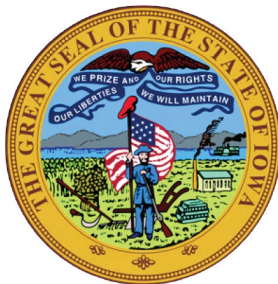


REQUEST FOR PROPOSALS
for
Tires, Tubes, and Services

Issued by
THE STATE OF IOWA



In collaboration with



SOLICITATION NUMBER RFP0223005113

RFP WEBSITE:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number **RFP0223005113**



RFP SUMMARY

I. OVERVIEW

This Request for Proposals (RFP) is being issued by the State of Iowa (“Lead State”) in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish one or more Master Agreements for tires, tubes, and services.

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint’s Lead State™ model, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

NASPO ValuePoint does not charge fees to NASPO members or other potential users, including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories, to use NASPO ValuePoint Master Agreements. By leveraging the collective volume of potential purchases nationwide, NASPO ValuePoint is able to offer customers the best value in cooperative contracting while giving vendors the opportunity to reach multiple markets through a single solicitation. In 2021, contractors recorded a combined \$16.94 billion in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined \$204.48 million in sales through the current Tires, Tubes, and Services portfolio.

More information about NASPO and NASPO ValuePoint can be found at www.naspo.org and www.naspovaluepoint.org.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. RFP Contact. The following individual is the sole contact for this RFP:

David Kuldig
Purchasing Agent III
State of Iowa
David.kuldig@iowa.gov

B. RFP Website. The following website is the sole official source for RFP information and updates:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=DASlowa>

C. Contract Term. The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be three (3) years, with the option to exercise renewals totaling up to an additional three (3) years following the initial term, upon mutual agreement by the Lead State and Contractor.

D. RFP Documents. This RFP consists of this RFP Summary, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment 1, RFP Terms and Conditions
2. Attachment 2, Scope of Work
3. Attachment 3, RFP Evaluation Plan
4. Attachment 4, Sample Master Agreement
5. Attachment 5, Potential Participation

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6. Attachment 6, Protest Information
7. Attachment 7, Offeror Information, Acknowledgements, and Certifications
8. Attachment 8, Offeror Response Worksheet
9. Attachment 9, Cost Proposal
10. Attachment 10, Proposed Modifications to Sample Master Agreement
11. Attachment 11, Claim of Business Confidentiality

E. Important Dates.

1. **RFP Open Date:** July 27, 2023
 2. **RFP Pre-proposal Conference:** August 9, 2023, 1:00PM Central Time
 3. **RFP Q&A Deadline:** August 23, 2023
 4. **RFP Close Date:** September 13, 2023, 3:00PM Central Time
5. Attendance at the RFP Pre-proposal Conference is optional, and registration is required.

Optional Pre-Proposal Conference will be held on:

Physical Location of Pre-Proposal Conference:

Department of Administrative Services
Hoover Building, Level A – Procurement Conference Room
1305 East Walnut Street
Des Moines, IA 50319

Offerors shall attend virtually via Google Meets. To participate virtually, contact the RFP Contact for Google Meets information.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

F. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, send your questions via email to the RFP Contact. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the RFP Website, contact RFP Contact.

G. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - Follows the requested format;
 - Includes the Solicitation Number on all materials making up the proposal;
 - Addresses each question and request for a response in this RFP, including all questions in Attachment 8, Offeror Response Worksheet;
 - Clearly demonstrates your ability to meet the Scope of Work described in Section 2 and Attachment 2; and
 - Includes all required submissions identified in Section 2.
3. Submit your proposal by the RFP Close Date via email to the RFP Contact. For purposes of this RFP, Offeror's "proposal" includes any information submitted directly through the RFP Website.

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III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as Attachment 2, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating and Purchasing Entities, except where specificity is requested.

IV. OFFEROR RESPONSE

A. Required Submissions. The following must be submitted with your proposal:

1. Any response required to be submitted directly through the RFP Website;
2. Completed and signed Attachment 7, Offeror Information, Acknowledgements, and Certifications
3. Completed Attachment 8, Offeror Response Worksheet
4. Completed Attachment 9, Cost Proposal, submitted as a separate document and separate file, if submitting electronically
5. Completed Attachment 10, Proposed Modifications to Sample Master Agreement
6. Redlined copy of Attachment 4, Sample Master Agreement, if proposing modifications
7. Completed and signed Attachment 11, Claim of Business Confidentiality
8. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information

B. Other Documents. The following are informational only and do **not** need to be submitted with your proposal:

1. Attachment 1, RFP Terms and Conditions
2. Attachment 2, Scope of Work
3. Attachment 3, RFP Evaluation Plan
4. Attachment 4, Sample Master Agreement
5. Attachment 5, Potential Participation
6. Attachment 6, Protest Information

V. EVALUATION AND AWARD PROCESS

A. Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment 3, RFP Evaluation Plan.

1. **Stage 1: Initial Responsiveness.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with Attachment 1, RFP Terms and Conditions.
2. **Stage 2: Mandatory Minimum Requirements.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet or exceed all mandatory minimum requirements identified in Attachment 3, RFP Evaluation Plan may be rejected in accordance with Attachment 1, RFP Terms and Conditions.

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3. **Stage 3: Technical Criteria.** Proposals meeting or exceeding the mandatory minimum requirements will be evaluated against the Technical Criteria set forth in Attachment 3, RFP Evaluation Plan. The evaluation team committee will fully evaluate and score all responsive Proposals submitted by responsible Offerors in accordance with this section.
4. **Stage 4: Cost.** After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

Cost Proposals will remain sealed during the evaluation of the Technical Proposals and any demonstrations. Only prospective Offerors who obtain the minimum score for their Technical Proposals will be considered during the cost evaluation phase of the review process. When a Technical Proposal does not meet the minimum score, the associated Cost Proposal will remain unopened and will be returned to the Offerors upon request after the Lead State issues a Notice of Intent to Award the contract. After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

Cost Proposals may be evaluated and points awarded as follows:

- The Cost Proposals will be ranked from least to most expensive.
- The least expensive Cost Proposal shall receive the maximum number of point available.
- To determine the number of points to be awarded to all other Cost Proposals, the least expensive Cost Proposal will be used in all cases as the numerator. Each of the other Cost Proposals will be used as the denominator per the example below.
- The percentage will then be multiplied by the maximum number of available points and the resulting number will be the cost points awarded to other compliant Offerors. Percentages and point will be rounded to the nearest whole value. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of Offeror's proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

Example:

Offeror A quotes \$35,000, Offeror B quotes \$45,000 and Offeror C quotes \$65,000.

Respondent A: $\frac{\$35,000}{\$35,000}$ = receives 100% of available points on cost.

Respondent B: $\frac{\$35,000}{\$45,000}$ = receives 78% of available points on cost.

Respondent C: $\frac{\$35,000}{\$65,000}$ = receives 54% of available points on cost.

5. **BAFO.** A Best and Final Offer (BAFO) process might be appropriate under one of the following circumstances:
 - A submitted proposal (RFP) has a significant lower cost than the other proposals under consideration, yet it does not have the overall highest score.
 - The scores of two or more Offerors (RFP) are very close.

BAFO process might be appropriate under one of the following circumstances:

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- The evaluation committee shall decide if the BAFO option is appropriate and will determine who of the Offerors will receive an invitation to submit a BAFO (all Offerors may be invited). However, the Lead State should only invite Offerors who could potentially receive an award.
- The content of the BAFO solicitation may request additional information regarding important specifications such as levels of support, contract terms, implementation schedules, and/or costs.
- The BAFO solicitation cannot contain any material modifications to the initial solicitation or the evaluation criteria.
- The BAFO solicitation will follow the same requirements and process as an original solicitation: sealed proposals, specific timeframes, etc.
- Offerors who receive a BAFO solicitation are not required to submit a BAFO or they may simply respond with a written statement that their response remains as originally submitted.

The following is the scoring process for the BAFO:

- There should be no changes to the evaluation committee for an RFP
- The RFP contact should develop the scoring sheets based upon the additional information requested in the BAFO, and used by the evaluation committee
- Dependent upon the additional information requested in the BAFO, there may or may not be an independent scoring from the initial solicitation scoring.

Upon completion of the analysis by the evaluation committee, the award goes to the Offerors with the highest score.

- 6. Multiple Awards.** The Lead State has the ability to award a contract to a single or multiple vendors. A Multiple Award Contract (MAC) is appropriate where there is more than one vendor for the same or comparable goods or services or may be necessary for operational purposes.

- B.** After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. In addition to other RFP requirements, to be deemed a responsive Proposal, the Technical Proposal must: obtain the minimum score for the Technical Proposal.

An addendum identifying the points assigned to the scoring criteria and identifying the minimum score for the Technical proposal will be posted prior to the RFP closing.

- C.** Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to the NASPO ValuePoint Executive Council for approval of the proposed awards.
- D.** Following approval of the NASPO ValuePoint Executive Council, the RFP Contact will post a public Notice of Intent to Award. The RFP Contact notifies all respondents of the outcome via email. The Notice of Intent will include a reference to the five-day appeal period.

Negotiating the Contract. After issuance of the Notice of Intent to Award, contract negotiations will commence with the successful Offerors. The Lead State may cancel the award if the parties fail to reach an agreement with a reasonable timeframe (typically 30 days) after the issuance of the Notice of Intent to Award. The RFP Contact may rescind the intent to award if the parties fail to reach an agreement. The RFP contact may then issue a new Notice of Intent to Award to the next Offeror in the evaluation sequence.