



January 30, 2026

To: All Potential Respondents

From: Katelyn Howells, Purchasing Agent

Subject: 005-RFP-2373-2026 Event Coordinator for Iowa's America250 Event

Proposal Due Date: February 4, 2026 at 3:00PM

Addendum Two

Please amend the subject RFP to include answers to the following questions received.

Q1. Would this event be cancelled if inclement weather or any other outside force occur?

A1. The event planner and task force will collaborate to create a contingency plan for a modified event on the same day in the case of inclement weather. The event may be cancelled due to other unplanned circumstances, in which case all parties will be notified as soon as possible.

Q2. Is there a postponed date if inclement weather occurs day of?

A2. There is no postponed date.

Q3. Will everything need to be torn down night of, or will we be able to tear down (like the stage) the next day?

A3. This is to be determined. Currently, the Capitol grounds are only reserved for October 23 and 24.

Q4. Are there any vendors that we are required to work with? IE- stage, sanitary, other companies?

A4. The event planner and task force must review the State of Iowa contracted businesses for each vendor category. If no master agreement exists, the event planner and task force must adhere to DAS procurement policies. This includes obtaining quotes from at least three vendors for purchases between \$15,000 and \$50,000. Purchases under \$15,000 (or \$25,000 for Targeted Small Businesses) are exempt from formal competition, while those over \$50,000 generally require a formal RFP submitted through the DAS procurement office.

Q5. Please confirm if the budget should include any additional costs (such as vendor fees) other than the hours/rates for the event coordination work.

A5. Please include all of your own expected costs only; do not include the costs of other vendors.

Q6. For the insurance referenced in the RFP, do I need to have all of the coverages at the time of submission?

A6. No. The insurance is included to make respondents aware of what will be required of the awarded vendor, and does not need to be in place at the time of submission.

Q7. I am a sole provider and do not have workers' compensation coverage, as I have no employees. Can this be waived?

A7. This can be negotiated with the awarded vendor.

Please acknowledge receipt of this addendum by indicating "Yes" on the appropriate question in IMPACS.