

**STATE OF IOWA**  
**IOWA DEPARTMENT OF EDUCATION**  
**INFORMAL COMPETITIVE BID POSTING**

Procurement Title: Iowa e-Learning Central-Round 5 Content Developers & Content Expert Support

Procurement Reference #: ED-EG067-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking the following:

- Licensed Iowa educators to develop online courses/units for inclusion in the Iowa e-Learning Central (ILC): Content Developers.
  - Licensed Iowa educators to provide content support during course/unit development: Content Experts.
- ILC is being developed as a new resource to provide access to courses and tools to support educators as they navigate virtual learning environments and incorporate online instruction.

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

Content Developer Applicant Qualifications: In order to apply as a content developer, an individual must be, or must have been, an appropriately-licensed educator; A retired educator or an educator whose license has expired may apply; The educator must have expertise in the content area for which they are applying as a developer; Applicants will be asked to provide evidence of their content expertise and their experience developing curricular materials, online teaching/learning, and meeting the needs of all learners; Applicants may be contacted to develop a unit for which they did not apply, but are qualified to create; An employee of an Area Education Agency (AEA) may apply with an assurance that the work will be completed outside their AEA contracted hours; Staff from Iowa's Regent institutions may apply with an assurance they will have a certification of consent from the Board of Regents prior to beginning work; An organization may not apply as a developer. If an Iowa educator who is a member of an organization is qualified and chooses to apply, the organization may support the educator(s) in any way they see fit, but the contract will be solely between the licensed teacher and the Iowa Department of Education.

Content Expert Applicant Qualifications: In order to apply as a content expert, an individual must be, or must have been, an appropriately-licensed Iowa educator; A retired educator or an educator whose license has expired may apply; The educator must have expertise in the content area for which they are applying as a developer; Applicants will be asked to provide evidence of their content expertise and their experience developing curricular materials and meeting the needs of all learners; Applicants may be contacted to support a course for which they did not apply, but are qualified to do; An employee of an Area Education Agency (AEA) may apply with an assurance that the work will be completed outside their AEA contracted hours; Staff from Iowa's Regent institutions may apply with an assurance they will have a certification of consent from the Board of Regents prior to beginning work; An organization may not apply as a content expert. If an Iowa educator who is a member of an organization is qualified and chooses to apply, the organization may support the educator(s) in any way they see fit, but the contract will be solely between the licensed teacher and the Iowa Department of Education.

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

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The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be received by the close of business day on: April 3, 2023

1. Projected timeframe of awarded contracted: From April 15, 2023 to January 31, 2024

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Jill Last Name: Borgeson

Phone Number of the Issuing Officer for this Procurement: (515) 205-4764

Email Address of the Issuing Officer for this Procurement: OIAS@iowa.gov

**The Iowa Department of Education reserves the right to:**

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**