



October 3, 2025

To: All Potential Respondents

From: Katelyn Howells, Purchasing Agent

Subject: 005-RFP-1942-2025 Specialized Driver Evaluation and Training and Vehicle Modification Prescriptions

Proposal Due Date: October 15, 2025 at 2:00PM

Addendum One

Please amend Exhibit 4 of the RFP as follows:

The Respondent shall answer whether or not it will comply with each specification in **Section 2 of the Specifications document**. Where the context requires more than a yes or no answer or the specific specifications so indicates, Respondent shall explain how it will comply with the specification. Merely repeating the **Section 2** specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal.

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. Am I allowed to use references from Vocational Rehab?
A1. **No, IVRS staff may not provide a letter of reference. Respondents should not have contact with IVRS staff related to the RFP.**
- Q2. Do all prospective contracted vendors have to be a member in good standing with ADED? Meaning they need to hold credentials as well as be an active member of ADED?
A2. **Prospective vendors do not need to be a member of ADED.**
- Q3. In reference to payment and discounts, if in my proposal I stated that I would be offering a 2% discount on all services rendered as an incentive to be paid in 30 days or a 3% discount in 14 days, is this something that would be reasonable. Additionally, if this was agreed upon, can I state as well that if this is agreed upon and the IVRS does not pay in the agreed upon time, I can invoice the same agreed upon % discount as a % penalty?
A3. **The state cannot guarantee that the payment will be processed in 14 days or 30 days with discount applied. The state determines the method of payment. A discount cannot be re-framed as a penalty. Per Iowa Code 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Contractor.**
- Q4. Regarding authorizations for services, in the past, we have been allowed to bill for mileage for travel, can we bill for mileage or a vehicle use fee for the service?
A4. **The cost proposal shall include an all-inclusive, itemized, total cost for proposed services. Refer to the Submission Requirements section 1.3 Cost Proposal.**
- Q5. Will all contracted vendors who are providing Low Tech to High Tech services be required to provide their training vehicle for all DOT Drive tests?

- A5. There is not a requirement for contractors to provide their vehicle for use in DOT drive tests. This may be a consideration when IVRS and Job Candidate are selecting a contracted vendor for a needed service. Refer to Specifications Section 1.1.5.
- Q6. Will the provider be required to maintain verbal feedback with the parents/guardians of the JC regarding driving practice and education of the adaptive equipment their son or daughter is learning on?
- A6. It is expected that the contractor communicates progress, concerns, or other necessary information with the Job Candidate, IVRS, and other individuals. Refer to Specifications Section 1.1.6.
- Q7. Is there a rubric of stating training that all Low - High tech vendors must follow when training JCs? Will they be training to meet all Iowa Driver Standards? Will they cover more than just driving skills (i.e. how to enter and exit the vehicle, including in various weather and parking conditions; how to stop and get fuel; knowing where to park in public lots; how to address mechanical difficulties and developing a safety plan)?
- A7. No, there is not a rubric. The contractor provides driver training according to the individualized training needs of the Job Candidate and as agreed upon by IVRS prior to the start of the training.
- Q8. Are there any requirements in the RFP related to general Drivers' Education requirements for Job Candidates with Low Tech needs who are under 18 years old?
- A8. All contractors are expected to follow any applicable state or federal regulations, including the requirements for Driver Education as outlined in Iowa Code, in the delivery of services.
- Q9. Are there any requirements in the RFP related to Non-Adaptive student access to Drivers' Education (i.e. for Job Candidates with an IEP or 504 Plan related to conditions such as Autism, Anxiety, or ADHD)?
- A9. There are no requirements related to this in the RFP. Respondents are able to include information relating to such services in Exhibit 12 – Additional Services.
- Q10. How will hours of authorizations and progress reports be structured?
- A10. The authorization and required progress reports are based on the individual situation and needs of the Job Candidate and agreed to by IVRS prior to the start of the driver training. Refer to Specifications Section 1.1.2.
- Q11. Is there a policy in place at IVRS to ensure that the Job Candidate and/or their family are aware of the vehicle options and purchasing timeframe prior to the Job Candidate passing the Iowa DOT drive test?
- A11. IVRS policy can be viewed on the website. Vehicle considerations are discussed by IVRS staff early in the process. <https://public.powerdms.com/IVRS/documents/1197279>.
- Q12. Would IVRS be interested in an Additional Service of a Consultation from us on the how the whole process of purchasing the right vehicle and why?
- A12. Respondents are able to include information relating to such services in Exhibit 12 – Additional Services.
- Q13. Vehicle inspection of purchased vehicle to be modified. Is there an update to your current vehicle inspection form to include frame, chassis and interior concerns?
- A13. The current Mechanical Evaluation form is attached to this Addendum.
- Q14. In Specifications Section 1.1.4, I assume this is a requirement. What if the training provider does not do this? What happens?
- A14. Any concerns with provision of services will be discussed with the contractor.

- Q15. Can we get clarification on written guidelines on the invoicing requirements for the State and Federal Fiscal years?
- A15. Goods and services are paid according to either the state or federal fiscal year in which they occurred.
- Q16. I have run into offices where the secretary will give me 90 days on an authorization and others tell me they can only do 30 days. I have even had some send some as few as 7 days. Is there a plan to increase training to the counselors and secretaries so the issuance of authorizations is more consistent? Or is there someone I can send a secretary to for assistance when I know the auth is wrong?
- A16. Authorizations for services are based on the dates the service will be provided.
- Q17. Is there a written document that the vendor receives that states the participation amount and is signed by the JC and family understanding that they are responsible for this and services may be suspended if payment is not made to the training vendor in a timely manner?
- A17. IVRS will notify the contractor in writing if a Job Candidate has a participation amount and what that amount is. The Job Candidate is informed of their participation amount prior to the start of services.
- Q18. How are you validating 1.2.2 - 1.2.4 of the Specifications document?
- A18. 1.2.2 1.2.3- This is an expectation and a responsibility of the contractor. 1.2.4- It is a responsibility of the contractor to have adaptive equipment necessary and description of equipment would be provided in reports. Refer to Specifications Section 1.3.2.
- Q19. Where is the report filed for Specification section 1.2.6?
- A19. Contractors are expected to submit accident reports in accordance with any state requirements- not sure how to word this? Contractors will also provide a report to IVRS.
- Q20. Can you explain Specification section 1.2.7 in more detail?
- A20. The Contractor will work with IVRS to establish an agreed upon referral process, including how IVRS makes a referral to the contractor and how the contractor responds to the referral.
- Q21. After a driving evaluation, if a recommendation of services is denied, Will the contractor be provided a reason why?
- A21. There are various reasons why IVRS may not fund driver training or the Job Candidate may decide not to pursue training and this is communicated as necessary.
- Q22. Is there ongoing training with the counselors so that they provide us accurate information on the Job Candidate?
- A22. A contractor is responsible for gathering information they need through their intake process.
- Q23. Is IVRS requiring the counselor to verify that the JC has an instructional permit prior to sending in a referral? Are you requiring access to medical history for your files?
- A23. IVRS staff verify that the Job Candidate has an active learner's permit or driver's license prior to referral. IVRS obtains medical information when necessary. IVRS staff follow IVRS policy on confidentiality and the release of information.
- Q24. Under Terms and Conditions - I have several versions of terms and conditions based on the type of client. I usually have one document that encompass all clients. Do you want a break out by type of client or can I provide one document will all types included?

A24. The vendor can provide the information in whatever format suits best.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name