

**RFI0719005001 – SOLICITATION AND CONTRACT MANAGEMENT TOOLS**

Issue Date: January 18, 2019

Submittals Due: February 1, 2019 @ 3:00 p.m. (Central Time)

**NOTICE TO POTENTIAL RESPONDENTS**

The Department of Administrative Services – Central Procurement is conducting a Request for Information (RFI) to acquire information regarding available systems, contacts, and pricing for solicitation and contract management functions.

For information regarding this notice and throughout this process, interested service providers shall contact only the issuing officer:

**Karl Wendt, Procurement Manager**

Issuing Officer

Iowa Department of Administrative Services – Central Procurement

Hoover State Office Building - Level 3

1305 East Walnut Street

Des Moines, Iowa 50319-0105

515.281.7073

[karl.wendt@iowa.gov](mailto:karl.wendt@iowa.gov)

## SECTION 1 - ADMINISTRATIVE INFORMATION

### 1.1 Request for Information (RFI)

The intended purpose of this RFI is to allow all interested Respondents to present statements of interest, qualifications and strategies for addressing the needs of the State in this area. The purpose of this Request for Information (RFI) is to solicit feedback from qualified providers on how the Department of Administrative Services can further improve processes and to get approximate pricing related to the solicitation and contract management tools in order to formulate a budget for potential implementation of tools. This information will be collected, reviewed, and used to determine if a implementing such a system is feasible. The information gathered may be used to create a Request for Proposal (RFP) solicitation.

### 1.2 Schedule of Events

Issue RFI	January 18, 2019
Questions regarding RFI due	January 24, 2019 @ 3:00 p.m. (Central Time)
RFI responses due	February 1, 2019 @ 3:00 p.m. (Central Time)

### 1.3 Background

DAS-CP has nine (9) purchasing agent positions and a procurement manager who facilitate the solicitation process for contracts for DAS and on behalf of other agencies. The solicitation and contract management process is currently performed using documents, spreadsheets, our finance system, an internally developed website content manager, and applications for document archiving. DAS-CP is exploring the feasibility of rolling out modern online tools to manage these processes. DAS-CP facilitates over 500 solicitations per year and manages approximately 1050 contracts.

Solicitation Management includes but not limited to the process of developing the RFX document, notifying potential respondents of the opportunity, receiving responses, facilitating the evaluation process, and scoring responses.

Contract Management includes but not limited to the process of developing a contract, completing the contract administration plan, issuing notifications, storing documents, and contract closeout.

### 1.4 Content of the RFI

**1.5.1** The State reserves the right to modify this RFI at any time.

**1.5.2** Responses should be based on the material contained in this RFI or any other relevant information the Respondent thinks is appropriate.

**1.5.3** By submitting a response each Respondent agrees that it will not bring any claim or have any cause of action against the State, the Department of Commerce, the Attorney General, or the State of Iowa, or any employee of the State, Department of Commerce or Attorney General, based on any misunderstanding concerning the information provided or concerning the States' failure, negligent or otherwise, to provide the Respondent with pertinent information as intended by this RFI.

## 1.5 Clarification Questions

Clarification questions about this RFI are to be submitted to the Issuing Officer by the date and time noted in paragraph 1.2.

## 1.6 Submission of Responses

The Respondent's response shall be e-mailed to the attention of the Issuing Officer. If the information is to be provided electronically, the response may be limited to instructions regarding access of the electronic information. Responses will not be accepted over the telephone.

## 1.7 Review and Rejection of RFI Responses

The State reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the State to award any contract. This RFI is designed to provide Respondents with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the States' benefit and is intended to provide the State with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Respondent is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Respondent, if an estimate, Respondent shall state that it is an estimated or approximate cost*) of processes offered and of abilities to perform services that may be of use to the State.

An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Respondents are asked to make every effort to meet the RFI timelines and to include the requested information:

1.7.1 Failure of Respondent to deliver the response by the due date and time.

1.7.2 Failure to include information requested in the RFI.

1.7.3 Failure to offer demonstrations.

## 1.1 Public Records and Requests for Confidential Treatment

The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

### 1.1.1 Form 22 Request for Confidentiality

***FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S PROPOSAL. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.***

### 1.1.2 Confidential Treatment Is Not Requested

A Contractor not requesting confidential treatment of information contained in its Proposal shall complete Section I of Form 22 and submit Form 22 with the Proposal.

### **1.1.3 Confidential Treatment of Information is Requested**

A Contractor requesting confidential treatment of specific information shall: (1) fully complete Section II of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Contractor believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFI.** The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

### **1.8 Copyrights**

By submitting a response the Respondent agrees that the state may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Respondent represents that such copying will not violate any copyrights in the materials submitted.

**1.9 Restrictions on Gifts and Activities**

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Respondents are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

**1.10 Cost to Respondents**

The State is not responsible for any costs incurred by a Respondent, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

**1.11 Responses Property of the State**

All printed information used to demonstrate a Respondent's product becomes the property of the State. The State will have the right to use ideas or adaptations of ideas that are presented in the responses.

**1.12 Sources of Information Used by the State In Addition to the Responses**

The State reserves the right to contact Respondents after the submission of responses for the purpose of clarification and to ensure mutual understanding.

**1.13 No Obligation to Issue RFP**

The issuance of this RFI does not obligate the State in any way to issue an RFP for the goods and services described in this RFI.

## SECTION 2 - CONTENT OF RESPONSE

### 2.1 Submittal Content

Responses should include the following information:

#### 2.1.1 Respondent Identifying Information

- State the name and principal place of business of the Respondent.
- Identify the Respondent's type of business entity such as a corporation or partnership.
- State the Respondent's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the Respondent. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.
- State the name, address, email address, and telephone number of the Respondent representative to contact regarding all technical matters concerning this RFI.

#### 2.1.2 Respondent References

- List jurisdictions or customers for which the Respondent has provided similar products. Include information about who you provided the service for, particularly for public entities.
- Indicate the dates on which each contract began and ended or is expected to end.
- Please include any applicable references, including name, telephone number and position of the reference with respect to the identified service, and explain how this could benefit the State.

#### 2.1.3 Experience with Solicitation and Contract Management Systems

Please provide narrative describing your experience with procurement and contract management systems.

#### 2.1.4 Solicitation Management

- Describe the features and abilities related to solicitation management both from a purchasing agent's perspective, a solicitation respondent's perspective, and an administrator's perspective.
- Describe how workflow and notification capabilities.
- Describe the information that is needed for implementation.
- Can the system be customized if needed over time?

#### 2.1.5 Contract Management

- Describe the features and abilities related to contract management both from a purchasing agent's perspective and an administrator's perspective.
- Describe how workflow and notification capabilities.
- Describe the information that is needed for implementation.
- Can the system be customized if needed over time?

#### 2.1.6 Reporting

- Describe what routine management reports are available for solicitation management.
- Describe what routine management reports are available for contract management.
- Describe the ability to create ad-hoc, customized reports.

**2.1.7 Support**

Describe your levels of customer support for the following:

- Purchasing agent
- Solicitation respondent
- Administrator

**2.1.8 System Access**

Please describe how users can access the system. At a minimum, please address the following:

- Explain options for on-site and off-site hosting of the system.
- Describe methods of ensuring a secure system.

**2.1.9 Implementation**

- Provide expected duration of time for the implementation of system upon receipt of award.
- Identify any third party vendors involved in your implementation strategy and describe these relationships.
- Describe the skills and time required by Agency personnel for initial installation and implementation of the proposed system.
- Describe the documentation provided with the product along with applicable costs for any additional documentation.

**2.1.10 Pricing**

In order for us to establish a budget for future initiatives, please provide us with base information regarding your pricing model. Include any implementation, software, hosting, any other ongoing costs, and any other applicable costs.

**2.1.11 Cooperative Contracts**

As a public entity our agency is allowed to use cooperative contracts. If your solution is available through a cooperative that sells to public agencies, provide the associated contract information.

**Attachment 1  
Form 22 – Request for Confidentiality**

**CONTRACTOR NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED**

**THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (PROPOSAL) TO THE REQUEST FOR PROPOSAL (RFI). THE FORM IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.**

**FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN THE PROPOSAL CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.**

**I. Confidential Treatment Is Not Requested**

A request for confidential treatment of information contained in our Proposal is not submitted.

Company	RFI Number	RFI Title
Signature	Title	Date

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**II. Confidential Treatment Is Requested**

***The below information is to be completed and signed ONLY if Contractor is requesting confidential treatment of any information submitted in its Proposal.***

Per the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the Request for Proposal (RFI), a Contractor requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Contractors should read and familiarize themselves with chapter 22 of the Iowa Code regarding release of public records before completing this Form. Contractor shall refer to the paragraph labeled as Public Records and Requests for Confidential Treatment in section 2 of the RFI for instructions regarding how to request confidential treatment of portions of its Proposal.

**NOTE:**

- 1 Completion of this Form is the sole means of requesting confidential treatment.**
- 2 A CONTRACTOR MAY NOT REQUEST PRICING PROPOSALS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Contractor's submission does not guarantee the agency will grant Contractor's request for confidentiality. The Agency may reject Contractor's Proposal entirely in the event Contractor requests confidentiality and does submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFI.

**To request confidentiality, Contractor must provide the following information:**

- 1  Contractor must conspicuously mark confidential material in its Proposal in accordance with the section titled Public Records and Requests for Confidential Treatment. **Check box when completed.**
- 2 Contractor must specifically identify and list the Proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:
  - Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.
  - Justify why the material should be kept in confidence.
  - Explain why disclosure of the material would not be in the best interest of the public.
  - Provide the name, address, telephone, and email for the Contractor’s person authorized to respond to inquiries by the Agency concerning the status of confidential materials.

**Please provide the information in the table below. Contractor may add additional lines if necessary or add additional pages using the same format as the table below.**

RFI Section:	Contractor must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the material as confidential.	Contractor must justify why the material should be kept in confidence.	Contractor must explain why disclosure of the material would not be in the best interest of the public.	Contractor must provide the name, address, telephone, and email for the person at Contractor’s organization authorized to respond to inquiries by the Agency concerning the status of confidential materials.

- 3  Contractor must submit a Public Copy of its Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This Form must be signed by the individual who signed the Contractor’s Proposal. The Contractor shall place this Form completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

***\*Failure to provide the information required on this Form may result in rejection of Contractor’s submittal to request confidentiality or rejection of the Proposal as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal.***

\_\_\_\_\_ Company

\_\_\_\_\_ RFI Number

\_\_\_\_\_ RFI Title

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

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**Department of Administrative Services – Central Procurement Bureau Review**  
**(For Agency use only)**

- Contractor's Proposal is rejected as non-compliant because of one or more of the following reasons:
  - Contractor's Proposal is rejected due to not submitting a fully completed Form 22 to either request or not request confidential treatment of information.
  - Contractor's Proposal is rejected due to the request to treat the entire response as confidential.
  - Contractor's Proposal is rejected due to the request to treat Proposal pricing as confidential.
  - Contractor requested confidentiality without submitting a ***fully completed*** Form 22.
  - Contractor requested confidentiality and failed to conspicuously mark such material as confidential within its Proposal in accordance with the RFI.
  - Contractor requested confidentiality without submitting a public copy of its Proposal with the confidential information redacted.
  - Contractor requested confidentiality on material in contravention of the RFI.
  - Other: \_\_\_\_\_.
- Contractor's submission is accepted.<sup>1</sup>

\_\_\_\_\_  
Purchasing Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RFI Number

\_\_\_\_\_  
RFI Title

\_\_\_\_\_  
**NOTE:** Agency's acceptance of Contractor's submission should not be construed as Agency's approval of Contractor's request for confidentiality. Instead, acceptance of Contractor's submission simply means that Agency believes Contractor's Form 22 appears fully completed in accordance with the RFI.