

## Event Summary - Maintenance, Data Hosting, Development for ImageTrend

<b>Type</b>	Request for Bids	<b>Number</b>	005-RFB-0378-2023
<b>Stage Title</b>	-	<b>Organization</b>	DASlowa
<b>Currency</b>	US Dollar	<b>Event Status</b>	Approved
<b>Department</b>	Administrative Services	<b>Exported on</b>	3/6/2023
<b>Exported by</b>	Sara Grier	<b>Estimated Value</b>	-
<b>Payment Terms</b>	0% 0, Net 60		

## Bid and Evaluation

<b>Respond by Proxy</b>	Disallow	<b>Use Panel Questionnaire</b>	No
<b>Sealed Bid</b>	Yes	<b>Auto Score</b>	No
		<b>Cost Analysis</b>	No
<b>Alternate Items</b>	No	<b>Confidential Pricing</b>	No

## Visibility and Communication

**Visible to Public** Yes

**Enter a short description for this public event**

*Maintenance, Data Hosting, Development for ImageTrend software*

## Commodity Codes

<b>Commodity Code</b>	<b>Description</b>
20800	COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)
20811	*Application Software, (Not Otherwise Classified), Microcomputer
92000	DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES

## Event Dates

<b>Time Zone</b>	CDT/CST - Central Standard Time (US/Central)
<b>Released</b>	-
<b>Open</b>	3/9/2023 8:00 AM CST
<b>Close</b>	3/24/2023 3:00 PM CDT
<b>Sealed Until</b>	3/24/2023 3:00 PM
	<input type="checkbox"/> Show Sealed Bid Open Date to Vendor
<b>Q&amp;A Close</b>	3/17/2023 12:00 PM CDT

## Event Users

### Event Creator

**Sara Grier**

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### Event Owners

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**Contacts****Sara Grier**

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Phone +1 515-823-9083

**Stakeholders**

*There is no user added to group*

## Description

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The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

**It is advised to "Save Progress" often and especially after uploading documents.**

**NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.**

**NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.**

**Instructions for Amendments:** Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

The Iowa Department of Public Safety is requesting pricing on maintenance, data hosting, licensure support and user subscription for ImageTrend online fire reporting system, EDS Licensure and PIPSBE Licensure.

### Contract Term

The term of the contract will begin April 27, 2023 and end on April 26, 2024.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 5 annual extensions. The resulting contract will be available to Iowa Department of Public Safety.

Software services required include:

- ImageTrend User subscription
- Maintenance and Data Hosting for ImageTrend Online Fire Reporting
- Maintenance and Data Hosting for ImageTrend EDS Licensure Support
- Implementation of ImageTrend PIPSBE LMS System – one-time fee
- Maintenance and Data Hosting for ImageTrend PIPSBE Licensure Hosting

## Stage Description

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No description available.

# Prerequisites

★ Required to Enter Bid

## F ★ Instructions To Vendor :

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## Á Á Á Certification

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## Á Vendor Must Also Upload a File:

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## Á Prerequisite Content:

Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

#### **Certification of Independence**

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

#### **Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

#### **Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

**Certification**

Bidder certifies that they have read and agree to the Authorization to Release Information.

**Vendor Must Also Upload a File:**

No

**Prerequisite Content:**

**Bidder** hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

## Buyer Attachments

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Exceptions Form RFB.docx

Exceptions Form RFB.docx

../Attachments/Exceptions Form  
RFB.docx

Page1

Group 1: Form of Bid

- 1.1 Enter the Bidder's contact name, telephone number, and email address for questions regarding this solicitation. ★  
Text (Multi-Line)
- 1.2 Enter the Bidder's State or Foreign Country of Residence. ★  
Text (Single Line)
- 1.3 Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". ★  
Text (Single Line)
- 1.4 Bidder shall read, fill-out and upload the Terminations, Litigation, Debarment document. ★  
File Upload  
Terminations, Litigation and Debarment Document -
- 1.5 Is the Bidder requesting confidential treatment of specific information? ★  
Yes/No
- 1.6 A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. ★  
File Upload  
Form 22 - ../Attachments/QuestionAttachments/Form 22 -11.22.pdf
- 1.7 The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms  
Bidder agrees but will upload exceptions
- 1.8 Enter the number of years of experience the Bidder has with providing the types of goods and/or services sought by the solicitation. ★  
Text (Single Line)
- 1.9 The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the Contract. Bidder shall enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
The Bidder does NOT except the Terms  
Bidder agrees but will submit exceptions

Group 2: Terms and Conditions

- 2.1 Bidder shall read the RFB Definitions and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT agree to the Definitions  
Bidder agrees but will submit exceptions  
Definitions - ../Attachments/QuestionAttachments/Definitions 11.22.pdf
- 2.2 Bidder shall read the Administrative Terms and enter a response. ★  
Dropdown List (Pick One)

Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees but will submit exceptions  
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf

- 2.3** Bidder shall read the Contract Terms and Conditions and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees but will submit exceptions  
Contract Terms and Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions
- 2.4** Bidder shall read the Specification Terms and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees but will submit exceptions  
Specification Terms and Conditions - ../Attachments/QuestionAttachments/Specifications 11.22.pdf
- 2.5** Bidder shall read the Federal Terms and Conditions and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT agree to the Terms & Conditions  
Bidder agrees but will submit exceptions  
Federal Terms and Conditions - ../Attachments/QuestionAttachments/Terms and Conditions for Federal Compliance 11.22.pdf
- 2.6** Bidder shall read the Terms and Conditions for GOODS and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Terms & Conditions  
Bidder agrees but will submit exceptions  
Terms and Conditions for GOODS - ../Attachments/QuestionAttachments/GOODS Terms and Conditions
- 2.7** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT agree with the Terms and Conditions  
Bidder agrees but will submit exceptions  
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and
- 2.8** Bidder shall read the Insurance Requirements and enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT accept the Insurance Requirements  
Bidder agrees but will submit exceptions  
Insurance Requirements RFB - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf
- 2.9** Quarterly Sales Report - The Bidder shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the Iowa Department of Administrative Services. Bidder shall enter a response. ★  
Dropdown List (Pick One)  
Bidder agrees  
Bidder does NOT except the Terms  
Bidder agrees but will submit exceptions

- 2.10 Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★
- Dropdown List (Pick One)
- Bidder agrees
  - Bidder does NOT accept the Terms
  - Bidder agrees but will submit exceptions

**Group 3: Payment Terms**

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- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★
- Dropdown List (Pick One)
- Bidder agrees
  - Bidder does NOT except the Terms
  - Bidder agrees but will submit exceptions

- 3.2 What discount will the Bidder give for payment in 15 days? Enter the discount in the text box. If none, enter zero. ★
- Numeric Text Box

- 3.3 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★
- Numeric Text Box

- 3.4 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★
- Dropdown List (Pick One)
- Bidder agrees
  - Bidder does NOT Except the Terms
  - Bidder agrees but will submit exceptions

P-Card Acceptance - ../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf



## Service Line Items

**Group S1: Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder**

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
0001	0001	1	EA	0.00	Y	0001
0002	0002	1	EA	0.00	Y	0002

## Price Components

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Name	Applicable To	Adjustment Type	Restricted to Item Groups
Percentage Off	Both	Fee (%)	

# Vendors

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## EmbarkIT

Progress                      Event Not Viewed

Lenore Hamill

[lenore@embarkit.com](mailto:lenore@embarkit.com)

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## Image Trend Inc

Progress                      Event Not Viewed

Shf Leflay

[sleflay@imagetrend.com](mailto:sleflay@imagetrend.com)

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## CDW Government Inc

Progress                      Event Not Viewed

Casey Cronin

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## Insight Public Sector

Progress                      Event Not Viewed

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Shawn Wood

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