

REQUEST FOR PROPOSAL (RFP) COVER SHEET

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Title Of the RFP:	Project Management for IA DOT's ARTS Modernization		
RFP Number:	RFP-185-1611-2025		
Agency:	Iowa Department of Management on behalf of Iowa Department of Transportation		
State seeks to purchase:	Professional project management for a multi-year modernization project to replace its Archon Registration and Titling System (ARTS).		
Anticipated Statement of Work start date:	July 1, 2025	Anticipated Statement of Work completion date:	December 31, 2026
Vendor Eligibility Requirements			
For this solicitation, only vendors prequalified with an executed contract in the Professional Acquisition Support Services ("PASS") for Information Technology are eligible to submit proposals and receive an award of the ultimate statement of work.			
Issuing Officer:			
Name: Sherry Van Vugt			
Email: sherry.vanvugt@dom.iowa.gov			
Phone: 515-805-7778			
Mailing Address:			
Department of Management Division of Information Technology Attn: Sherry Van Vugt 200 E. Grand Ave. Des Moines, Iowa 50309			

PROCUREMENT TIMETABLE—There are no exceptions to any deadlines for Respondents; however, the Agency reserves the right to change the dates/times at its sole discretion.	
Event or Action:	Date/Time (Central Time):
State posts notice of solicitation on the TSB website:	3/14/2025
State issues solicitation and posts to IMPACS – Iowa Management of Procurement and Contracts System:	3/18/2025
Respondent’s written questions, requests for clarification, and suggested changes are due:	3/21/2025 / 1:00pm
The agency’s written response to questions, requests for clarifications, and suggested changes are due:	3/26/2025 / 4:00pm
Proposals Due:	4/1/2025 / 1:00pm
Anticipated Date to issue Notice of Intent to Award:	4/15/2025
Anticipated Date to Execute Statement of Work:	5/14/2025
IMPACS Website where any Amendments/Addenda to this solicitation will be posted:	https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASIowa
Firm Proposal Terms. Minimum number of days post-submission deadline that the Respondent guarantees all proposal terms, including price, will remain firm is:	180 days
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1. Introduction

1.1. Purpose

The Agency seeks proposals from Respondents to provide the goods and/or services identified on the solicitation cover sheet and as further described below. This solicitation is designed to provide Respondents with the information necessary for the preparation of competitive proposals. The solicitation process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. Each Respondent is responsible for determining all factors necessary for the submission of a comprehensive proposal.

The solicitation is posted in the Iowa Management of Procurement and Contracts System (IMPACS): <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=DASIowa>. Respondents must create an account within IMPACS in order to engage in the solicitation process. Instructions are provided at the top of the webpage above.

The Agency seeks professional project management for a multi-year modernization project to replace its Archon Registration and Titling System (ARTS). ARTS is a comprehensive on-premise software platform supporting driver licensing, vehicle services, business licensing, financial transactions, and motor carrier operations. While ARTS is central to Iowa DOT's Motor Vehicle Division (MVD) and county treasurer operations, its limitations in efficiency, customer service, and adaptability highlight the need for a robust, modern solution.

Iowa DOT's MVD envisions a cloud-based, secure, and scalable system that enhances operational efficiencies, improves customer service, and integrates seamlessly with stakeholders, including county treasurers, dealerships, and financial institutions. The future system must provide comprehensive online services, advanced customer identity management, improved financial tracking, and greater automation while ensuring compliance with state and federal regulatory requirements and security standards. The intended solution provider is FAST Enterprises. Iowa DOT's MVD's modernization project is constrained by timeline, targeting project kickoff by July 1, 2025, and full launch of the driver's license, vehicle services, and business licensing service in three years. In addition to project management services, the Iowa MVD modernization project will include third-party Independent Validation and Verification (IV&V).

1.2. Background

ARTS processes \$1.2 billion in annual transportation revenue, maintains over 30 million driver and vehicle records, and contains over 21TB of data in three environments. With the primary users being 300+ Motor Vehicle Division staff and 600+ county treasurer staff, ARTS supports over 15,000 active external users and completes 1.5 million transactions per week. In addition, there are several ancillary systems used by MVD to conduct business, ranging from third-party provided, on-premise legacy technology, and manual spreadsheets that are within scope of the comprehensive system modernization project.

1.3. Definitions

In addition to any terms specifically defined elsewhere herein, for the purposes of this RFP and any resulting Contract, the following terms will mean:

“Agency” means the agency identified on the RFP cover sheet that is issuing the RFP and, as used and to the extent used in the Contract, any other agency(ies) or governmental entity(ies) of the State that purchases from the Contract once executed.

“Contract” means the contract(s) entered into with the successful Respondent(s) as identified on the RFP Cover Sheet and more fully described in Section 7 (Contract Terms and Conditions Summary).

“Contractor” or **“Vendor”** means the successful Respondent to this RFP that ultimately enters into a Contract as a result of this RFP.

“Deliverables” means all of the services, goods, products, software, data (including data collected on behalf of the Agency), work, work product, items, materials, and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or otherwise made available through the Contractor, directly or indirectly, in connection with any contract resulting from this solicitation.

“IMPACS” means the Iowa Management of Procurement and Contracts System - an eProcurement software program. Website: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASIowa>

“Proposal” means the Respondent’s proposal submitted in response to the RFP.

“Respondent” means a potential Vendor submitting a Proposal in response to this RFP.

“RFP” means this Request for Proposal as amended, as well as any attachments, exhibits, schedules, or addenda hereto.

“State” means the State of Iowa, including the Agency identified on the Solicitation Cover Sheet and/or the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this solicitation.

“DMV” means Department of Motor Vehicle.

2. Scope of Work

This Section lists the scope related to this solicitation. By submitting a proposal, the Respondent agrees to meet all stated scope in this section and any other terms and conditions stated in this solicitation. Items in this section will be considered in the evaluation and scoring of the Respondent's technical proposal.

2.1. Project Management Expectations

Respondent will describe how it will meet and or exceed the expectations set forth herein. Respondent may provide additional results-oriented expectations that will be adhered to by the Respondent for project success.

The expectations for project management include (but are not limited to):

- 2.1.1 Oversight and management of the approved modernization solution to ensure MVD project goals and objectives are achieved.
- 2.1.2 Ensuring the solution is delivered and implemented on time and on schedule.
- 2.1.3 Guidance to the state on project governance and decision-making, including appropriate roles for technical and business SME staff.
- 2.1.4 Engaging and communicating with external and internal stakeholders throughout the project lifecycle, including county treasurers, Department of Management-Division of IT, traffic safety researchers, law enforcement, industry vehicle/financial/insurance groups, state and federal agencies, among many others.
- 2.1.5 Identifying, prioritizing, remediating, and resolving critical data quality and retention issues to ensure all driver, vehicle, financial, customer, and other data is accurate, complete, and ready for a smooth migration to the FAST Enterprises system.
- 2.1.6 Aggressive timeline management: efforts must be completed in sync with the two-phase FAST Enterprises implementation to begin July 2025 (18 months for driver services, 18 months for vehicle/business licensing).

2.2. Project Management Experience

Respondent will respond in detail to the following:

- 2.2.1 Number of years in business.
- 2.2.2 Number of years of experience with providing the types of goods and/or services sought by the solicitation.
- 2.2.3 Describe your level of project management experience specific to DMV system modernization projects. Detail the project's purpose and your role in supporting the project.
- 2.2.4 Provide a list of states and projects you have provided project management for in the last two years specific to DMV modernizations. Include the vendor and solution that was being implemented and the timeframe from start to finish.

2.2.5 References from three (3) previous 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 solicitation and a contact person and telephone number for each reference.

2.2.6 Describe your project management methodology for DMV modernization projects. Describe what you see your role as being in relation to state and successful Respondent project management staff and detail your responsibilities in project deliverables.

2.2.7 Describe your proposed approach to achieving a successful modernization using the FAST DS/VS solution within the constrained timeframe, minimizing project risks and delays.

2.2.8 Detail your project management experience supporting the implementation of driver licensing, vehicle services, business licensing, International Fuel Tax Agreement/International Registration Plan (IFTA/IRP), and financial management modules as they relate to DMV modernization with FAST Enterprises.

2.2.9 Explain how solutions you helped implement met FedRAMP, state/federal security policies, and data protection requirements as they relate to DMV modernization with FAST Enterprises.

2.2.10 Detail your experience overseeing integrations with external partners as they relate to DMV modernization with FAST Enterprises. If applicable, include your experience with the American Association of Motor Vehicle Administrators (AAMVA), the Federal Motor Carrier Safety Administration (FMCSA), state auto dealer associations, and local government entities or third parties responsible for DMV service delivery.

2.2.11 Detail your experience overseeing the implementation of automation capabilities to enhance efficiency and transform business operations as they relate to DMV modernization with FAST Enterprises.

2.2.12 Detail your experience overseeing the implementation of a FAST Enterprises solution, addressing usability for staff, customers, and external partners as it relates to DMV modernization.

2.2.13 Provide a proposed staffing plan, including team member names, credentials, relevant experience, and percent of time to be allocated to Iowa DOT's MVD's modernization project.

2.2.14 Detail your experience managing a large-scale modernization project with a third-party IV&V provider to ensure Respondent accountability, objective quality assurance, and minimization of project risk

2.2.15 Description of experience managing subcontractors, if the Respondent proposes to use subcontractors.

2.3. Implementation Schedule

Please include a proposed implementation schedule, including proposed delivery dates for key tasks/outcomes outlined in the Scope of Work, in the following format:

(The following is for sample purposes only)

#	Milestone	Deliverable(s)	Schedule
1	Project Kick-Off Meeting	--	Effective Date + 5 days
2	Site Survey	Project Plan	Effective Date + 10 days
3	Training	Training Manual	Effective Date + 30 days
4	Acceptance Testing	--	Effective Date + 30 days
5	Project Completion		Effective Date + 45 days

2.4. Project Management Approach

Respondent will describe in detail its overall project management approach for ARTS Modernization.

2.5. Project Organization

Describe the organizational and operational structure you intend to utilize for the work described in the solicitation and identify the responsibilities that will be assigned to staff.

2.6. Risk Management

Describe your approach to risk management and any programs you have in place to avoid hazards that are specific to the services provided.

2.7. Proposed Value-Added Technology

Respondent will describe any value-added technology offerings that could enhance this project.

2.8. Additional Work

Iowa DOT may choose to execute additional work for the ARTS modernization. If additional work is approved by the State, the work will be given to the successful Respondent of this RFP.

3. Administrative Information

3.1. Compliance with Solicitation

It is the Respondent's responsibility to read this entire document, all attachments, and any addenda thereto and to comply with all requirements specified herein.

3.2. Respondent Business Registration

Successful Respondents must register with the Iowa Secretary of State before the Agency will enter into a contract with the successful Respondent; registration is not required before the Notice of Intent to Award ("NOIA") is issued. See the Secretary of State's [business filings page](#). Vendors are responsible for maintaining current and accurate registration information during the contract term.

3.3. Restriction on Respondent Communication

From the issue date of this solicitation until a NOIA is issued, Respondents may contact only the Issuing Officer concerning this solicitation. The Issuing Officer is the sole point of contact for the solicitation from the date of issuance until a NOIA is issued, except as otherwise directed by the Issuing Officer or as otherwise noted in the solicitation. The Issuing Officer will respond only to written questions regarding the procurement process. Oral questions related to the interpretation of this solicitation will not be accepted unless expressly noted otherwise. Respondents may be disqualified if they contact any State employee other than the Issuing Officer about the solicitation, except that Respondents may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses. This section will not be construed as restricting communications related to the administration of any contract currently in effect between a Respondent and the State.

3.4. Downloading the Solicitation from the Internet via IMPACS

The solicitation documents and any addenda to the solicitation will be posted at the IMPACS website at <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=DASIowa>. The version of the solicitation posted on IMPACS is the official version. The Agency will only be bound by the official version of the solicitation documents. The Respondent is responsible for checking IMPACS periodically for addenda to this solicitation, particularly if the Respondent downloaded the solicitation, as the Respondent may not automatically receive addenda.

3.5. Procurement Timetable

The dates provided in the procurement timetable on the solicitation cover sheet and IMPACS are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the solicitation and notify registered Respondents.

3.6. Questions, Requests for Clarification, and Suggested Changes

Respondents who indicate their intent to submit a response to the solicitation in IMPACS can submit written questions, clarifications, or proposed changes regarding the solicitation. Oral questions are not accepted. Respondents are not permitted to include assumptions in their proposals. Instead, respondents shall address any perceived ambiguity regarding this RFP through the question and answer process. Please reference the page and section numbers of the solicitation when submitting each question or comment. Questions must be submitted individually. Respondents are not permitted to submit questions in attachment form. If the Agency will provide a written response, such response will be provided on or before the date listed on the solicitation cover sheet and IMPACS. If the Agency decides to adopt a suggestion that modifies the solicitation, the Agency will issue an addendum to the solicitation. Failure to raise a question, request for clarification, or suggestion through this process will constitute a waiver of any objection or argument as part of any subsequent vendor appeal. This waiver is intended to ensure the State is able to correct any material issues or errors in an efficient fashion and in a manner that is fair to all Respondents. Questions must be posted in IMPACS, and the Agency will post responses within IMPACS.

3.7. Submission of Proposals

The Respondent must submit the Proposal in the State's [IMPACS Electronic Procurement System](#) before the "Proposals Due" date and time listed on the RFP cover sheet. This is a mandatory specification and will not be waived by the Agency. Any Proposal received after this deadline will be rejected. Respondents submitting Proposals must allow ample upload time to ensure timely receipt of their Proposals. It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline. **Electronic mail and faxed Proposals will not be accepted.** There is a 50MB per file size limitation but no limit to the number of files.

Respondents must furnish all information necessary to enable the Agency to evaluate the Proposal.

The Respondent is solely responsible for the proposal's preparation costs. Oral information will not be considered and is not part of any proposal.

3.8. Release of Claims

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

3.9. Disposition of Proposals

Except as otherwise provided herein, all proposals submitted in response to this solicitation become the property of the State and will not be returned to the Respondent. Once the Agency issues a Notice of Intent to Award the contract, the contents of all proposals will be subject to relevant open records laws, including but not limited to Iowa Code chapter 22. Respondents must complete Form 22 to assert confidentiality over relevant portions of submitted proposals.

3.10. Form 22 - Request for Confidentiality

The Agency's release of public records is governed by Iowa Code chapter 22 and corresponding fair information practices rules. Respondents must complete a confidentiality form (Form 22) within IMPACS detailing all claims Respondent makes regarding confidentiality. By claiming confidentiality within a submission, Respondent is asserting that the information *does, in fact, qualify for confidential treatment under Iowa or other applicable laws.*

Failure to request confidential treatment will be treated as a waiver of such claims. Blanket requests to maintain an entire proposal as confidential will be categorically rejected. Respondents may not request confidential treatment with respect to information or sections of their proposals specifically identified by the Agency in the solicitation as being non-confidential or subject to public disclosure.

In the event the Agency receives a public request for information marked confidential, the Agency will provide written notice to the Respondent seventy-two (72) hours prior to the release of the information to allow the Respondent time to seek injunctive relief.

3.11. Copyright Permission

By submitting a proposal, the Respondent agrees that the Agency may copy the proposal to facilitate the evaluation of the proposal or to comply with open records laws to the extent required by law. By submitting a proposal, the Respondent represents and warrants that such copying will not violate any third-party intellectual property rights.

3.12. Amendment and Withdrawal of Proposal

Respondents can amend or withdraw their proposals in IMPACS at any time before the submission deadline.

3.13. Late Proposals

Late proposals, regardless of cause, will not be considered for evaluation. It is the Respondent's sole responsibility to ensure delivery prior to the deadline stated on the solicitation cover sheet and IMPACS.

3.14. Response Opening

The Agency will open proposals after the deadline for submission of proposals has passed. The proposals will remain confidential until the Agency has issued a Notice of Intent to Award a Contract. See Iowa Admin. Code r. 129—10.15. However, the names of the Respondents who submitted timely proposals will be available after the proposal opening. The announcement of Respondents who submitted proposals by the deadline for submission does not mean that an individual proposal has been deemed technically compliant or accepted for evaluation.

3.15. Proposal Corrections

Respondents are expected to follow the requirements set forth in this Solicitation. However, it is not the Agency's intent to disqualify proposals that suffer from correctable flaws. At the same time, it is important to maintain fairness for all Respondents in the procurement process. Therefore, the Agency reserves the right to, in its sole discretion, permit cure of variances, waive variances, or disqualify Respondents for reasons that impact the fairness of the competition. In the event that the Agency waives or permits cure of variances, such waiver or cure will not modify the Solicitation or excuse the Respondent from full compliance with the Solicitation and contract requirements.

3.16. Proposal Clarification

The Agency reserves the right to contact a Respondent to seek clarification of a proposal. The clarification process cannot be used as a means to substantively rewrite a proposal, but the process can be used as a way to correct misstatements in the document or clarify inconsistencies. Proposal pricing cannot be altered through the clarification process outside of a BAFO. An individual authorized to legally bind the Respondent must sign responses to any request for clarification.

3.17. Reference Checks

The Agency may contact references as part of the proposal evaluation process and take information obtained through those contacts into consideration in the proposal evaluation process as part of the proposal evaluation process and take information obtained through those contacts into consideration in the proposal evaluation process.

3.18. Criminal History and Background Investigation

The Agency reserves the right to perform a criminal history check and background investigation(s) of the Respondent, its officers, directors, shareholders, partners, and managerial and supervisory personnel who will be involved in the performance of the Contract. By submitting its proposal, Respondent hereby authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners, and managerial and supervisory personnel who will be involved in the performance of the Contract and will fully cooperate with the Agency in obtaining any required waivers or releases required to complete any such criminal history check and background investigation(s).

3.19. Ancillary Information and Evaluators

The Agency reserves the right to obtain and consider information from other sources concerning a Respondent, including but not limited to the Respondent's performance under other contracts, the qualifications of any subcontractor identified in the proposal, the Respondent's financial stability, past or pending litigation or debarments, and other publicly available information such as subject matter experts or information supplied from current contract managers or subject matter experts. Such information may be used in evaluating Respondent's proposal, verifying the information contained in the proposal, or assessing Respondent's qualifications and the qualifications of any subcontractor identified in the proposal. The

Agency may consider information elicited in or supplied in response to one section of the solicitation when evaluating the Respondent's proposals in the context of other sections of the solicitation.

Contract managers or other personnel who may have personal experience with prospective Respondents may possess extraordinarily valuable program expertise, such that they are valuable, if not indispensable, assets to an evaluation committee. Therefore, contract managers and other personnel may serve on the evaluation committee in evaluating proposals submitted in response to this solicitation. Contract managers and other personnel serving as evaluators will guard against the interjection of bias for or against other personnel who may have personal experience with prospective Respondents or any incumbent but, like all other evaluators, may consider their experiences with all Respondents and any other extrinsic evidence known to them if relevant to what is being evaluated.

3.20. Verification of Proposal Contents

The Respondent's proposal is subject to verification. If the Agency finds any misleading or inaccurate information at any point during proceedings, it may reject the proposal, withdraw the NOIA, and award the contract to another Respondent. If misleading or inaccurate content is discovered after a contract is executed, the Agency may void the proposal or contract, terminate the contract, or pursue remedies such as suspension, debarment, or damages for breach of contract.

3.21. Best and Final Offer

The Agency may request a best and final offer (BAFO) from Respondents during the evaluation process. If the Agency chooses to request a BAFO, the Issuing Officer will provide written instructions, and Respondents will have five (5) business days from the date of the Agency's request to submit their BAFOs. The BAFO must be accompanied by a transmittal letter signed by an authorized representative. Respondents will not be required to submit a BAFO if they believe the original offer is competitive; however, if a Respondent submits a BAFO, the BAFO will replace the original cost proposal in scoring.

3.22. Award Notice and Acceptance Period

A Notice of Intent to Award (NOIA) the contract(s) will be sent to all Respondents submitting a timely proposal. Negotiation and execution of the contract(s) should be completed within thirty (30) days from the date of the NOIA or as soon as reasonably possible thereafter, depending on the complexity of the negotiations. The Agency expects timely completion of this process and may, in its sole discretion, cancel the award and proceed with another Respondent if an executed contract is not delivered within a reasonable timeframe.

3.23. Exclusivity

Any contract resulting from this solicitation will not be an exclusive contract.

3.24. No Minimum Guaranteed

The Agency does not guarantee any minimum level of purchases under the contract.

3.25. No Commitment to Contract/No Rights Until Execution

The Agency reserves the right to reject any or all proposals received in response to this solicitation at any time prior to the execution of the contract. Issuance of this solicitation in no way constitutes a commitment by the Agency to award a contract. No Respondent will acquire any legal or equitable rights regarding the contract unless and until the contract has been fully executed by the successful Respondent and the Agency. See Contract Terms & Conditions and Contract Administration – Section 7 for additional information on the contracting process and the terms and conditions governing any resulting contract.

3.26. Use of Subcontractors

The Agency acknowledges that the successful Respondent may contract with third parties to perform any of the successful Respondent's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this solicitation.

3.27. Restrictions on Gifts and Activities

Iowa Code chapter 68B restricts gifts that may be offered or received by a State official or employee. Violations of chapter 68B or other attempts to bribe a public official may result in civil or criminal sanctions.

3.28. Respondent Continuing Disclosure Requirement

To the extent that Respondent is required by this solicitation to report any incidents, including but not limited to contractual penalties, disbarments, or felony convictions, the disclosure obligation is continuing. Incidents occurring after the submission of a proposal and with respect to the successful respondent after the execution of a contract will be disclosed within thirty (30) days from the date of the incident, regardless of any appeal rights. Failure to disclose may result in proposal disqualification or contract termination. If an omission is brought to the attention of an Agency as part of the appeal process set forth below, and the omission is determined to be potentially material, the appropriate remedy is for the applicable tribunal to remand the matter back to the Agency for it to determine whether the omission was, in the Agency's sole discretion, material, and whether to cancel the award and award the contract to another respondent.

3.29. Appeals

3.29.1. Generally. A Respondent whose proposal has been timely filed and who is aggrieved by the Notice of Intent to Award may appeal the decision by filing a written Notice of Intent to Appeal in accordance with Iowa Administrative Code rule 129–11.3 to the Issuing Officer. The Notice of Intent to Appeal must be filed within five (5) business days of the Notice of Intent to Award date. Following the Agency's receipt of the Notice of Intent to Appeal, the Agency will transmit to the Appellant the materials required by and in accordance with Iowa Administrative Code rule 129–11.3(2). An Appellant will not be entitled to additional discovery, materials, or information in furtherance of the Appeal unless and until the proceedings advance to a second-tier review in accordance with Iowa Administrative Code chapter 129-11.

3.29.2. Appeal Bond/Security. Pursuant to Iowa Admin. Code chapter 129, the bonds applicable to appeals from the NOIA are as follows:

- 3.29.2.1.** First-tier appeal bond: 5% of the contract value, as determined by the Agency.
- 3.29.2.2.** Second-tier appeal bond: 25% of the contract value, as determined by the Agency.
- 3.29.2.3.** Stay of proceedings bond: as required by rule.

All bonds are due on the date of the corresponding appeal or application for a stay of proceedings. The appellant forfeits an appeal bond or security if, as determined by the Agency, following resolution of the appeal, the appeal is determined to have had little or no factual or legal basis and was primarily filed to frustrate the procurement process or cause hardship for the Agency or another vendor. Failure to supply the Agency with an appeal bond or security required by this section will result in the dismissal of the appeal. An appeal bond or security may be by certified check, cashier's check, certificate of deposit, irrevocable letter of credit, bond, or other security acceptable to the Agency. These requirements will not be waived by the Agency.

3.30. Choice of Law and Forum

This solicitation will be governed by the laws of the State of Iowa without giving effect to the choice of law principles of Iowa law. Any litigation in connection with this solicitation will be brought and maintained in the state or federal courts sitting in Polk County, Iowa.

3.31. Order of Precedence

If there is a conflict between a specific provision in this solicitation or those in any resulting contract documents, the conflict will be resolved according to the following priority, ranked in descending order: (1) the contract; (2) the solicitation; (3) the proposal.

4. Form and Content of Proposals

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.

Subject	Specifications
<p>Proposal General Composition</p>	<ul style="list-style-type: none"> • The Proposal will be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal will be labeled as such as separate electronic files. The files will be labeled with the following information: <ul style="list-style-type: none"> • RFP-185-1611-2025 – Respondent Name – Technical Proposal • RFP-185-1611-2025 – Respondent Name – Cost Proposal • Proposals shall be provided in PDF format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents. • All files must be attached to the Respondent’s submission in IMPACS. • Proposals will not contain promotional or display materials. • If a Respondent proposes more than one solution to the RFP, each will be labeled and submitted as a separate Proposal and evaluated separately. • The Proposal will be submitted in digital format via IMPACS. Proposals must be formatted for printing on 8.5" x 11" paper (one side only). Complex charts, graphs, and diagrams may be formatted for printing on legal-sized or larger paper. • Proposals must be typewritten. The font must be 11 point or larger (excluding charts, graphs, or diagrams). Acceptable fonts include Times New Roman, Calibri, Arial, and Gill Sans MT. • All pages in the Respondent’s Proposal sections 1-5 are to be sequentially numbered from beginning to end (do not number these Proposal sections independently of each other). The contents in the Respondent’s Proposal section 6 may be numbered independently of other sections.
<p>Request for Confidential Treatment</p>	<ul style="list-style-type: none"> • If the Respondent designates any information in its Proposal as confidential pursuant to RFP Section 3, the Respondent must also submit a public copy of the Proposal from which confidential information has been redacted as provided in RFP Section 3. This copy must be marked “Public Copy”. <i>Respondents WILL NOT seek confidential treatment of their Cost Proposal, in whole or in part.</i> <ul style="list-style-type: none"> • RFP-185-1611-2025 – Respondent Name – Public Copy • See RFP section 3.10 Form 22 – Request for Confidentiality for additional information regarding confidential treatment.
<p>Exceptions to RFP/Contract Language</p>	<ul style="list-style-type: none"> • Exceptions to Terms and Conditions will be set forth in RFP Section 7. • If the Respondent objects to any term or condition of the RFP or attached Sample Contract, Respondent must follow instructions set forth in Iowa IMPACS solicitation questions section, Group 2: Terms and Conditions.

5. Technical and Cost Proposal Contents

This section lists the required Proposal contents related to this RFP. By submitting a Proposal, the Respondent agrees to meet all stated scope in Section 2 and any other terms and conditions stated in this solicitation. The following documents and responses will be included in the Proposal and Proposals should be organized into sections **in the same order provided below**. Proposals must use a separate page clearly labeled with the section number to separate each section of the response. If the Respondent chooses to provide attachments to respond to sections 1-6 below, please create a new clearly labeled attachment section immediately behind the applicable section.

5.1 Title Page

The Respondent will include a title page with an authorized representative along with the Proposal number.

5.2 Information to include in Section 1: Transmittal Letter

The transmittal letter serves as a cover letter for the Technical Proposal. The Respondent will prepare an executive summary and overview of the goods and/or services it is offering, including all the following information:

- 5.2.1 Statements that demonstrate that the Respondent has read, understands, and agrees with the terms and conditions of the solicitation, including all addenda and attachments hereto.
- 5.2.2 Confirmation that Respondent has read the Scope of Work and that the Respondent understands the scope and nature of the goods and/or services being solicited.
- 5.2.3 An overview of the goods and/or services Respondent is offering in response to this solicitation.
- 5.2.4 An overview of the Respondent's plans for complying with the specifications and requirements of this solicitation.
- 5.2.5 Any other summary information the Respondent deems to be pertinent.

An individual authorized to legally bind the Respondent will sign the transmittal letter and include the Respondent's mailing address, email address, and telephone number.

5.3 Information to include in Section 2: Table of Contents

Include a table of contents that includes references to all Attachments. Section numbers must be hyperlinked to the appropriate section within the Proposal.

5.4 Scored Technical Specifications

See Attachment #2 – Technical Proposal Points

Respondents are not required to address responsibilities specifically designated as Agency responsibilities. The Agency has wide latitude in scoring and is not obligated to score all aspects of Proposals submitted.

5.5 Information to include in Section 3: Scope of Work

The Respondent will address each component of the Scope of Work by first restating the component followed by details of the Respondent's planned approach immediately following the restated text. Proposal responses should provide sufficient detail so the Agency can understand and evaluate the Respondent's approach.

The Respondent represents and warrants that the proposed solution will remain available and viable for not less than ten (10) years from the date of Proposal and that the proposed solution will not be retired or discontinued before the expiration of such two (2) year window.

5.6 (Reserved)

5.7 Information to include in Section 5: Key Personnel

The Respondent will provide resumes for all key personnel involved in providing the goods and/or services contemplated by this solicitation. The following information will be included in the resumes:

- 5.7.1 Full name.
- 5.7.2 Education.
- 5.7.3 Years of experience and employment history, particularly in relation to the solicitation's specifications.
- 5.7.4 Illustrate the lines of authority in two tables:
 - One showing overall operations
 - One showing staff who will provide services under this RFP

5.8 Information to include in Section 6: RFP Forms

The forms listed below are attachments to this RFP. Fully complete and submit these forms in Section 6:

- Attachment #1: Respondent Information
- Attachment #3: Subcontractor Disclosure Form

5.9 Cost Proposal

5.9.1 Payment Terms

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

5.9.2 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of any contract.

5.9.3 Cost Proposal Contents

The Respondent's cost Proposal will include an all-inclusive, itemized total cost in U.S. Dollars (including all expenses, etc.). All pricing will be FOB Destination, freight cost, and all expenses included and based on Net 60 Days Payment Terms. A template is provided in IMPACS. Please attach additional pages to the cost Proposal to provide additional narrative support for the cost information. **Cost Proposals cannot be marked confidential.**

5.9.4 Firm Offer

The Respondent will guarantee that the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number of days indicated on the solicitation cover sheet following the deadline for submitting Proposals.

6. Evaluation and Selection

6.1. Introduction

Proposals that are submitted in a timely manner and not rejected will be reviewed and evaluated in accordance with the Evaluation and Selection section of the solicitation to determine which proposal or proposals provide the greatest benefit to the State. The Agency will not necessarily award the Contract to the Respondent offering the lowest cost to the Agency. Instead, the Agency will award to the Respondent whose proposal the Agency believes will provide the best value to the State.

6.2. Evaluation Committee

The Agency will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this solicitation. The Agency will use an evaluation committee to review and evaluate the technical proposals. Based on the evaluation results, the evaluation committee will recommend an award to the Agency decision-maker.

6.3. Technical Proposal Evaluation and Scoring

Proposals deemed by the Issuing Officer to be responsive to the solicitation will be evaluated by the evaluation committee. The committee will evaluate technical proposals using a consensus scoring model and the solicitation's scoring rubric. Technical Proposals will be evaluated and scored by the evaluation committee based on the evaluation categories identified in the Scored Technical Specifications Section of Section 5 (Technical and Cost Proposal Contents) and in accordance with the relative weights accorded each evaluation category as set forth in the Attachment #2.

6.3.1. Proposal Scoring and Evaluation Criteria

The evaluation committee will use the method described in this section to assist with determining the relative merits of each technical proposal.

Scoring Guide.

Points will be assigned to each evaluation component as follows, unless otherwise designated:

Excellent	5
Very Good	4
Good	3
Fair	2
Poor	1
Completely Inadequate	0

6.4. Cost Proposal Scoring

The cost proposal for each respondent will be evaluated in comparison with the other cost proposals received; however, the number of points possible will be proportional to each respondent's technical evaluation score.

The technical evaluation points received (numerator) are divided by the technical evaluation points possible (denominator) and multiplied by the maximum number of points in the cost evaluation. This provides the total points possible for the respondent in the cost evaluation.

Points Possible for Respondent =
Technical Evaluation Points Received x Maximum Points in Cost Evaluation
Technical Evaluation Points Possible

The lowest cost proposal (numerator) is divided by the cost proposal being evaluated (denominator) and multiplied by the possible points for the respondent, which provides the cost evaluation points awarded.

Cost Evaluation Points Awarded =
Lowest Cost Proposal Received x Points Possible for Respondent
Cost Proposal Being Evaluated

For example, suppose the cost evaluation has a maximum of 10 points. A respondent who receives 100% of the points possible in the technical evaluation can earn 100% of the points possible in the cost evaluation (e.g., 10 points). If the cost proposal is the lowest cost, the full 10 points will be awarded.

However, a respondent who receives only 50% of the points possible in the technical evaluation has the opportunity to earn only 50% of the points possible in the cost evaluation (e.g., 5 points).

If the cost proposal is the lowest cost, only 5 points are awarded, compared to the 10 points that could have been awarded if the respondent had received the highest technical evaluation score.

6.5 Total Score

The Respondent's Technical Proposal points will be added to its Cost Proposal points to obtain the total points awarded for the proposal.

6.6 Tied Score and Preferences

In the event of a tied score, the award will be determined as follows:

- (1) Whenever a tie involves an Iowa vendor and a vendor outside the state of Iowa, first preference will be given to the Iowa vendor. Ties involving Iowa-produced or Iowa-manufactured products and items produced or manufactured outside the state of Iowa will be resolved in favor of the Iowa product. Whenever a tie involves one or more Iowa vendors and one or more vendors outside the state of Iowa, the drawing process outlined in [subparagraph 10.12\(3\)\(e\)\(3\)](#) will be held among the Iowa vendors only.

- (2) If a tie does not include an Iowa vendor or Iowa-produced or Iowa-manufactured product, preference will be given to a vendor based in the United States or products produced or manufactured in the United States over a vendor located or products produced or manufactured outside the United States.
- (3) If a tie neither includes an Iowa vendor or Iowa-produced or Iowa-manufactured product nor a United States vendor or United States-produced or United States-manufactured product, a drawing may be held in the presence of the vendors that tied or in front of at least three disinterested parties. All drawings will be documented. Iowa Admin. Code r. 129–10.13(3)(e).

6.7 Recommendation of the Evaluation Committee.

The evaluation committee will present a final ranking and recommendation(s) to the Award decision-maker for consideration. In making this recommendation, the committee is bound by the total scores awarded through the evaluation process. The Award decision-maker will either accept the committee's recommendation or reject the recommendation and cancel the solicitation.

Attachment #1: Respondent Information

See the Buyer Attachment section in Iowa IMPACS to download this attachment

The space below is RESERVED.

Attachment #2: Technical Proposal Points

There are 1000 total points available.
The Technical Proposal has 800 possible points, and the Cost Proposal has 200 possible points.

Scored Criteria	Section # of the RFP	Possible Points Awarded
Project Management Expectations	2.1	180
Project Management Experience	2.2	180
Implementation Schedule	2.3	70
Project Management Approach	2.4	100
Project Organization	2.5	100
Risk Management	2.6	100
Key Personnel	5.7	70
TOTAL:		800

The evaluation committee will score proposals during the evaluation meeting based on the criteria established in the solicitation. Proposals must be evaluated based on the criteria listed in the solicitation. The evaluation committee scores each proposal, criteria by criteria. To the degree necessary, each section should be discussed to include the positives, negatives, concerns, and other information regarding the section of the proposal. Once the discussion is concluded, the committee will come to a consensus on a score for those criteria. The committee will repeat until all criteria are scored. The Issuing Officer will record the final score for each scored requirement.

Attachment #3: Subcontractor Disclosure Form

See the Buyer Attachment section in Iowa IMPACS to download this attachment

The space below is RESERVED.

Attachment #4: Cost Proposal Form

See the Buyer Attachment section in Iowa IMPACS to download this attachment

The space below is RESERVED.

Attachment #5: ARTS Environment

See the Buyer Attachment section in Iowa IMPACS to download this attachment

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