

STATE OF IOWA
IOWA DEPARTMENT OF EDUCATION
INFORMAL COMPETITIVE BID POSTING
(Informal Bid Range: \$5,000 to \$49,999)

Procurement Title: Keynote and Breakout Session Speakers for 2018 Special Education Symposium

Procurement Reference #: ED-NA285-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking Proposals from qualified Vendors to provide a keynote address and/or breakout session(s) at the 2018 Special Education Summer Symposium to be held on June 11-13, 2018.

Keynote speaker(s) should be able to address a national perspective on a need for change in Special Education.

Breakout session speaker(s) should be able to address a national or local perspective in the areas of: Leadership, Family Engagement, Secondary Transition, K6 Literacy, Early Childhood, Challenging Behavior and/or Significant Disabilities.

All speakers to provide concrete examples for parents, teachers and administrators to effect systems change.

This opportunity could be awarded to more than one qualified Vendor.

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

Reasonable Costs

Experience in the field of Special Education

Successful presentations to similar audiences

Keynote speaker(s) must have successfully presented to audiences of 500 or more, and experience in speaking in various locations across the United States

Relevance and relationships to topics of the Symposium

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: December 1, 2017

Projected timeframe of awarded contracted: From June 10, 2018 to June 14, 2018

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have notified the Department of their intent to bid.

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

First Name: Nancy Last Name: Ankeny-Hunt

Phone Number of the Issuing Officer for this Procurement: (515) 326-1031

Email Address of the Issuing Officer for this Procurement: nancy.ankeney-hunt@iowa.gov

**STATE OF IOWA
IOWA DEPARTMENT OF EDUCATION**

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.**