

INFORMAL COMPETITIVE SOLICITATION  
FOR  
PROSTHETIC AND ORTHOTIC SERVICES  
AT THE IOWA VETERANS HOME  
RFB092425

**INTRODUCTION**

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Iowa Veterans Home (the Agency) is seeking an Iowa-licensed Prosthetist/Orthotist (Service Provider) to provide on-campus prosthetic and orthotic services for the residents of the Agency. The Agency anticipates that the term of any resulting contract will be one (1) year beginning on November 17<sup>th</sup>, 2025 with five (5) one-year renewal options.

Service Providers interested in providing these services should submit proposals to the Iowa Veterans Home, 1301 Summit St, Marshalltown IA 50158, no later than 4:00 PM Central time on Friday, October 31<sup>st</sup>, 2025. Any proposal received after this deadline will be rejected and returned to the Service Provider.

The Agency reserves the rights to reject any or all bids, in whole or in part, to advertise for new bids, to abandon the need for such services, and to cancel this informal competitive solicitation at any time prior to the execution of the written contract.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

All information submitted by a Service Provider may be treated as public record by the Agency unless the Service Provider properly requests that the information be treated as confidential information in accordance with the public record laws of the State of Iowa at the time its proposal is submitted.

By submitting a proposal, the Service Provider agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Service Provider agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this informal competitive solicitation.

Please direct all questions and comments to the person indicated below only. Communication with any other individual may be considered grounds for disqualification.

Notice of intent to award the contract will be sent to all Service Providers who have submitted a timely and complete proposal. Negotiation and execution of the contract with the successful Service Provider

shall be completed no later than Friday, November 7<sup>th</sup>, 2025. If the apparent successful Service Provider fails to negotiate and deliver an executed contract by that date, the Agency may, in its sole discretion, cancel the award and award the contract to the next lower bid Service Provider.

## SCOPE OF SERVICES

- Provide a brief summary of professional qualifications of Iowa-licensed physicians or medical practitioners providing prosthetic and orthotic services under the agreement for the records of the Agency
- Provide a photocopy of a current Iowa license for all medical providers providing prosthetic and orthotic services under the agreement to the Agency.
- On campus services to include, but not be limited to, providing the following:
  - Diabetic shoes
  - Inserts
  - Orthopedic shoes
  - Custom inserts
  - Ankle-foot orthosis
  - Knee-ankle-foot orthosis
  - Knee orthoses
  - Thoracic-lumbar-sacral orthosis
  - Lumbar-sacral orthosis
  - Prosthetic limbs
  - Prosthetic supplies
- Frequency of visits to be determined entirely by the needs of the Agency and at the request and direction of the members of the Agency's medical staff, but will require at least one visit per month with additional days as needed. Agency's medical staff will provide on-site office space for the convenience and safety of our residents.
- Provide written reports following the resident visits.
- Provider will deliver services that meet the standards for quality by the licensing agency. Provider must be able to work with elderly, chronically ill, and cognitively and physically challenged residents.

## BID EVALUATION CRITERIA

Proposals will be reviewed by an evaluation committee. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. The evaluation committee will award the contract to the Service provider that submits the best proposal. ***The lowest priced proposal is not necessarily the best proposal.*** The evaluation committee's selection will be subject to the final approval of the Agency.

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

- Cost
- Past performance of work that is identical or similar to the Scope of Services
- Experience and references that demonstrate the expertise and ability of the Service Provider to provide the Scope of Services as described in the Informal Competitive Solicitation
- The capacity of the Service Provider to complete responsibilities as described in the Scope of Services

If interested, please submit your proposal with the price list for requested prosthetic and orthotic services. Proposed fee must include travel and other costs pertinent to the contract. Please note that the Agency is a tax-exempt organization.

Send bids to:

Stacie Sorenson, Purchasing Agent 2  
Iowa Veterans Home  
1301 Summit St  
Marshalltown, IA 50158  
Stacie.sorenson@ivh.state.ia.us