REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	005-RFP-2075-2026	**Title of RFP**	STEM Scale-Up Program
Agency	Iowa Department of Administrative Services (DAS) on behalf of the Iowa Department of Education		

Available to other State agencies?	No
Available to Political Subdivisions?	No
Available to other States or governmental entities outside of the State of Iowa?	No

State Issuing Officer:
  Katelyn Howells
  Phone: 515-721-7856
  E-mail: Katelyn.Howells@iowa.gov

PROCUREMENT TIMETABLE—Event or Action	**Date/Time (Central Time)**
State Posts Notice of RFP on the TSB website	September 15, 2025
State Issues RFP	September 17, 2025
RFP written questions, requests for clarification, and suggested changes from Respondents due for consideration during the Pre-Proposal Conference.	September 25, 2025 at 5:00PM
Pre-Proposal Conference Location and Address: Is the Pre-Proposal Conference mandatory? No Zoom Conference: https://idoe.zoom.us/j/83980229057?pwd=crHpHP8vaMEXftOPIoOxz26zFRxvVK.1	October 1, 2025 11AM - 1PM
Follow-up RFP written questions, requests for clarification, and suggested changes from Respondents due (no questions accepted or responded to after this date)	October 8, 2025 at 5:00PM
Proposals Due	October 22, 2025 at 5:00PM

Relevant Websites
Internet website where the Addenda to this RFP will be posted http://bidopportunities.iowa.gov and IMPACS Electronic Procurement System.
Internet website where contract terms and conditions are posted   https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf

Firm Proposal Terms
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.

FORM AND CONTENT OF PROPOSALS

1.1. Instructions

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

1.1.1. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files. The files shall be labeled with the following information:
005-RFP-2075-2026 - Respondent Name - Technical Proposal
005-RFP-2075-2026 - Respondent Name - Cost Proposal

Files must attach to Respondent's submission in the State's IMPACS Electronic Procurement System.

1.1.2. If the Respondent designates any information in its Proposal as confidential, the Respondent must also submit a public copy Proposal from which confidential information has been excised and which is marked "Public Copy".
005-RFP-2075-2026 - Respondent Name - Public Copy

1.1.3. Attachments shall be referenced in the Proposal.

1.1.4. If a Respondent proposes more than one solution to the RFP specifications, each shall be labeled and submitted in a separate Proposal, and each will be evaluated separately.

1.2. Technical Proposal

Any information provided in the Technical Proposal is subject to consideration, evaluation, and scoring. The following documents and responses shall be included in the Technical Proposal in the order given below:

Exhibit 1 - Transmittal Letter
An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, electronic mail address, and telephone number.

Exhibit 2 - Executive Summary
The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the Contract provisions.
- An overview of the Respondent's plans for complying with the specifications of this RFP.
- A statement of which area (Science, Technology, or Engineering and Mathematics) for which Respondent will provide services. If Respondent can provide services under multiple areas, rank the program category to which the program best aligns (1 is highest correlation, 3 is lowest).
- Any other summary information the Respondent deems to be pertinent.

Exhibit 3 - Experience

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Length of time the program has been in existence.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- 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.

Exhibit 4 - Mandatory Specifications

The Respondent shall answer whether or not it will comply with each specification in Section 2 of the Specifications document. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the Section 2 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

Exhibit 5 - Personnel

Describe the experience of each person on the leadership team. Describe the number, and experience, of all personnel working on this program. Provide any information on the need for additional contracted personnel. Provide the information of the project manager that will lead these efforts.

Exhibit 6 - Past Training Experience

Provide examples of how respondent has staffed trainings in the past. List past successful professional learning events your organization has sponsored with an emphasis on training educators.

Exhibit 7 - Program Curriculum Overview

Provide a complete and comprehensive overview of the program curriculum. Specify appropriate grade level(s) the program fits. Provide additional information on the appropriate audience for both in-school and out-of-school settings.

Exhibit 8 - Evidence of Effect

Provide evidence of program effect. Include: summary of the body of research that was used to develop this program; summary of evaluation tactics; summary of findings of benefits to students, educators, others (content and skills growth, attitudes and intentions, etc); cite an instance where assessment informed program practices; and indicate source of evaluative evidence - external or internal. If internal, identify the evaluation entity.

Exhibit 9 - Iowa Academic Standards

The respondent must provide in detail how the professional learning package(s) is aligned with the Iowa Academic Standards, numeracy, and high-quality instruction. The respondent must provide in detail how the professional learning aligns to identified district/school needs based on district, school, or classroom data of students and/or educators. The respondent must provide how the "why" of the learning is clearly articulated based on specific quantitative and/or qualitative data. Choose three of Iowa's Academic Standards and provide a detailed explanation of how each standard is addressed. Applicants must also describe how the program may be cross-disciplinary in nature to broaden the pool of potential educator applicants.

Exhibit 10 - Scalability

Describe how this program has been implemented across a range of diverse learning environments including in-school and out-of-school settings as well as through informal education providers (e.g., librarians, day care providers, extension staff, youth education staff) and other professionals engaged in delivering STEM education. Provide details of requirements to implement the program (technology, time commitment for training and implementation, physical space). Detail what continuity looks like for this program over time and during expansion (e.g., educator turnover, additional materials to replace consumables, ongoing training, or adding sections).

Exhibit 11 - Professional Development & Training

Detail how the initial professional development/training will be delivered as well as detail on potential years 2 and 3 and how that professional development/training will adapt for returning STEM Scale-Up Program awardees. Provide a detailed agenda of what professional development and training may look like for selected awardees. Professional development/training should include opportunities for participants to engage with materials/kits and apply professional learning during the session. It should include opportunities to discuss implementation in the educator's specific context with peers and experts. Detail how the program and training facilitates such educator engagement.

Provide information on how the respondent will reserve training spaces for both in-person and/or virtual settings, manage registration, verify participant attendance, and address other logistical needs as required for a potential statewide applicant pool.

Exhibit 12 - Connection to the World of Work

Provide information on how students connect between learning and the world of work within your program. Highlight connections that relate to key industries in Iowa, including agriculture, advanced manufacturing, information technology, finance, and health careers.

Exhibit 13 - Optional Services (Optional)

If applicable, provide detailed information for any optional services that may be available. (Include costs for these items in the Cost Proposal.)

1.3.   Cost Proposal

The Respondent shall provide its Cost Proposal in a separate file for the proposed goods and/or services. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel,

expenses, etc. in prices) for the proposed services. All pricing to be FOB Destination, freight cost, and all expenses included; and based on Net 60 Days Payment Terms. Cost proposals must include the following:

- Provide any one-time and recurring costs for services. Recurring costs are to be provided per year for a 3-year period to cover the initial term and extensions to the Contract.
- Provide the costs for individual educational organizations to sustain the program beyond the third year.
- Any other costs associated with proposed services.
- Pricing for optional services.
- **FOR BUDGET COMPARISON ONLY: Please respond to the following scenario.** For the proposed program, please provide the total Year One, Year Two, and Year Three costs separately for an application that includes 20 educators assigned across 5 buildings, with each educator serving 20 students.

1.3.1. Cost Proposal Clarity and Budget Scoring

Cost Proposals will be scored both for clarity and for budget in accordance with Section 3 of the Prerequisites.

1.3.2. Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

1.3.2.1. Prompt Payment Discount

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

1.3.2.2. Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Experience		
Exhibit 4 - Mandatory Technical Specifications		
Exhibit 5 - Personnel		
Exhibit 6 - Past Training Experience		
Exhibit 7 - Program Curriculum Overview		
Exhibit 8 - Evidence of Effect		
Exhibit 9 - Iowa Academic Standards		
Exhibit 10 - Scalability		
Exhibit 11 - Professional Development & Training		
Exhibit 12 - Connection to the World of Work		
Exhibit 13 - Optional Services		
Public Copy of Technical Proposal with Confidential Information Excised (Optional)		
Cost Proposal		
Cost Proposal for Sample Scenario		