



BEST AND FINAL OFFER REQUEST (BAFO)

April 10, 2019

To: Life Interpretation
From: Julie Janssen, RFB Issuing Officer
RE: Iowa Department of Administrative Services (DAS)
RFB: 0319005042 – On Site American Sign Language Interpretation Services

The Evaluation Committee has evaluated the bid your company submitted in response to the Iowa Department of Administrative Services **RFB0319005042 – On Site American Sign Language Interpretation Services** as well as other submitted bids.

In accordance with Iowa Administrative Code Chapter 11-117.9(5), DAS has decided to exercise its' right to conduct a Best and Final Offer Option ("BAFO") and requires that you submit a Best and Final Offer ("BAFO") to the Department of Administrative Services for the bid you submitted. You must submit your BAFO response in the attached BAFO Bid Template for a three-year guaranteed period in accordance with the RFB requirements for your original Bid submittal. The BAFO Cost Response you submit will be considered a replacement of your original Bid Response.

Bidder's BAFO response is DUE at 4:00 PM, central time, Friday, April 12, 2019 via E-mail transmission to the RFB Issuing Officer – Julie Janssen at: Julie.Janssen@iowa.gov.

This letter is not intended to be a binding commitment to contract, nor will the Department of Administrative Services be obligated in any manner until a formal written contract has been executed by all necessary State of Iowa officials. Accordingly, all activities in furtherance of this process, including your compliance with the conditions set forth in this letter, are considered to be at your sole cost and risk.

BAFO BID RESPONSE

This BAFO Bid Response will replace your original Bid Response for this RFB.

Payment Terms

Per *Iowa Code § 8A.514* the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a vendor.

What discount will you give for payment in 15 days?

What discount will you give for payment in 30 days?

BAFO Bid Response

Contractor's BAFO Bid Response shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all fees, expenses, etc. in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Iowa Department of Corrections Institutions						
Department of Correction Institution	Address	City	State	Zip Code	Security	Inmate Capacity
Anamosa State Penitentiary	406 North High Street	Anamosa	Iowa	52205	Med-Max	950
Clarinda Correctional Facility	2000 North 16th Street	Clarinda	Iowa	51632	Medium	1000
Fort Dodge Correction Facility	1550 L Street	Fort Dodge	Iowa	50501	Medium	1400
Iowa Medical and Classification Center	2700 Coral Ridge Avenue	Coralville	Iowa	52241	Medium	950
Mt. Pleasant Correctional Facility	1200 East Washington Street	Mt. Pleasant	Iowa	52641	Minimum	862
Newton Correctional Facility	307 South 60th Avenue West PO Box 218	Newton	Iowa	50208	Medium	338-963
North Central Correctional Facility	313 Landale	Rockwell City	Iowa	50579	Minimum	500
Iowa Correctional Institution for Women	420 Mill Street SW	Mitchellville	Iowa	50169	Medium	888
Iowa State Penitentiary	2111 330th Avenue PO Box 316	Fort Madison	Iowa	52627	Maximum	843

1.1 On Site American Sign Language Services

Bidder must provide an hourly labor rate for On Site American Sign Language Services for all Agency institutions listed on table. Bidder must provide an inclusive flat travel rate to and from any Agency Institution.

Bidder must

provide their ability to service the listed institutions and provide hours and days available to

provide services to institutions. If there are institutions Bidder is not able to provide service to, please note that on table below.

Rates shall be guaranteed for the initial three (3) year period of the Contract.

Department of Correction Institution	Able to Provide Services to Institution (Y/N)	Able to Provide Emergency Services for No Additional Charge(Y/N)	Hours and Days Available to Provide Services	Pricing for On Site Sign Language Interpreter Services \$/Hour	All Inclusive Flat Travel Rate To and From Any DOC Institution
Anamosa State Penitentiary	Y	Y	24/7	\$75/Hour	\$300
Clarinda Correctional Facility	Y	Y	24/7	\$75/Hour	\$300
Fort Dodge Correction Facility	Y	Y	24/7	\$75/Hour	\$300
Iowa Medical and Classification Center	Y	Y	24/7	\$75/Hour	\$300
Mt. Pleasant Correctional Facility	Y	Y	24/7	\$75/Hour	\$300
Newton Correctional Facility	Y	Y	24/7	\$75/Hour	\$300
North Central Correctional Facility	Y	Y	24/7	\$75/Hour	\$300
Iowa Correctional Institution for Women	Y	Y	24/7	\$75/Hour	\$300
Iowa State Penitentiary	Y	Y	24/7	\$75/Hour	\$300

1.2 Bid Response Questionnaire for BAFO

Bidder shall respond to the items below and include its responses in the Bid Response.

1.2.1 Is there a minimum number or hours the interpreter must work on site for a service request? No minimum. All services billed to the next nearest quarter hour.

1.2.2 Provide an optional overtime hourly labor rate for On Site Sign Language Interpreter Services? No overtime hourly rate. All service invoiced at rates listed above.

Julie Janssen
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 Central Purchasing
 Iowa Dept. of Administrative Services
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