

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information

RFP Number	005-RFP-2057-2026	Title of RFP	Develop School Safety Assessment Team Programs and Management (SSAM) Related Training
Agency	Iowa Department of Administrative Services (DAS) on behalf of the Department of Public Safety		
Available to other State agencies?			Yes
Available to Political Subdivisions?			Yes
Available to other States or governmental entities outside of the State of Iowa?			No
State Issuing Officer: Katelyn Howells Phone: 515-721-7856 E-mail: Katelyn.Howells@iowa.gov			
PROCUREMENT TIMETABLE—Event or Action			Date/Time (Central Time)
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
Relevant Websites			
Internet website where the Addenda to this RFP will be posted http://bidopportunities.iowa.gov and IMPACS Electronic Procurement System .			
Internet website where contract terms and conditions are posted https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf https://das.iowa.gov/sites/default/files/procurement/pdf/Terms%20and%20Conditions%20for%20Federal%20Compliance.pdf			
Additional attachments: ODCP Grant Conditions and Certified Assurances ODCP Claim Documentation Policy			
Firm Proposal Terms			
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.			

FORM AND CONTENT OF PROPOSALS

1. Instructions

These instructions describe and define the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

1.1. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such as separate files. The files shall be labeled with the following information:

005-RFP-2057-2026 - Respondent Name - Technical Proposal

005-RFP-2057-2026 - Respondent Name - Cost Proposal

Files must attach to Respondent's submission in the State's [IMPACS Electronic Procurement System](#).

1.2. If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit a public copy Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy".

005-RFP-2057-2026 - Respondent Name - Public Copy

1.3. Proposal shall not contain promotional or display materials.

1.4. Attachments shall be referenced in the Proposal.

1.5. If a Respondent proposals more than one solution to the RFP specifications, each shall be labeled and submitted in a separate Proposal, and each will be evaluated separately.

2. Technical Proposal

Any information provided in the Technical Proposal is subject to consideration for consideration, evaluation, and scoring. The following documents and responses shall be included in the Technical Proposal in the order given below:

Exhibit 1 - Transmittal Letter

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, electronic mail address, fax number, and telephone number.

Exhibit 2 - Executive Summary

The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

- Statements that demonstrate that the Respondent has read and understands the terms and conditions of the RFP including the Contract provisions in Section 7.
- An overview of the Respondent's plans for complying with the specifications of this RFP.
- Any other summary information the Respondent deems to be pertinent.

Exhibit 3 - Experience

The Respondent must provide the following information regarding its experience:

- Number of years in business.
- Number of years of experience with providing the types of services sought by the RFP.
- The level of technical experience in providing the types of services sought by the RFP.
- A list of all goods and/or services similar to those sought by this RFP that the Respondent has provided to other businesses or governmental entities.
- Letters of reference from three (3) previous or current customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference. **Letters of reference from at least one of the USSS and/or NTAC must be included with proposal.** Letters of reference must be detailed and must describe positive feedback from host site and participants.

Exhibit 4 - Mandatory Specifications

The Respondent shall answer whether or not it will comply with each specification in Section 5 of the RFP. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the Section 5 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the 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.

Exhibit 5 - Personnel

Provide key staff/dedicated team background to include main point of contact(s) for customer service/support. Provide a brief resume of experience for all team members proposed to be assigned to the project.

Exhibit 6 - Implementation Plan

Describe recommended implementation strategy including on-site coordination and support services, best practice consulting options and professional services. Identify any third-party Respondents involved in Respondent's implementation strategy and describe these relationships. Describe the skills and time required by State of Iowa personnel for implementation and support of the Scope of Work. Provide an estimate of State of Iowa staff time required to complete the installation. Please provide an implementation schedule, based on weekly milestones (not dates).

Exhibit 7 - Consultant Services

Respondent shall demonstrate its understanding of the services requested under this RFP, the expertise of the personnel who will provide the requested services, and the Respondent's ability to logically plan and achieve the stated objectives and goals of this RFP.

Exhibit 8 - Consulting Strategy

Describe recommended strategy including on-site coordination and support services, best practice consulting options and professional services. Identify any third-party contractors involved in

Respondent's strategy and describe these relationships. Describe the skills and time required by State of Iowa personnel for support of Respondent's review.

Exhibit 9 - Approach

Provide a description of the respondent's organizational structure. Provide a sample of data demonstrating success of the implementation of an initiative as described in this RFP. Provide examples that demonstrate approach and end product.

Exhibit 10 - Sustainability

The respondent must provide in detail how the professional learning package will include a plan for ongoing coaching, networking, and/or support for K-12 school personnel, law enforcement professionals, juvenile court officers, healthcare workers, and mental health providers, to implement and reflect on new practices. The respondent must demonstrate how the professional learning package will include data collection to ensure long-term impact.

Exhibit 11 - Potential Challenges

Identify and describe any anticipated potential challenges, the firm's approach to resolving these problems and any special assistance that will be requested from the Agency.

Exhibit 12 - Optional Services

Provide detailed information for any optional services that may be available. (Include costs for these items in the Cost Proposal)

3. Cost Proposal

The Respondent shall provide its Cost Proposal in a separate file for the proposed goods and/or services. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) for the proposed services. All pricing to be FOB Destination, freight cost, and all expenses included; and based on Net 60 Days Payment Terms. Cost proposals must include the following:

- Provide the cost per Milestone detailed in Section 4.2.
- Hourly rates for any additional consulting services.
- Any other costs associated with proposed services.
- Pricing for optional services.

3.1. Respondent Discounts

Respondents shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

Prompt Payment Discount: The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

Response Check List

RFP REFERENCE SECTION	RESPONSE INCLUDED	
	Yes	No
Technical Proposal		
Exhibit 1 - Transmittal Letter		
Exhibit 2 - Executive Summary		
Exhibit 3 - Experience		
Exhibit 4 - Mandatory Technical Specifications		
Exhibit 5 - Personnel		
Exhibit 6 - Implementation Plan		
Exhibit 7 - Consultant Services		
Exhibit 8 - Consulting Strategy		
Exhibit 9 - Approach		
Exhibit 10 - Sustainability		
Exhibit 11 - Potential Challenges		
Exhibit 12 - Optional Services		
Public Copy of Technical Proposal with Confidential Information Excised (Optional)		
Cost Proposal		