

## REQUEST FOR BIDS - RFB COVER SHEET

Department of Natural Resources (DNR)

<b>TITLE OF RFB:</b>	Statewide Recreation Telephone Survey of Iowans	<b>RFB #:</b> 18CRDDIVMWIL-0001	
<b>DNR seeks to purchase:</b>	Services from qualified Contractors to complete a statewide recreation telephone survey of Iowans and formal analysis of Iowans recreational use and interest.		
<b>Number of mos. or yrs. of the initial term of the contract:</b>	4 Months	<b>Number of possible annual extensions:</b>	0
<b>Anticipated Date for Initial Contract term beginning:</b>	March 9, 2018	<b>Anticipated Ending Date:</b>	June 30, 2018
<b>Issuing Officer:</b>			
<b>Name:</b> Michael Gulick, DNR Procurement Officer			
<b>Mailing Address:</b> Iowa Department of Natural Resources Wallace Building 4 <sup>th</sup> Floor 502 East 9 <sup>th</sup> St. Des Moines, Iowa 50319			
<b>Phone:</b> (515) 725-8214			
<b>e-mail:</b> <a href="mailto:Michael.Gulick@dnr.iowa.gov">Michael.Gulick@dnr.iowa.gov</a>			
<b>FAX:</b> (515) 725-8201			

PROCUREMENT TIMETABLE—Event or Action:	Date/Time (Central Time):
DNR Posts Notice of RFB on TSB website	02/09/2018
DNR Issues RFB	02/12/2018
Written Questions, requests for clarification, and suggested changes from Contractors due	02/16/2018
DNR's written response to questions, requests for clarifications, and suggested changes	02/19/2018
Bid Due no later than 2:00 PM Central Time	02/22/2018
Anticipated Date to issue Notice of Intent to Award	02/26/2018
Anticipated Date to complete contract negotiations	03/09/2018

Relevant Websites:	Web-address:
Internet website where Addenda to this RFB will be posted:	<a href="http://bidopportunities.iowa.gov/">http://bidopportunities.iowa.gov/</a>
Internet website where Notice of Intent to Award may be posted:	<a href="http://bidopportunities.iowa.gov/">http://bidopportunities.iowa.gov/</a>
Internet website where contract terms and conditions are posted:	<a href="http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings">http://www.iowadnr.gov/About-DNR/RFP-Bid-Lettings</a> "DNR Standard Contract Conditions" and "DAS General Conditions (effective May 1, 2016)"

Number of Copies of Bid Required to be Submitted:	1
Bid Guarantee, if any:	None
Firm Bid Proposal Terms: The minimum Number of Days following the deadline for submitting bid proposals that the Contractor guarantees all bid proposal terms, including price, will remain firm:	30 Days

**CONTRACTORS ARE CAUTIONED TO FOLLOW ALL DIRECTIONS  
IN THIS RFB OR RISK DISQUALIFICATION**

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**SECTION 1 - INTRODUCTION**

**1.1 Bidder Instructions**

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. As an option, the Bidder may print and write in responses.

**1.2 Purpose**

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

**1.3 Request for Bid (RFB) Definitions**

**Definitions** – For the purposes of this RFB and the resulting contract, the following terms shall mean:

**“DNR”** means the Iowa Department of Natural Resources DNR identified in this solicitation that is issuing the RFB.

**“Alternative Bid”** means a response to a bid that does not meet the exact requirements of the specification but offers an alternative for consideration. An alternative bid is submitted with an intentional variation to a provision, specification, term or condition of the solicitation. This alternative, in the opinion of the bidder, achieves the same end result. Alternative bids may be rejected as non-responsive.

**“Bid”** means the Bidder’s bid submitted in response to the RFB.

**“Bidder”** means a vendor submitting a bid in response to this RFB.

**“Contract”** means the contract(s) entered into with the successful Bidder(s).

**“Responsible Bidder”** means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the DNR may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the DNR and the State.

**“Responsive Bid”** means a Bid that complies with each of the provisions of this RFB, or is either an alternative bid or a bid with an exception, if accepted by the DNR.

**“RFB”** means this Request for Bids and any addenda hereto.

**“SCORP”** means Statewide Comprehensive Outdoor Recreation Plan

#### **1.4 Contract Term**

The term of the contract will begin upon approval by the Natural Resource Commission and a fully executed Contract. It’s anticipated that the DNR will submit recommendations to award the Contract(s) on March 8, 2018 to the Natural Resource Commission for approval.

#### **1.5 Background Information**

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the DNR’s benefit and is intended to provide the DNR 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 submission of a comprehensive Bid.

The Statewide Comprehensive Outdoor Recreation Plan’s (SCORP) primary function is to assess the supply of, and demand for outdoor recreational opportunities. This is measured every five years through the delivery and assessment of a survey of Iowans. The results of this survey will guide development of an action plan with goals to:

- Meet local recreation needs by providing close-to-home opportunities
- Increase availability of outdoor recreation resources to the public
- Enhance the quality of outdoor recreation resources
- Measure ongoing trends, gaps, and opportunities as compared to the 2012 survey of Iowans

## SECTION 2 – ADMINISTRATIVE INFORMATION

### 2.1 Issuing Officer

The Issuing Officer identified in this solicitation is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

### 2.2 Restriction on Communication

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in this solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The DNR assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

### 2.3 Amendment to the RFB

The DNR reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder's sole responsibility to check daily for addenda to posted documents.

### 2.4 Bid Amendment and/or Withdrawal

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be submitted and received by the time set for the receipt of Bids.

### 2.5 Submission of Bids

**The DNR must receive the Bid no later than 2:00 PM Central Time on February 22, 2018. This is a mandatory requirement and will not be waived by the DNR. Any Bid received after this deadline will not be accepted.** It is the Bidder's responsibility to ensure the bid is received prior to the deadline. Email and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the DNR to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

### 2.6 Bid Opening

The DNR will open Bids **2:15 PM Central Time on February 22, 2018 at Wallace Building, 4<sup>th</sup> Floor, 502 East 9<sup>th</sup> Street, Des Moines, Iowa 50319**. The names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See Iowa Code Section 72.3. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

### 2.7 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

## **2.8 Rejection of Bids**

The DNR reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the DNR to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the DNR's benefit and is intended to provide the DNR with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

## **2.9 Disqualification**

The DNR will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The DNR may reject outright and may not evaluate Bids for any one of the following reasons:

- The Bidder acknowledges that a requirement of the RFB cannot be met.
- The Bidder's Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
- The Bidder's Bid limits the rights of the DNR.
- The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
- The Bidder fails to timely respond to the DNR's request for information, documents, or references.
- The Bidder fails to include bid security, if required.
- The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
- The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
- The Bidder initiates unauthorized contact regarding the RFB with state employees.
- The Bidder provides misleading or inaccurate responses.
- The Bidder's Bid is materially unbalanced.
- There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the DNR from other sources) to satisfy the DNR that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.
- The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.

## **2.10 Nonmaterial Variances**

The DNR reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the DNR, it is in the DNR's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the DNR waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full

compliance with RFB specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the DNR.

**2.11 Reference Checks**

The DNR reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder's qualifications and the qualifications of any subcontractor identified in the Bid.

**2.12 Information from Other Sources**

The DNR reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder's capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder's financial stability, past or pending litigation, and other publicly available information.

**2.13 Verification of Bid Contents**

The content of a Bid submitted by a Bidder is subject to verification. If the DNR in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

**2.14 Bid Clarification Process**

The DNR reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder's Bid. The DNR will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the DNR. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the DNR within the time specified in the DNR's request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

**2.15 Disposition of Bids**

All Bids become the property of the DNR and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

**2.16 Public Records and Requests for Confidential Treatment**

The DNR's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The DNR will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

**2.16.1 Form 22 Request for Confidentiality**

***FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.***

**2.16.2 Confidential Treatment Is Not Requested**

A Contractor not requesting confidential treatment of information contained in its Bid shall complete Section I of Form 22 and submit Form 22 with the Bid.

**2.16.3 Confidential Treatment of Information is Requested**

A Contractor requesting confidential treatment of specific information shall: (1) fully complete Section II of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Contractor believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the DNR concerning the confidential status of such material.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP.** The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Bid as possible.

**Failure to request information be treated as confidential as specified herein shall relieve DNR and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.**

If DNR receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, DNR may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a

court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, DNR may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

**2.17 Copyrights**

By submitting a Bid, the Bidder agrees that the DNR may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The DNR shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

**2.18 Release of Claims**

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the DNR based on any misunderstanding concerning the information provided herein or concerning the DNR's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFB.

**2.19 Bidder Presentations**

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the DNR's offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the DNR. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder's Bid. The presentation shall not materially change the information contained in the Bid.

**2.20 Evaluation of Bids Submitted**

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

**2.21 Preference**

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

**2.22 Determination of Responsible Bidder & Responsive Bid**

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer "Yes" to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.



**2.23 Evaluation Criteria**

The DNR will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

**2.24 Award Notice and Acceptance Period**

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the DNR, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the DNR believes will provide the best value to the State.

**2.25 Definition of Contract**

The full execution of a written contract shall constitute the making of a contract for services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for services until the contract has been fully executed by the successful Bidder and the DNR.

**2.26 Choice of Law and Forum**

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

**2.27 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

**2.28 Unit Price**

If a discrepancy between the unit price and the item total exists, the unit price prevails.

**2.29 Price Adjustments to Term Contract(s)**

Bid prices shall remain firm for the initial term of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes.

**2.30 Registration**

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

[https://vss.iowa.gov/webapp/VSS\\_ON/AltSelfService](https://vss.iowa.gov/webapp/VSS_ON/AltSelfService)

**2.31 Questions and Requests for Clarification**

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. **The questions and requests for clarifications must be received by the Issuing Officer on or before February 16, 2018.** Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and sent to Bidders who received RFBs.

## **SECTION 3 – SPECIFICATIONS**

All items listed in this Section are Bid Requirements. A successful Bidder must be able to satisfy all these requirements to be deemed a Responsible Bidder.

### **3.1 GENERAL REQUIREMENTS**

- 3.1.1** The Bidder shall formulate and finalize with the DNR the quantitative survey questionnaire for a telephone (including cellular numbers) survey of Iowans no later than March 22, 2018.
- 3.1.2** The questions shall remain similar in content and nature to Attachment #6 2012 Survey to provide comparisons between the data.
- 3.1.3** The questions shall include the following areas from Attachment #6 2012 Survey; participation in outdoor recreation in Iowa, ratings of outdoor recreation facilities and opportunities, knowledge of outdoor recreation locations, preference regarding natural resource priorities, and demographic data.
- 3.1.4** The questions shall include up to ten (10) unique questions focused around urban audiences and participation.
- 3.1.5** The Bidder shall administer the telephone survey to randomly selected Iowans based on Iowa population geographic distribution and ethnicity no later than May 15, 2018.
- 3.1.6** The Bidder shall deliver to the DNR a hard copy and electronic file format final report documenting the survey results including an executive summary, identifying trends, gaps, and opportunities compared to results from Attachment #6 2012 Survey no later than June 30, 2018.

### **3.2 BIDDER REQUIREMENTS**

- 3.2.1** Minimum of 5 years' experience conducting telephone (including cellular) surveys.
- 3.2.2** Minimum of 5 years' experience formulating, analyzing, and documenting surveys similar in nature to Attachment #6 2012 Survey.
- 3.2.3** The Bidders shall comply with all laws, ordinances, rules, and regulations for conducting telephone (including cellular) surveys.

## SECTION 4 - FORM OF BID

**Instructions** – Bidder is to complete the following. Fill out items with blanks. Indicate “yes” or “no” on items requesting agreement. If a “no” response is indicated, exception must be noted on Attachment 3.

### 4.1 Bidder Information

Business Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business State of Residence: \_\_\_\_\_

Bidder Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 4.2 Contract Terms and Conditions

The Contract(s) that the DNR expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the DNR and the successful Bidder shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in this solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the DNR, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the DNR has explicitly accepted the Bidder’s objection or amendment in writing. The contract terms and conditions contained in this solicitation will be incorporated into the Contract.

The contract terms and conditions may be supplemented at the time of Contract execution and are provided to enable Bidders to better evaluate the costs associated with the solicitation requirements and the Contract. Bidders should plan on the contract terms and conditions contained in this solicitation being included in any contract awarded as a result of this solicitation. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder. By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment 3. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the DNR, in its sole discretion, resulting in possible disqualification of

the Bid. The DNR reserves the right to either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the DNR would be served.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.3 Terms and Conditions

The parties agree to comply with the terms and conditions in this solicitation which are by this reference made a part of the Agreement.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.4 Specifications

Bidder is able to provide and perform as specified in Section 3. By indicating "yes", a Bidder agrees that it shall comply with that requirement throughout the full term of the resulting Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder shall provide, if requested, specific references and/or supportive information to verify the Bidder's compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The DNR reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the DNR determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the DNR may disqualify the Bid. Please enter the required information on the attachment and upload the document.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.5 Bidder Experience

The Bidder 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 solicitation.
- Describe the level of technical experience in providing the types of services sought by the solicitation.
- List all services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.

Bidder's number of years in business \_\_\_\_\_

Bidder's years' experience conducting telephone (including cellular) surveys \_\_\_\_\_

Bidder's list of successfully completed telephone (including cellular) surveys \_\_\_\_\_

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Bidder's years' experience formulating, analyzing, and documenting surveys similar in nature to the attached 2012 survey \_\_\_\_\_

Bidder's sample of successfully completed survey similar in nature to the attached 2012 survey

**Sample survey attached:**

Yes ☐ No ☐

Describe the level of technical experience in providing the types of services sought by the solicitation

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List all services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities

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#### **4.6 Terminations, Litigation, Debarment**

The Bidder must provide the following information:

- During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.
- During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Bidder under any of its existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this RFB. If so, indicate the reason for the penalty or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Bidder.
- During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.

- During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Bidder or its officers have been a party.
- The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the Bid or termination of any subsequent Contract.
- This is a continuing disclosure requirement. Any such matter commencing after submission of a Bid, and with respect to the successful Bidder after the execution of a Contract, must be disclosed in a timely manner in a written statement to the DNR.

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#### 4.7 Bidder Reference

The Bidder shall provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder's performance in services similar to the services described in this solicitation and a contact person and telephone number for each reference. Please attach a document with the required information.

**Reference #1 attached:**

Yes ☐ No ☐

**Reference #2 attached:**

Yes ☐ No ☐

**Reference #3 attached:**

Yes ☐ No ☐

#### 4.8 Preference

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State of the Bidder's residence. Enter the resident preference in the text box or indicate no preference.

**Bidder's state has a preference law:** Yes ☐ No ☐ **Bidder's state** \_\_\_\_\_

#### 4.9 Silence of Specification

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.10 FOB Destination, Freight Prepaid

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.11 Criminal History and Background Information

The Bidder hereby explicitly authorizes the DNR 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 has read and agrees to this section:** Yes ☐ No ☐

#### 4.12 Payment Terms

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder.

What discount will you give for payment in 15 days? \_\_\_\_\_

What discount will you give for payment in 30 days? \_\_\_\_\_

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.13 Firm Contract Pricing

Any contract that results from this bid will have firm pricing for the initial term of the contract.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

#### 4.14 Best and Final Offers

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining "best and final offers." To obtain best and final offers from Bidders, the Issuing Officer may do one or



more of the following: enter into pre-selection negotiations, including the use of oral presentations and request revised Bids.

**Bidder has read and agrees to this section:** Yes ☐ No ☐

**4.15 Bid Amount**

The Bidder certifies that the specifications of the contract to complete a statewide recreation telephone survey of lowans and formal analysis of lowans recreational use and interest are thoroughly understood as stated in the Request for Bids. The undersigned agrees to provide all labor, materials and equipment necessary to carrying out the contract.

<b>Deliverable</b>	<b>Task Milestone Date</b>	<b>Bid Amount \$</b>
<b>Task 1: Planning and Design of Survey – 3.1</b> General Requirements 3.1.1, 3.1.2, 3.1.3, and 3.1.4	No later than March 22, 2018	\$_____
<b>Task 2: Administer Survey to lowans – 3.1</b> General Requirements 3.1.5	No later than May 15, 2018	\$_____
<b>Task 3: Analysis and Final Report – 3.1</b> General Requirements 3.1.6	No later than June 30, 2018	\$_____
	<b>Grand Total</b>	\$_____

**Bidder has read and agrees to this section:** Yes ☐ No ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Attachment #1**  
**Certification Letter**

**Alterations to this document are prohibited.**

(Date) \_\_\_\_\_

Michael Gulick, Issuing Officer  
Iowa Department of Natural Resources  
Wallace Building, 4<sup>th</sup> Floor  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319

Subject: Request for Bid - Bid Certifications

Issuing Officer:

I certify that the contents of the Bid submitted on behalf of **(Name of Bidder)** in response to Iowa Department of Administrative Services for **RFB 18CRDDIVMWIL-0001 for Statewide Recreation Telephone Survey of Iowans** are true and accurate. I also certify 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 DNR 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 DNR'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 DNR or any other State DNR 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 DNR or State DNR; (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 DNR 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 DNR 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 DNR 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: (check the applicable box)

- ☐ 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 DNR 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 DNR or its representative filing for damages for breach of contract in addition to other remedies available to DNR.

Sincerely,

---

**Signature**

---

**Name and Title of Authorized Representative**

---

**Date**

**Attachment #2**  
**Authorization to Release Information Letter**

**Alterations to this document are prohibited.**

(Date) \_\_\_\_\_

Michael Gulick, Issuing Officer  
Iowa Department of Natural Resources  
Wallace Building, 4<sup>th</sup> Floor  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319

**Subject: Request for Bid – Authorization to Release Information- RFB 18CRDDIVMWIL-0001 for Statewide Recreation Telephone Survey of Iowans**

Dear Issuing Officer:

**Bidder** hereby authorizes the Iowa Department of Administrative Services ("DNR") 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 DNR, 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 DNR or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the DNR 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 DNR in the evaluation and selection of a successful Bidder in response to RFB.

Sincerely,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name and Title of Authorized Representative**

\_\_\_\_\_  
**Date**

**Attachment #3**  
**Exceptions Form**

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:  
(Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____

**Attachment #4**  
**Form 22 – Request for Confidentiality**

**SUBMISSION OF THIS FORM 22 IS REQUIRED**

***THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (BID) TO THE REQUEST FOR BIDS (RFB). THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.***

**1. Confidential Treatment Is Not Requested**

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

**2. Confidential Treatment of Information is Requested**

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP.** The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder’s request for confidentiality that does not comply with this form or a Bidder’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting the Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder’s request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

### Part 1 – No Confidential Information Provided

#### Confidential Treatment Is Not Requested

Bidder acknowledges that bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this bid response.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid.

***\*Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

_____ Company	_____ RFB Number	_____ RFB Title
_____ Signature (required)	_____ Title	_____ Date

*(Proceed to the next page only if Confidential Treatment is requested.)*

## Part 2 - Confidential Treatment is Requested

**The below information is to be completed and signed ONLY if Bidder is requesting confidential treatment of any information submitted in its Bid.**

**NOTE:**

- **Completion of this Form is the sole means of requesting confidential treatment.**
- **A BIDDER MAY NOT REQUEST PRICING FOR BIDS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Bidder's submission does not guarantee the agency will grant Bidder's request for confidentiality. The Agency may reject Bid entirely in the event Bidder requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

**Please provide the information in the table below. Bidder may add additional lines if necessary or add additional pages using the same format as the table below.**

RFB Section:	Bidder must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the information as confidential.	Bidder must justify why the information should be kept in confidence.	Bidder must explain why disclosure of the information would not be in the best interest of the public.	Bidder must provide the name, address, telephone, and email for the person at Bidder's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid immediately following the transmittal letter. A copy of this document shall be placed in all Bids submitted including the Public Copy.

***\*If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder's submittal to request confidentiality or rejection of the Bid as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid. If signing this Part 2, do not complete Part 1.***

\_\_\_\_\_  
Company

\_\_\_\_\_  
RFB Number

\_\_\_\_\_  
RFB Title

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Attachment #5 Sealed Bid Labeling  
Attach this to the sealed envelope of your Bid

-----cut along dotted line-----

## **18CRDDIVMWIL-0001 SEALED BID**

### **RFB Statewide Recreation Telephone Survey of Iowans**

Iowa Department of Natural Resources

Issuing Officer Michael Gulick

Wallace Building 4<sup>th</sup> Floor

502 East 9<sup>th</sup> St.

Des Moines, IA 50319

-----cut along dotted line-----

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**Department of Natural Resources – Budget and Finance Bureau Review  
(for DNR use only)**

- ☐ Bidder's Bid is rejected as non-compliant because one of more of the following reasons:
- ☐ Bidder requested confidentiality without submitting a fully completed Form 22.
  - ☐ Bidder requested confidentiality and failed to conspicuously mark such material as confidential within its Bid in accordance with the RFB.
  - ☐ Bidder requested confidentiality without submitting a public copy of its Bid with the confidential information redacted.
  - ☐ Bidder requested confidentiality on material in contravention of the RFB.
  - ☐ Other: \_\_\_\_\_.
- ☐ Bidder's submission is accepted.<sup>1</sup>

\_\_\_\_\_  
DNR Procurement Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NOTE:** DNR's acceptance of Bidder's submission should not be construed as DNR's approval of Bidder's request for confidentiality. Instead, acceptance of Bidder's submission simply means that DNR believes Bidder's Form 22 appears fully completed in accordance with the RFB.