

INFORMAL REQUEST FOR QUOTE (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: CEU Instruction for IACCVSO Spring School

RFQ #: RFQC186700018

Issue Date: JANUARY 10, 2018

Bids Due: NO LATER THAN 3 P.M. ON JANUARY 24, 2018

STATE ISSUING OFFICER: Jocelyn Brincks, Purchasing Agent III
jocelyn.brincks@iowa.gov
515-252-4556

1. DESCRIPTION OF WORK AND SCOPE OF SERVICES.

The Iowa Department of Veterans Affairs, in coordination with the Iowa Association of County Commissioners and Veteran Service Officers (IACCVSO), is seeking instructors to provide certification training to the IACCVSO pursuant to State of Iowa Code 35B. Instructors must provide National Association of County Veteran Service Officers (NACVSO)-approved instruction for the certification and continuing education of Iowa's 99+ county veterans service officers. Per Iowa Code 35A.5, the service school shall consist of at least sixteen (16) continuing education hours.

Additional Requirements:

- 16 Continuing Education Hours to consist of the following:
 - o Compensation and Pension Claims – minimum 5 hours
 - o Appeals Process training – minimum 1 hour
 - o Ethics training – minimum 1 hour
 - o Supplementary CEU topics (TBD by IACCVSO) – minimum 9 hours
- Instructor(s) must demonstrate knowledge and experience with the topics to be covered (e.g. previous experience providing continuing education training at the NACVSO annual school, or presenting to other groups similar to IACCVSO for certification)
- Instructor(s) must meet the requirements set forth in VA regulations for accreditation of service representatives, agents and attorneys.
- Training must meet the NACVSO standards
- Training must be done live / in-person at the 2018 IACCVSO Veterans service officer training conference.
- Instructor(s) shall provide a digital copy of all training materials to the Education Chair prior to the training.
- Ongoing consultation services with the instructor(s) to be provided at no additional charge to county veteran service officers for a period of 12 months following completion of the training.

2. LOCATION. The 2018 annual training will take place April 17 – 19, 2018 at the Embassy Suites in Des Moines, Iowa.

3. FREQUENCY OF SERVICE. On-site training to be provided during the dates listed below; ongoing consultation to be provided on-call as-needed for the term of 12 months following the first day of training.

4. TERM OF CONTRACT.

Contract Begin/End Dates: April 17, 2018 – April 16, 2019
Term of the contract: 1 year
Possible contract renewals: 2 annual renewal options (1 year term each)

5. CONTRACTUAL TERMS AND CONDITIONS.

The General Terms and Conditions will be incorporated into the Contract and can be found here: <https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20services.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

6. INSURANCE. \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.

7. EVALUATION AND SELECTION. Bids will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid.*** Multiple contracts may be awarded if the Agency deems it necessary to have multiple instructors. The selection will be subject to the final approval of the Agency. If there is a tie for lowest priced Bid and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

8. FORM AND CONTENT OF BIDS. Failure to adhere to the Bid format may result in rejection of the Bid. Bid Packets shall include the following:

- a. Completed **Attachment 1 – Bid Form** and **Supporting documentation / proof of experience**
 - i. Contractor's Bid shall include an all-inclusive, not to exceed, firm fixed total cost in U.S. Dollars, to provide the requested services. All pricing to be FOB Destination, freight cost included; and based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this Bid. All purchases are tax exempt. The State of Iowa does not pre-pay for goods or services.
 - ii. Contractor shall include with the Bid Form, any documentation to support their bid; e.g. proof of previous experience, accreditation as set forth in VA regulations, proposed presentation materials, etc.
- b. **Bids may be delivered via email.**
 - i. For Bids submitted via email: attach all bid documents to an email addressed to the **State Issuing Officer** listed on this RFQ.
 - ii. Subject line of the email shall be: RFQC186700018 – CEU Instruction for IACCVSO Spring School – (Vendor's Name)

The Agency must receive the Bid at the Issuing Officer's email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

9. MISCELLANEOUS.

- a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer** listed on this RFQ. The questions or requests for clarifications must be in writing.
- b. Site visits are not required for this RFQ.
- c. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.
- d. All Bids become the property of the State and shall not be returned to the Contractor.
- e. The Agency does not guarantee any minimum level of purchases under the Contract.
- f. The Agency may award to multiple bidders.
- g. The Agency reserves the right to review proposed presentation prior to award.
- h. The Agency reserves the right to reject any & all Bids.

ATTACHMENT 1 – BID FORM
RFQC186700018 – CEU INSTRUCTION FOR IACCVSO SPRING SCHOOL

IMPORTANT: Quotes must be submitted on this form. You may also submit an attachment to this form describing your Proposal, if necessary.

CONTRACTOR INFORMATION	
Company Legal Name	
Company d/b/a if applicable	
Address	
Email	
Phone / Fax	
Federal Tax ID Number	
CONTACT INFORMATION FOR INDIVIDUAL SUBMITTING BID	
Name	
Email	
Phone / Fax	

BID DETAILS	
Bid must be all-inclusive not to exceed, firm fixed-price to perform work in U.S. Dollars	
Provide 16 hours of NACVSO-approved instruction, in-person, on-site April 17 – 19, 2018 in Des Moines, Iowa – ongoing consultation to be provided on-call as-needed for the term of 12 months following the first day of training	
TOTAL COST IN US DOLLARS	\$