

## REQUEST FOR PROPOSAL

### RFP COVER SHEET

#### Administrative Information

<b>RFP Number</b>	005-RFP-2057-2026	<b>Title of RFP</b>	Develop School Safety Assessment Team Programs and Management (SSAM) Related Training
<b>Agency</b>	Iowa Department of Administrative Services (DAS) on behalf of the Department of Public Safety		
<b>Available to other State agencies?</b>			Yes
<b>Available to Political Subdivisions?</b>			Yes
<b>Available to other States or governmental entities outside of the State of Iowa?</b>			No
State Issuing Officer: Katelyn Howells Phone: 515-721-7856 E-mail: Katelyn.Howells@iowa.gov			
<b>PROCUREMENT TIMETABLE—Event or Action</b>			<b>Date/Time (Central Time)</b>
State Posts Notice of RFP on the TSB website			September 2, 2025
State Issues RFP			September 4, 2025
RFP written questions, requests for clarification, and suggested changes from Respondents due			September 12, 2025 at 4:00PM
Proposals Due			September 26, 2025 at 2:00PM
<b>Relevant Websites</b>			
Internet website where the Addenda to this RFP will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a> and <a href="#">IMPACS Electronic Procurement System</a> .			
Internet website where contract terms and conditions are posted <a href="https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf</a> <a href="https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf</a>			
Additional attachments: ODCP Grant Conditions and Certified Assurances ODCP Claim Documentation Policy			
<b>Firm Proposal Terms</b>			
The minimum number of days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm is 120 Days.			

## SECTION 1 - SCOPE OF WORK

### **Overview**

The Successful Respondent shall provide the services to the State in accordance with the requirements as provided in this Scope of Work.

### **1.1. Contractor Responsibilities**

#### **1.1.1. Program Development**

- 1.1.1.1. Conduct a thorough assessment of the State of Iowa's current school threat assessment and management capabilities and practices.
- 1.1.1.2. Develop a customized school SSAM program framework aligned with the National Threat Assessment Center (NTAC) guidelines and the Association of Threat Assessment Professionals (ATAP) standards, and in compliance with 2026 Senate File 583.
- 1.1.1.3. Create agency stakeholder-specific policies and procedures for threat identification, reporting, assessment, and management. Stakeholders shall include the entities involved in a school safety assessment team.
- 1.1.1.4. Conduct a minimum of 4 in-person stakeholder meetings and facilitate discussions to gather information, evaluate strengths and weaknesses, and encourage buy-in from participating schools and partners.

#### **1.1.2. Tools and Resources**

- 1.1.2.1. Develop hybrid (paper and electronic) Iowa-specific school behavioral threat assessment and management tools including an interview tool, evaluation/intake tool, and safety management tool.
- 1.1.2.2. Develop Iowa-specific assessment forms, checklists, and decision-making matrices.
- 1.1.2.3. Create a resource guide for ongoing reference and support.

#### **1.1.3. Training and Implementation**

- 1.1.3.1. Provide comprehensive training and on-going support for designated Iowa Department of Public Safety staff on SSAM principles, methodologies, and best practices.
- 1.1.3.2. Conduct a minimum of 8 comprehensive training sessions, each lasting at least 2 hours, for up to 200 participants per session.
- 1.1.3.3. Provide comprehensive training for designated trainers (train-the-trainers) on use of the SSAM tools.
- 1.1.3.4. Training curriculum must cover, at minimum:
  - School threat detection and reporting
  - Use of Iowa-specific assessment tools

- Case management and documentation
- Use of Iowa specific intervention strategies
- Legal and ethical considerations (HIPAA/FERPA)

## **1.2. Project Milestones:**

- 1.2.1.** Milestone 1: Kickoff meeting and approved plan completed.
- 1.2.2.** Milestone 2: Successfully host meetings to gather input on development and implementation.
- 1.2.3.** Milestone 3: Successfully complete development of SSAM tools.
- 1.2.4.** Milestone 4: Successfully complete training sessions one through three.
- 1.2.5.** Milestone 5: Successfully complete training sessions four through seven.
- 1.2.6.** Milestone 6: Successfully complete training through session eight and a Train the Trainer session.
- 1.2.7.** Milestone 7: Final progress report.

## **1.3. Reporting**

- 1.3.1.** Conduct quarterly reviews of program implementation and outcomes for the first year.
- 1.3.2.** Provide recommendations for continuous improvement based on evolving best practices and the State of Iowa's specific needs.
- 1.3.3.** Submit quarterly progress reports and claims for reimbursement via IowaGrants.gov.

## SECTION 2 - SPECIFICATIONS

### Overview

The successful Respondent shall provide the goods and/or services to the State in accordance with the specifications and technical specifications as provided in this Section. The Respondent shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Respondent shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Respondent. Proposals must identify any deviations from the specifications of this RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification (s) of this section, the Agency may reject the Proposal.

All items listed in this section are Mandatory Specifications. Respondents must indicate either **“yes”** or **“no”** to each specification in their Proposals and provide an explanation as to how the specification is met. By indicating **“yes”** a Respondent agrees that it shall comply with that specification throughout the full term of the Contract, if the Respondent is successful. In addition, if specified by the specifications or if the context otherwise requires, the Respondent shall provide references and/or supportive materials to verify the Respondent’s compliance with the specification. The Agency shall have the right to determine whether the supportive information and materials submitted by the Respondent demonstrate that the Respondent will be able to comply with the Mandatory Specifications. If the Agency determines the responses and supportive materials do not demonstrate the Supplier will be able to comply with the Mandatory Specifications, the Agency may reject the Proposal.

### 2.1. Respondent Requirements

- 2.1.1. Respondent shall demonstrate significant previous experience developing and presenting to school and related personnel on behavioral threat assessment and management programs using the USSS/NTAC model or other school safety programs for government agencies or similar organizations.
- 2.1.2. Key personnel assigned to the project must possess relevant certifications, such as Certified Threat Manager (CTM) or equivalent.
- 2.1.3. Respondent must demonstrate expertise in current threat assessment methodologies, including but not limited to the SPJ approach and the use of validated assessment tools.
- 2.1.4. Respondent must have experience implementing and presenting a SSAM program that uses the USSS/NTAC model as part of a statewide project/initiative where the same training was delivered in sites across the state.
- 2.1.5. Respondent must have experience delivering relevant training in-person.

### 2.2. Service Timeline

- 2.2.1. The selected vendor shall complete the initial program development and staff training within 3 months of contract award.

**2.2.2.** Ongoing support and evaluation services shall be provided for a minimum of 6 months following initial implementation.

**2.2.3.** All Contract Activities related to school behavioral threat assessment must be delivered by September 30, 2026.

**2.3. Compliance and Standards**

**2.3.1.** All services and deliverables must comply with applicable federal, state, and local laws and regulations.

**2.3.2.** The SSAM program shall adhere to the guidelines set forth by the NTAC and ATAP, as well as incorporate elements from the Federal Bureau of Investigation's (FBI) Making Prevention a Reality: Identifying, Assessing, and Managing the Threat of Targeted Attacks.

**2.4. Implementation**

Upon award of a Contract for services the Agency shall negotiate an implementation schedule with the successful Respondent.

**2.5. Post Delivery Documentation**

Respondent is to provide the following documentation upon completion of program development:

- Comprehensive SSAM program manual tailored to the Iowa Department of Public Safety's needs and structure.
- Training materials, including presentation slides, handouts, and exercises.
- Customized assessment forms and decision-making tools.
- Implementation timeline and milestone report.
- Quarterly progress reports and annual program evaluation.