



HEADQUARTERS IOWA NATIONAL GUARD  
Office of the Adjutant General  
*Camp Dodge Joint Maneuver Training Center*  
7105 NW 70<sup>th</sup> Avenue  
Johnston, Iowa 50131-1824



**Date:** 5/24/2017

**To:** All Bidders

**Subject:** State of Iowa Request for Proposal RFP58217011821 Emergency Management Program Consultant Services

**ADDENDUM # 1**  
**Questions & Answers**

The State of Iowa received the following questions and requests for clarification by the due date and time listed in the Request for Proposal

**Question 1:** Is there a sample format to follow for the proposal?

**Answer 1:** Please see section 3. Form and Content of Proposals in the Request for Proposal document for directions on creating your proposal.

**Question 2:** For the Insurance requirements – since I will be using my personal automobile, can my personal Auto Insurance suffice for this requirement? Also, do I really need Workers Compensation Insurance since I am the only employee in my LLC?

**Answer 2:** The RFP allows the vendor to use a state fleet vehicle (Request for Proposal Document Pg. 7 under the heading “Travel”). Whether the contractor chooses to use the state vehicle or utilize their own means of transportation the 1 million dollars auto liability is the minimum to be considered acceptable. With regards to requirements for Workers Compensation Insurance the text reads “As Required by Iowa Law.” Contractor is to be in full compliance with Iowa Law.

**Question 3:** Is it okay for me to submit a proposal while being a current member of the Iowa National Guard? My last day is 31 May; so I would have a little time to get my proposal into the office. But if I could submit it before that I would like to submit before that.

**Answer 3:** Proposals may be submitted at any point up to the due date and time listed in the Request for Proposal Document.

**Question 4:** Do you know if the Iowa NG will also be evaluating emergency management software?

**Answer 4:** No