

INFORMAL COMPETITIVE SOLICITATION

For

2021 Volunteer Engagement Infrastructure and Capacity Building Contractors

ISSUE DATE, October 23, 2020

INTRODUCTION

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 106.9, the Iowa Commission on Volunteer Service (Volunteer Iowa) is seeking qualified contractors to develop volunteer infrastructure external to their own organization within Iowa communities, including engagement and recognition of volunteers, provision of capacity building training on volunteer engagement to organizations, promotion of volunteer opportunities on the statewide Get Connected platform, supporting the coordination of volunteers in times of disaster, providing training and support for Service Learning, and facilitating the Service Enterprise Initiative.

Volunteer Iowa anticipates that the term of any resulting contract will be approximately 12 months, from January 1, 2021- December 31, 2021, with an opportunity to renew for a total of three years.

Contractors interested in providing these services should submit proposals by 3pm on November 16th via email to michelle.raymer@iowaeda.com. Only electronic submissions provided in a PDF or Microsoft Word format will be considered. Volunteer Iowa shall not be responsible for any proposals not received due to spam filters or other electronic intercepts. Any proposal emailed after this deadline will be rejected and returned to the Service Provider.

Proposals should include the Service Provider's cost proposal and sufficient information regarding the Service Provider's ability to perform the services sought to enable Volunteer Iowa to make a judgment about the Service Provider's ability to perform the work identified in the Scope of Services.

The dates set forth below are for informational planning purposes only. Volunteer Iowa reserves the right to change the dates:

Oct 23, 2020.....Submit Informal Competitive Solicitation to potential Contractors

Nov 16, 2020Proposal submission deadline

Dec 11, 2020Select successful Service Providers

Dec 15, 2020Deadline for finalizing negotiations and executing contract

Dec 29, 2020Deadline for selected Service Provider to return signed contract to Volunteer Iowa

Volunteer Iowa will utilize an evaluation committee made up of Volunteer Iowa staff to evaluate the proposals. **From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Contractors, Contractors may not contact any employee of the State of Iowa other than the identified contact person about this RFP.** Contractors may contact Michelle Raymer **by email** with questions related to the interpretation of this Informal Competitive Solicitation and the procurement process. Written responses to all questions received will be provided to all potential Contractors. If a Contractor or someone acting on a Contractor's behalf attempts to discuss this RFP orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa the Service Provider may be disqualified.

Volunteer Iowa reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of the written contract.

All information submitted by a Contractor may be treated as a public record by Volunteer Iowa unless the Contractor properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Contractor.

By submitting a proposal, the Contractor agrees that Volunteer Iowa may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Contractor agrees that it will not bring any claim or have any cause of action against Volunteer Iowa based on any misunderstanding concerning the information provided herein or concerning Volunteer Iowa's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent by mail or e-mail to all Contractors submitting a timely proposal. Negotiation and execution of contract with the successful Contractors shall be completed no later than December 15, 2020 though all Contractors submitting a proposal shall hold their price open until December 31, 2020. If the apparent successful Contractor fails to negotiate and deliver an executed contract by that date, Volunteer Iowa may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

SCOPE OF SERVICES

The successful Contractors will propose the implementation of one or more of the following three options:

Option 1: Volunteer Engagement Infrastructure Development									
Eligible Contractors: Current recipients of the VGF grant, completing the following service, with minimum requirements and contract rate based on community size.									
Population of largest city in service area	Contract Amount	Number of Volunteers Leveraged	Number of hours served by leveraged volunteers	Number of organizations capacity building services are provided to	Number of organizations implementing effective volunteer management practices	Number of organizations posting a new opportunity in Get Connected	Host a community volunteer (external to your organization) recognition	Host a community day of service activity	Offer (and provide if applicable) support to county emergency management to coordinate volunteers in times of disaster
Less than 10,000	\$5,000	200	600	3	2	2	No	No	No
Less than 10,000	\$10,000	200	600	8	5	5	Yes	Yes	Yes
10,000-19,999	\$5,000	300	900	8	5	3	No	No	No
10,000-19,999	\$10,000	300	900	16	10	10	Yes	Yes	Yes
20,000-39,999	\$5,000	500	1500	11	7	7	No	No	No
20,000-39,999	\$10,000	500	1500	24	15	15	Yes	Yes	Yes
50,000 and up	\$5,000	1000	3000	19	12	12	No	No	No
50,000 and up	\$10,000	1000	3000	40	25	25	Yes	Yes	Yes

<p>Payment: Invoices may be sent for every 25% of benchmarks completed, along with submission of progress update. Final invoice may not be submitted until 12/31/21 with final progress update.</p>
<p>Option 2: Service Learning Infrastructure Development</p>
<p>Eligible Contractors: Current recipients of the VGF grant</p>
<p>Contract Rate: \$600 per pair of Educator and Community Service Provider trained in Service Learning and volunteer engagement best practices</p> <p>Service Provided: Multi-day training and ongoing support provided to Educator and Service Provider on Service Learning course development and effective volunteer engagement, resulting in the development and implementation of a new semester long service -learning course</p> <p>Eligible communities/ educational institutions:</p> <ul style="list-style-type: none"> • Communities without another active volunteer center <p>And/or</p> <ul style="list-style-type: none"> • Communities with another active volunteer center, where Service Learning training services have not been provided in the past
<p>Payment: Invoices may be sent upon completion of training series, along with submission of progress update. Final invoice may not be submitted until 12/31/21 with final progress update.</p>
<p>Option 3: Service Enterprise Initiative</p>
<p>Eligible Contractors: Current Service Enterprise Hubs</p>
<p>Contract Rate: \$500 per organization completing training. Recertifying two organizations can be substituted for training one new organization</p> <p>Service Provided: In accordance with the Points of Light Service Enterprise Hub Requirements, the Contractor will serve as a Hub for the Service area outlined in their Points of Light Hub application. The Contractor will recruit organizations for the training cohort and complete the cohort's pre-training meetings and four training modules. The Contractor will participate in monthly scheduled Volunteer Iowa and Points of Light SEI hub calls.</p>
<p>Payment: Invoices may be sent upon completion of training series, along with submission of progress update. Final invoice may not be submitted until 12/31/21 with final progress update.</p>

CONTENTS OF THE PROPOSAL

Proposals should demonstrate a clear plan for how Contractor intends to conduct the work proposed, as well as past experience conducting similar work. In addition, the Proposal should include a description of the key personnel who will be responsible to complete any services as well as their relevant experience, education, and, if applicable, any relevant certification(s) held by them. The Proposal should be written with a font size of not less than 12 point, and the entire Proposal should not exceed five (5) regular letter-sized (8.5" x 11") pages. The Proposal must be accompanied by a transmittal letter signed by an authorized representative of the Contractor that certifies the Contractor understands the terms and conditions of this Informal Competitive Solicitation and intends to be bound by them. Such letter shall not count against the page count.

EVALUATION

Proposals will be reviewed by an evaluation committee comprised of Volunteer Iowa staff members, which will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. ***The evaluation committee will award the contract to the responsible Contractor(s) submitting the best proposal(s). The lowest priced proposal is not necessarily the best proposal.*** The evaluation committee's selection will be subject to the final approval of Volunteer Iowa staff.

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

- Cost;
- Past performance of work that is identical or similar to the scope of services identified;

- c. Experience and references that demonstrate, to the satisfaction of Volunteer Iowa, the expertise and ability of the Contractor to provide the Scope of Services described in the Informal Competitive Solicitation; and
- d. The capacity of the Contractor to complete responsibilities described in the Scope of Services.

If there is a tie for the best proposal and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out of state Contractors.

CONTACT PERSON

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