

**STATE OF IOWA**  
**IOWA DEPARTMENT OF EDUCATION**  
**INFORMAL COMPETITIVE BID POSTING**

Procurement Title: Ascendium Optimizing Higher Education in Prison - Workshops and Working Groups

Procurement Reference #: ED-AH135-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking Proposals from qualified Vendors to serve as a liaison with the Steering Committee in facilitating the working group of stakeholders in higher education in correctional settings.

The Vendor will gather evidence of effectiveness and state specific data including a space audit of correctional institutions for educational services.

This initiative, "Optimizing Delivery Systems for Higher Education in Prison: Postsecondary Pathways for Re-Entry Transition," represents Ascendium's first major HEP project. Iowa's grant is based on building support from stakeholders in targeted working groups being facilitated by a consultant that has extensive prior corrections education experience. The analysis and reporting will be used for the implementation grant and should be completed by December 2020.

1) Conduct space audit of 9 correctional facilities for educational services; compile surveys/interviews and physical reviews; identify gaps in information; travel if allowed to sites. Review and compile results from audits including 'as-is' and include recommended 'to-be' process mapping. Report and present results to the working groups to use the data in formulating recommendations.

2) Facilitate Working Groups - Use the four groups established by Vera Institute: funding technology, student support and partnership to recruit stakeholders; vision and mapping exercises to mitigate data driven recommendations; collaborate on the goals, identify priorities and build understanding of challenges; Coordination of logistics, agendas, reports messaging and grant writing support.

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

Previous experience with funding body and higher education for corrections

Training and workshop development experience

Networking and talent development

Cost

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be received by the close of business day on: May 27, 2020

1. Projected timeframe of awarded contracted: From July 1, 2020 to December 30, 2020

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Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Sara Last Name: Gillen

Phone Number of the Issuing Officer for this Procurement: (515) 281-3002

Email Address of the Issuing Officer for this Procurement: sara.gillen@iowa.gov

**The Iowa Department of Education reserves the right to:**

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**