

October 17, 2025

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-2075-2026 STEM Scale-Up Program
Proposal Due Date: October 22, 2025 at 5:00PM CDT

Addendum Two

Please amend the subject RFP to include the following information:

- A Progress Report Template has been added to the Buyer Attachments.
- Respondents wishing to submit multiple proposals may attach the separate proposals under Vendor Attachments.

Please amend the subject RFP to include answers to the following timely received questions. Category headings have been added for reference purposes only.

Award

- Q1. Are there 3 awardees per STEM category S, T, and E&M. Or 3 awardees across ALL categories combined?
A1. One award will be made in each of the three categories for a total of three awards.
- Q2. Do respondents have to be based in or have a location in Iowa for this opportunity? Or is serving Iowa individuals sufficient?
A2. No, respondents do not have to be based in Iowa.
- Q3. Given that training would be delivered for each grade level (K-5), would the vendor be required to submit six (6) proposals under the definition that “a separate program is defined as needing separate training”?
A3. Yes, if they require separate training per grade level. See table below.

Single proposal	Requires separate proposals
Professional development supports learning goals and outcomes of all project options.	Each project has distinct learning goals and outcomes.
Any educator can implement any project after attending the professional development.	Specialized sessions are required to adequately prepare an educator to implement specific projects.
A single training for the proposed projects is the respondent’s standard best practice.	The proposed projects have been packaged into a single training for the STEM Scale-Up Program RFP and are not typically combined into a single training.

Q4. If a vendor does need to submit separate proposals for each grade level, could they potentially be awarded multiple proposals to cover all grades K-5? Or would the “one proposal/solution per category” limitation mean only one grade level would be awarded, even if it is part of a full K-5 program?

A4. No. Multiple proposals from the same respondent will not be awarded. Refer to Table A3.

Category

Q5. Could you please provide documentation of the requirements/specifications of the 3 Categories: Science, Technology, Engineering/Math? That way we can more accurately know what fields in each category Iowa is looking for and that way we can self-rank accurately.

A5. We acknowledge that programs may be integrated across disciplines. Respondents should use their best judgement. The Self-Rank may not be the final determination of the awarded category.

Q6. What category would Computer Science fall under? Science or Technology?

A6. Technology.

Q7. Say a provider has a comprehensive K-5 program (3 units per grade level, covering all science standards). Given that training would be delivered for each grade level, would the vendor be required to submit six (6) proposals under the definition that “a separate program is defined as needing separate training”? If a vendor does need to submit separate proposals for each grade level, could they potentially be awarded multiple proposals to cover all grades K-5? Or would the “one proposal/solution per category” limitation mean only one grade level would be awarded, even if it is part of a full K-5 program?

A7. If the program requires different training per grade level, then a separate proposal is required for each training. No more than one proposal will be awarded to a respondent. Refer to Table A3.

Multi-Program

Q8. If we have two programs at different grade levels, can we submit one bid with multiple attachments to address the programs by grade level?

A8. Respondents are encouraged to include all necessary information in the proposal narrative. Attachments may not be read by reviewers. Programs requiring separate training must be submitted as separate proposals (see A3).

STEM Scale-Up Program

Q9. We have signed a contract with some of the 6 Regional Centers throughout Iowa to provide services to the awardees. Is this a separate RFP that we need to submit for? In the previous submission, we went through Iowa Grants.gov to submit an application and evidence. Does this take the place of that opportunity? or Is this something totally different?

A9. This is the RFP for STEM Scale-Up Programs for 2026-2029 and is the evolution of the current STEM Scale-Up Program. All providers interested in being selected for the 2026-2029 menu will need to submit a proposal, regardless of whether they have been selected to scale in the past.

Q10. Our company was a STEM Scale-Up Program in 2024-2025. We were wondering if we could have access to the feedback data STEM Scale-Up educators provided after attending our program?

A10. Requests can be submitted to info@iowastem.org.

Submission

- Q11. Does the state want true letters of recommendation or simple reference contacts?
- A11. Per the RFP, page 3, Exhibit 3 - Experience, Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.
- Q12. Can items like resumes and PD training agendas be submitted as attached documents? If so, will these be read by the reviewers?
- A12. Respondents are encouraged to include all necessary information in the proposal narrative. Attachments may not be read by reviewers.
- Q13. What is the largest font size allowed for the Technical & Cost proposals? What is the largest margin size for Technical proposals?
- A13. We recommend Times New Roman or Arial font, 12 point font, 1 inch margins.
- Q14. Regarding subcontractors: Our company partners with several organizations that are preparing proposals as the prime respondent. In these cases, we are not the prime applicant ourselves, but the company would like to include us as a subcontractor specifically to carry out the professional development aspect of the initiative. Would this arrangement be allowable under the RFP
- A14. This is allowed, however, every proposal must list the partnering organizations and their roles in each proposal. Per the Mandatory Specifications, Programs must be managed by a single fiscal entity. The [PROGRAM PROVIDER] shall not subcontract any aspects of the project without prior written approval.
- Q15. Can we offer, in a single proposal, our training software with material/kit options for different project based learning projects? We will have a single training to teach the use of our software, introduce key aspects of the engineering design process and how it applies to a few different projects that instructors can choose from. Does this violate the "Applicants may submit a singular program for consideration, menu(s) of programs will not be considered"?
- A15. See the table in A3.
- Q16. For Exhibit 9 Iowa Academic Standards: Does "professional learning package" refer to the kits, the PD training, or both?
- A16. Both.
- Q17. For Exhibit 9 Iowa Academic Standards: Where it says "identified district/school needs based on district, school, or classroom data of students and/or educators" are you looking for Iowa-specific data or would national data suffice? Is there a data source you could point us to?
- A17. Iowa-specific and/or national data are equally sufficient.
- Q18. For Exhibit 9 Iowa Academic Standards: Can you clarify/provide an example of what you are looking for here: "provide how the "why" of the learning is clearly articulated based on specific quantitative and/or qualitative data" in relation to academic standards? We are wondering how this differs from what is being asked in Exhibit 8 - Evidence of Effect in relation to the body of research used to develop the program?
- A18. Exhibit 9 addresses the student perspective - "When are we going to use this in real life?". Exhibit 8 addresses evidence from prior program implementations indicating that the proposed program increases student interest and achievement in STEM disciplines.

Q19. For exhibit 13 - What are considered optional services? Can funds be requested to support optional services for staff or materials and supplies? Is it allowable for optional services to have an associated fee that participants have to pay to utilize that service?

A19. Examples of optional services include continuing education or graduate credits for educators who participate in professional development. It is allowable for optional services to have an associated fee that participants have to pay to utilize that service. Any fees associated with optional services need to be included in the Cost Proposal narrative. The inclusion of optional services in an awarded proposal does not guarantee that such services will be included in the final contract.

Q20. In the questionnaire it asks for “number of employees of the respondent” - if we are part of a larger organization, do we report the number of employees for the whole organization or just the sub team working directly on the Scale-Up programming?

A20. Please provide the number of employees on the Iowa STEM program team.

Scope

Q21. The RFP states, "The [PROGRAM PROVIDER] is required to furnish the Regional STEM Manager with progress reports, using the template provided., summarizing the project outcomes. Progress reports are also required to accompany each invoice submitted to the Iowa Department of Education." Do you have a copy of the template to share with publishers or can you provide more details about what information needs to be in the reports?

A21. A blank sample progress report template has been added to the Buyer Attachments in IMPACS and BidOpportunities.

Q22. What is the date range window for delivering training/PD?

A22. Selected programs are required to provide the *initial* professional development/training between July 15 and October 31, 2026.

Q23. What do you mean by “solutions and programs”? Are you seeking core K–12 curricula? Or only supplemental materials?

A23. Core K-12 curricula and supplemental instructional materials are eligible under this RFP. The STEM Scale-Up Program is seeking high-quality STEM education programs that will be offered to Iowa educators including public and private PK-12 schools, childcare centers, county conservation, libraries, county extension offices, home school associations and other formal and informal youth organizations.

Q24. One training per “program” would need to cover all three fields or all grades? If each vendor proposes one grade band and one field - how would you get everything covered with only 3 vendors?

A24. The menu of selected programs may not cover every grade level in every field.

Q25. What is the scope of this? Would we be providing training and materials to JUST educators? Or would a proposal include materials for both an educator AND their classroom students?

A25. A proposal may include materials for educators and students. The provider will deliver professional development directly to educators. Train-the-trainer models are not accepted.

Training

Q26. If it is required that the vendor provides a training location, is it possible to arrange that professional development to happen on site at the schools who have purchased licenses?

A26. Yes. The vendor is responsible for arranging the training location logistics. The cost(s) associated with training may be added to the respondent’s budget template.

Cost

- Q27. How would you like respondents to address the uncertainty surrounding the global supply chain and tariffs in the Cost Proposal?
- A27. Costs associated with materials, training, administration, etc. are fixed costs and may be reviewed and potentially amended in light of inflation and/or outside impacts to material cost adjustments each subsequent year.
- Q28. I'm still just a little unclear on the Cost Proposal submission and scoring. Is this correct:
- Cost Proposal - this is the Excel template and nothing else can be added to it. Worth 100 points
 - Sample Scenario - is this in a format of our own design? Worth 250 points
 - Are the 100 vs. 250 points on the same "scale" of points?
- A28. The Cost Proposal is scored as part of Round 1 for legibility and scalability. The sample scenario will be used to compare costs as part of Round 2 and should be presented as a total cost for each year. A respondent must achieve the minimum required score on the Technical portion (Round 1), as outlined in the rubric provided with Addendum No. 1, before the Cost Proposal (Round 2) will be reviewed. Round 2 Cost Scoring will consist of a comparison of proposed costs based on the Sample Scenario.
- Q29. I need help understanding this cost proposal scenario. We do training for educators when they purchase a STEM lab or if they purchase additional training for new educators. We don't train by year but by how many educators need training and when. We charge for training per person so I'm having trouble putting this scenario together for 20 educators when I don't know how many need to train in which year. Are we being asked to use this a guideline and put together a proposed scenario of how this could look with our program?
- A29. Show the costs to support the same 20 educators over years 1, 2, and 3. Include educator training costs associated with the STEM Lab award and three years of program implementation. The purpose of the cost scenario is to provide a comparison across proposals.
- Q30. Regarding the 8% administrative/indirect cost, would you like this fee to be shown as a separate line item at the bottom of the budget (calculated as 8% of total direct costs), or would you prefer it integrated within existing cost categories?
- A30. The 8% administrative/indirect cost shall be integrated within the allowable cost categories, with an explanation provided in the description.
- Q31. For administrative costs with the 8% limit- are we able to pay salary/benefits and in what budget category in the template? Is that appropriate to be included in the proposal?
- A31. Administrative costs should be calculated into the cost of the program, rather than as separate line items.
- Q32. Can teachers be offered any of the following, and if so, do we put that in our budget to cover costs? Travel stipend; Personal stipend; Substitute reimbursement to the school
- A32. Programs may offer an Educator participant stipend to cover the costs for an educator to attend professional development. Refer to the "Budget Guidelines Allowable Costs" tab in the provided Budget Template.
- Q33. Our program is designed for a one-time fee that will last more than 3 years. Being asked to break out our program by 1, 2, 3 year isn't aligning with how we price our program. Do we need to do a 3 year break out or can we do 1 year which will include everything a school would need to pay upfront for their STEM lab?

A33. The program budget template includes justification for expenses in year 1, 2, and 3. This should be completed to explain deliverables over the full course of implementation.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name