</b>	-	<b>Payment Terms</b>	0% 0, Net 60

## Bid and Evaluation

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

## Visibility and Communication

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**Visible to Public** Yes

### Enter a short description for this public event

*The State of Iowa is seeking Proposals for Qualified Firms to provide Disaster Case Advocacy services to various service areas throughout the state following disasters.*


## Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
91881	Natural Disasters, Fire, Flood, Wind, Quakes, Consulting
95010	Grants, Cities
95011	Grants, Cities, Indirect Cost
95015	Grants, Counties
95041	Grants, Other Political Subdivisions
99029	Disaster Preparedness and Emergency Planning Services
99030	Disaster Relief Services

## Event Dates

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<b>Time Zone</b>	CDT/CST - Central Standard Time (US/Central)
<b>Released</b>	-
<b>Open</b>	1/14/2026 8:00 AM CST
<b>Close</b>	2/20/2026 2:00 PM CST
<b>Sealed Until</b>	2/20/2026 2:00 PM
	 Show Sealed Bid Open Date to Vendor
<b>Q&amp;A Close</b>	1/28/2026 4:00 PM CST

## Event Users

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### Event Creator

**Katelyn Howells**

[katelyn.howells@iowa.gov](mailto:katelyn.howells@iowa.gov)

Phone +1 515-721-7856

## Description

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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

The Iowa Disaster Case Advocacy (IDCA) program as authorized by Iowa Code 29C.20B and Iowa Admin Code ch 605-11. establish a state program of case management to meet disaster-related serious needs of individuals or families who are adversely affected by a state-declared disaster emergency. This program is intended to meet needs that cannot be met by other means of financial assistance, to include case management services and processing applications, claims, and payment processing, as well as associated administrative supports and fiscal agent duties.

The IDCA program is administered by the Agency. The Agency may contract with one or more local administrative entities to perform the administrative functions necessary to carry out duties associated with the program.

The program's claims history has been limited to claims arising from declared disasters. Bidders should bid assuming that data presented is the history of this program. Bidders should note claims vary widely based on state-declared disaster emergencies and should consider this variance for the future path of the program. Should there be a change in law through judicial ruling or legislative action that changes the scope of coverage afforded by current law, the Agency will either renegotiate or terminate the contract.

The following chart provides claim history from the past six state fiscal years (7/1/2020 to 10/31/24\*):

SFY Year    # of Disasters    # of People Served

2020	4	173
2021	4	13
2022	14	286
2023	8	616
2024	10	80
2025*	6	244

\* SFY 2025 is partial as the disaster application period is still open as of the issuance of this RFP.

### Objectives

The purpose of this RFP is to solicit proposals that will enable the Department of Human Services (Agency) to select the most qualified contractor to meet the obligations of the Iowa Disaster Case Advocacy (IDCA) program as authorized by Iowa Code 29C.20B and Iowa Admin. Code ch 605-11. Services shall include:

- Case management responsibilities,
- Fiscal agent duties, and
- Associated administrative supports.

**The State reserves the right to award multiple Agreements following this RFP.**

**Contract Term**

The Contract shall have an initial term of one (1) year, beginning on the date of contract execution (the “Effective Date”). At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of five (5) additional one-year terms for a total contract term not to exceed six (6) years. The State will give the Vendor written notice of its intent whether to exercise each option no later than sixty (60) days before the end of the Contract’s then-current term.

# Prerequisites

★ Required to Enter Bid

## F ★ Instructions To Vendor :

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## Á Á Á Certification

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## Á Vendor Must Also Upload a File:

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## Á Prerequisite Content:

## **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

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005-RFP-2381-2026 Disaster Case  
Advocacy.pdf

005-RFP-2381-2026 Disaster  
Case Advocacy.pdf

../Attachments/005-RFP-2381-2026  
Disaster Case Advocacy.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 Litigation 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**

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- 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 Respondent shall read the Federal Terms and Conditions and enter a response. ★  
Dropdown List (Pick One)  
Respondent accepts the Terms & Conditions  
Respondent has Exceptions with the Terms & Conditions  
Respondent does NOT accept the Terms & Conditions  
Terms and Conditions for Federal Compliance - ../Attachments/QuestionAttachments/Terms and Conditions for Federal Compliance.pdf

- 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. ★  
File Upload
- 4.5 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
- 4.6 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
- 4.7 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
- 4.8 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
- 4.9 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