

**RSM Comment – all RSM responses included in this document are in red font.**

**REQUEST FOR BID**

**RFB COVER SHEET**

**Administrative Information**

<b>RFB Number</b>	RFB0721005001	<b>Title of RFB</b>	CARES Act Funding and Accounting Management Services	
<b>Agency</b>	Iowa Department of Administrative Services (DAS)			
<b>Number of years of the initial term of the contract</b>	1	<b>Number of possible annual extensions</b>	1	
Initial term to begin upon execution through December 31, 2020				
<b>Available to other State agencies?</b>			yes	
<b>Available to Political Subdivisions?</b>			yes	
State Issuing Officer: Karl Wendt Phone: 515-281-7073 E-mail: karl.wendt@iowa.gov				
<b>PROCUREMENT TIMETABLE—Event or Action</b>			<b>Date/Time (Central Time)</b>	
State Posts Notice of RFB on TSB website			June 29, 2020	
State Issues RFB			July 1, 2020	
Bids Due			July 9, 2020/3:30 P.M.	
<b>Relevant Websites</b>				
All bids must be submitted using the State of Iowa online bid tool found at <a href="https://vss.iowa.gov">vss.iowa.gov</a> .				
Internet website where Addenda to this RFB will be posted <a href="http://bidopportunities.iowa.gov">http://bidopportunities.iowa.gov</a>				
Internet website where contract terms and conditions are posted <a href="https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf">https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf</a>				
<b>Firm Bid Terms</b>				
The minimum number of days following the deadline for submitting bids that the Respondent guarantees all bid terms, including price, will remain firm is 120 Days.				

## SECTION 1 - INTRODUCTION

### 1.1 Bidder Instructions

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. Finally upload the document to Vendor Self Service (VSS) with your bid. As an option, the Bidder may print, write in responses, scan, and attach response. If this document is not attached to the bid response in VSS, the Bidder's bid may be disqualified.

### 1.2 Purpose

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the VSS solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the VSS solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

### 1.3 Request for Bid (RFB) Definitions

**Definitions** – For the purposes of this RFB and the resulting contract, the following terms shall mean:

**“Agency”** means the agency identified in the VSS solicitation that is issuing the RFB and any other agency that purchases from the Contract.

**“Alternative Bid”** means a response to a bid that does not meet the exact requirements of the specification but offers an alternative for consideration. An alternative bid is submitted with an intentional variation to a provision, specification, term or condition of the solicitation. This alternative, in the opinion of the bidder, achieves the same end result. Alternative bids may be rejected as non-responsive.

**“Bid”** means the Bidder's bid submitted in response to the RFB.

**“Bidder”** means a vendor submitting a bid in response to this RFB.

**“Contract”** means the contract(s) entered into with the successful Bidder(s).

**“Lead Agency”** means the agency facilitating the procurement and establishing the Contract.

**“Participating Agency”** means the agency utilizing the established contract.

**“Political Subdivisions”** means cities, counties, and educational institutions.

**“Responsible Bidder”** means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the Agency may consider various factors including, but not limited to, the Bidder's competence and qualifications to provide the goods or services requested, the Bidder's integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the Agency and the State.

**“Responsive Bid”** means a Bid that complies with each of the provisions of this RFB, or is either an alternative bid or a bid with an exception, if accepted by the Agency.

**“RFB”** means this Request for Bids and any addenda hereto.

**“State”** means the State of Iowa, the Agency identified in the VSS solicitation, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFB.

#### **1.4 Background Information**

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency’s and Participating Agencies’ benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

#### **1.5 CARES Act Coronavirus Relief Fund**

The State of Iowa has received federal funds as a result of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (“CARES Act”), which specified that the funds may only be used to cover costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Initial adjudication of reimbursement requests from State agencies and political subdivisions will be completed by state government. Upon approval, the State will forward the requests to the Contractor who will ensure that the requests for reimbursement qualify for Coronavirus Relief Fund funding, ensure adequate documentation supports each request, ensure that no duplication of benefits from other CARES Act funding streams occur, deliver processes which achieve transparency and auditable oversight, and process political subdivision requests for payment.

#### **1.6 Priorities**

- State Government—providing reimbursement for necessary COVID-19 related expenditures incurred by State Agencies.
- Local Government—providing reimbursement for necessary COVID-19 related expenditures incurred by counties and cities.
- Community CARES—provide qualifying organizations awards for services and programs strained due to the COVID-19 emergency.
- Business relief—provide grants to Iowa small businesses impacted by COVID-19.

The state government and local government programs are reimbursement programs qualified under FEMA and administered by the Iowa Homeland Security and Emergency Management Department. The Community CARES priority administered by the Iowa Department of Human Services (DHS) and any businesses priority administered by the Iowa Economic Development Authority (IEDA) are grant programs which will be funded by the Coronavirus Relief Fund.

## SECTION 2 – ADMINISTRATIVE INFORMATION

### 2.1 Issuing Officer

The Issuing Officer identified in the VSS solicitation is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

### 2.2 Restriction on Communication

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in the VSS solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

### 2.3 Amendment to the RFB

The Agency reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder's sole responsibility to check daily for addenda to posted documents.

### 2.4 Bid Amendment and/or Withdrawal

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be submitted on Iowa VSS by the Bidder to the bid and received by the time set for the receipt of Bids.

### 2.5 Submission of Bids

The Agency must receive the electronic Bid on: Iowa VSS before the "Bids Due" date and time. **This is a mandatory requirement and will not be waived by the Agency. Any Bid received after this deadline will not be accepted.** It is the Bidder's responsibility to ensure the bid is received prior to the deadline. Email and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the Agency to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

### 2.6 Bid Opening

The Agency will open Bids after the deadline for submission of Bids has passed. However, the names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See Iowa Code Section 72.3. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

### 2.7 Costs of Preparing the Bid

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

## **2.8 Rejection of Bids**

The Agency reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the Agency to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

## **2.9 Disqualification**

The Agency will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The Agency may reject outright and may not evaluate Bids for any one of the following reasons:

- The Bidder acknowledges that a requirement of the RFB cannot be met.
- The Bidder's Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
- The Bidder's Bid limits the rights of the Agency.
- The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
- The Bidder fails to timely respond to the Agency's request for information, documents, or references.
- The Bidder fails to include bid security, if required.
- The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
- The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
- The Bidder initiates unauthorized contact regarding the RFB with state employees.
- The Bidder provides misleading or inaccurate responses.
- The Bidder's Bid is materially unbalanced.
- There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Agency from other sources) to satisfy the Agency that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.
- The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.
- The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

## **2.10 Nonmaterial Variances**

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the Agency, it is in the Agency's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full compliance with RFB

specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

**2.11 Reference Checks**

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder's qualifications and the qualifications of any subcontractor identified in the Bid.

**2.12 Information from Other Sources**

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder's capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder's financial stability, past or pending litigation, and other publicly available information.

**2.13 Verification of Bid Contents**

The content of a Bid submitted by a Bidder is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

**2.14 Bid Clarification Process**

The Agency reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder's Bid. The Agency will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the Agency. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

**2.15 Disposition of Bids**

All Bids become the property of the Agency and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

**2.16 Public Records and Requests for Confidential Treatment**

The Agency's release of public records is governed by Iowa Code Chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

**2.17 Form 22 Request for Confidentiality**

***FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR'S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.***

**2.18 Copyrights**

By submitting a Bid, the Bidder agrees that the Agency may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

**2.19 Release of Claims**

By submitting a Bid, the Bidder agrees that it will not bring any claim or 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 in this RFB.

**2.20 Bidder Presentations**

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the Agency's offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder's Bid. The presentation shall not materially change the information contained in the Bid.

**2.21 Evaluation of Bids Submitted**

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

**2.22 Preference**

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

**2.23 Determination of Responsible Bidder & Responsive Bid**

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer "Yes" to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.

**2.24 Evaluation Criteria**

The Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

**2.25 Award Notice and Acceptance Period**

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid and will be posted on Iowa VSS. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

**2.26 Definition of Contract**

The full execution of a written contract shall constitute the making of a contract for the goods and/or services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for goods and/or services until the contract has been fully executed by the successful Bidder and the Agency.

**2.27 Choice of Law and Forum**

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

**2.28 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

**2.29 Appeals**

A Respondent whose bid has been timely filed and who is aggrieved by the award of the department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104 and a copy to the Issuing Officer. The notice must be filed within five days of the date of the Intent to Award notice issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The written notice may be filed by fax transmission to 515.725.2064. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFB and/or the notice of Intent to Award. A notice of appeal may not stay negotiations with the apparent successful Contractor.

**2.30 Unit Price**

If a discrepancy between the unit price and the item total exists, the unit price prevails.



**2.31 Price Adjustments to Term Contract(s)**

Bid prices shall remain firm the first year of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes. Requested price changes should be submitted to the Iowa Department of Administrative Services – Central Procurement, sixty (60) days prior to the contract anniversary date.

**2.32 Registration**

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

[https://vss.iowa.gov/webapp/VSS\\_ON/AltSelfService](https://vss.iowa.gov/webapp/VSS_ON/AltSelfService)

## **SECTION 3 – SPECIFICATIONS**

All items listed in this Section are Bid Specifications. A successful Bidder must be able to satisfy all these specifications to be deemed a Responsible Bidder.

### **3.1 General Specifications**

- 3.1.1** The provided services must provide for appropriate disbursement of CARES ACT funds.
- 3.1.2** The provided services must provide a comprehensive CARES Act assessment.
- 3.1.3** The provided services must provide the capability of monitoring ongoing CARES Act compliance.
- 3.1.4** The provided services must provide for the creation and distribution/submission of all required CARES Act reports and forms via hard copy and/or electronic reporting, as required.
- 3.1.5** The provided services must provide for the aggregation of CARES Act data and information from various systems.

### **3.2 Respondent Specifications**

- 3.2.1** Respondent must have experience providing management services for CARES Act or similar legislation.
- 3.2.2** Respondent must have a demonstrated working knowledge and specific experience related to all compliance requirements under CARES Act or similar legislation.
- 3.2.3** Respondent must have adequate resources to ensure all reporting requirements are operational and compliant.

### **3.3 Professional Fees**

Professional fees are to be estimated for each Task Order based upon the parties' mutual understanding of the Task Order requirements, the proposed approach, the estimate of the level of effort required, the Contractor's roles and responsibilities, any assumptions set forth herein, and active participation of the State's management and other personnel, as described in the Task Order. Based on the complexity and duration of this project, issues may arise that require procedures beyond what was initially anticipated within the Task Order. If this should occur, the Contractor will discuss it with the State prior to performing any additional work. Task Order estimates may be amended upon mutual written agreement of the parties.

Within sixty (60) days after execution of the Contract, the State and Contractor will work to agree on an outcome-based fee structure for a portion of the work to include payment processing, compliance monitoring, reporting and closeout services covered in Tasks 1, 2, and 3 of the Scope of Work Section of this Contract. Such outcome-based fee structure will consider the number of subrecipients; estimated number, complexity, and frequency of request for reimbursement packages; estimated number, complexity and frequency of required reports; and estimated

number and complexity of anticipated closeout activities. If the parties fail to mutually agree on a revised price structure for the payment processing, compliance monitoring, reporting, and closeout services in Tasks 1, 2, and 3 of the Scope of Work, the billing rates will apply. All other areas will continue to be billed at the established billing rates.

Following completion of the initial term of this Contract, prices for the renewal period will be mutually agreed to by the parties. Rate increases shall not exceed 3% annually.

### 3.4 Expenses

The State will reimburse the Contractor for all reasonable expenses incurred in performing the services under this Contract in accordance with the State of Iowa accounting procedures. These expenses include, but are not limited to, reasonable travel to include meal, lodging, and mileage-related expenses. Travel must be approved by the State prior to the start date of travel. All travel will be compensated on a reimbursement basis and will be in accordance with State of Iowa accounting procedures.

Any other service-related expenses must be pre-approved by the State.

### 3.5 Performance Standards

Contractor will issue the performance standard credit against the next invoice within thirty (30) days after the end of the applicable period. Performance standard credits are based on the monthly servicing fee.

#### Performance Standards

Title	Description	Standard	Calculation Method	% at Risk
<b>Initial Review Timeliness</b>	Upon receipt of application, initial review will be made in a timely manner.	90% of initial reviews are complete within 3 business days of receipt of application.	Calculated as the arithmetic difference, in business days, between the date of receipt of application and the first determination event.	3.0
<b>Application Review Timeliness</b>	Upon receipt of complete documentation, determinations will be made in a timely manner.	90% of initial determinations are made within 10 business days of receipt of complete documentation.	Calculated as the arithmetic difference, in business days, between the date of receipt of complete documentation and the final determination event.	3.0
<b>Determination Accuracy</b>	Requests will be approved or denied accurately.	95% of requests approved or denied accurately.	Calculated by dividing the number of audited applications found to be accurate by the total number of audited applications.	3.0

<b>Title</b>	<b>Description</b>	<b>Standard</b>	<b>Calculation Method</b>	<b>% at Risk</b>
<b>Data Analysis and Reporting</b>	Contractor shall perform data analyses and provide reports to State of Iowa. Required reports will be delivered in a timely manner to provide State with up-to-date information.	Reports will be produced and delivered within 3 calendar days of the end of the reporting period.	Calculated as the arithmetic difference between the end of the reporting period and the date the report is delivered.	3.0
<b>Account Management Satisfaction</b>	State of Iowa will utilize a quarterly scorecard to evaluate the performance of the account management team. Contractor will be rated on State of Iowa specific criteria.	80% of responses on the survey will be "Strongly Agree/Agree," indicating a high satisfaction level.	Calculated by dividing the number of responses that are "Strongly Agree/Agree," by the total number of responses (excluding N/A responses and partially completed surveys).	2.0
<b>Applicant Satisfaction</b>	Contractor will offer customer surveys designed to measure satisfaction with services.	80% of responses on the survey will be "Strongly Agree/Agree," indicating a high satisfaction level.	Calculated by dividing the number of responses that are "Strongly Agree/Agree," by the total number of responses (excluding N/A responses and partially completed surveys).	0.5
<b>Service Level Attainment (Inbound Call)</b>	Applicants will speak to a live representative in a timely manner.	85% of handled calls will be answered by a live representative within 2 minutes.	Calculated by dividing the number of calls handled within 2 minutes by the total number of calls handled.	0.5
<b>TOTAL AT-RISK PERCENTAGE:</b>				<b>15.0%</b>

## **SECTION 4 – Scope of Work**

During the term of this Contract, the Contractor will provide the requested services pursuant to individual Task Orders. Once executed by the State and Contractor, each Task Order is binding on the parties thereto. The Contractor will work in good faith with the State to develop and agree to the contents of each Task Order. Task Orders, by reference, shall contain and be subject to the terms and conditions of this Contract.

The expected services and related deliverables necessary to carry out the purpose of the Contract may include, but are not limited to, the following:

### **4.1 TASK 1: Execute Program Administration Processes**

- 4.1.1** Execute intake and processing of applications for Coronavirus Relief Funding.
- 4.1.2** Provide application decisions to applicants including documentation of reasons and potential corrective action for denied applications.
- 4.1.3** Execute intake and cursory reviews of reimbursement request to identify ineligible, misaligned, or incomplete reimbursement packets.
- 4.1.4** Provide technical assistance to applicants to address noted issues with reimbursement request packets.
- 4.1.5** Perform detailed review of eligible reimbursement request and applicable supporting documentation.
- 4.1.6** Make eligibility recommendations in accordance with outlined compliance requirement of the applicable Coronavirus Relief Fund stream.
- 4.1.7** Document eligibility decisions and reconcile against applicable reimbursement histories to minimize potential for duplication of benefits or potential fraud, waste, and abuse.
- 4.1.8** Notify applicants of eligible amounts approved and compliance requirements for the applicable funding source(s).
- 4.1.9** Provide corrective action plans to help recipients address or overcome ineligibility determinations.
- 4.1.10** Reconcile reimbursement transaction history and providing ongoing balances and reports to the State and its recipients.
- 4.1.11** Provide compliance monitoring and ongoing technical assistance to applicants to address inquiries or noted issues.
- 4.1.12** Identify, consolidate and analyze applicable data and data sources to support statutory and programmatic reporting for Coronavirus Relief Fund funding on behalf of the State.

**4.1.13** Perform closeout of Coronavirus Relief Fund programs including final reconciliations.

**4.1.14** Provide above referenced services related to support for other COVID-19 funding related streams relating to the CARES Act and FEMA Public Assistance if determined necessary by the State.

**Deliverables**

- Summary of CARES Act reimbursement eligibility and approval decisions
- Summary of noted issues or recipient risks

**4.2 TASK 2: Deliver Results and Insights**

**4.2.1** Interact weekly with the State contract manager to provide the status of the engagement and the progress made according to the agreed upon metrics and performance indicators.

**4.2.2** Generate performance reports that articulate results and keep the State abreast of critical issues (include new and emerging risks and potential mitigating activities).

**4.2.3** Assist the State with public facing transparency through ongoing performance reporting of CARES Act reimbursement and key program activities.

**Deliverables**

- Weekly Status Update Report

**4.3 TASK 3: Measure, Optimize, and Recalibrate**

**4.3.1** Measure ongoing performance against established key performance metrics and benchmarks.

**4.3.2** Investigate performance that does not meet expectations and develop corrective action plans.

**4.3.3** Implement corrective actions to address noted performance issues and improve existing processes for optimization (i.e., streamline process and reduce procedural bottlenecks, if applicable).

**Deliverables**

- Performance Reports
- Process Improvements

## **SECTION 5 - Contract Terms and Conditions**

### **5.1 Contract Terms and Conditions**

The Contract that the Agency expects to award as a result of this RFB shall comprise the specifications, terms and conditions of the RFB, written clarifications or changes made by the Agency to the RFB through an amendment to the RFB in accordance with the provisions of the RFB, the Terms and Conditions, the offer of the successful Respondent contained in its Bid, and any other terms deemed necessary by the Agency. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFB or the Terms and Conditions shall be incorporated into the Contract unless Agency has explicitly accepted the Respondent's objection or amendment in writing.

The Contract terms and conditions in this Section 5, the General Terms and Conditions to the extent referenced and linked to on the RFB cover page, and/or any Terms and Conditions attached to and accompanying this RFB as an attachment hereto, will be incorporated into the Contract. The Terms and Conditions may be supplemented at the time of contract execution and are provided to enable Respondents to better evaluate the costs associated with the RFB specifications and the Contract. All costs associated with complying with such Terms and Conditions should be included in any pricing quoted by the Respondent.

By submitting a Bid, Respondent acknowledges its acceptance of the terms and conditions of the RFB and the Terms and Conditions without change except as otherwise expressly stated in its Bid. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Bid the specific RFB or Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or proposed responses materially alter the RFB, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Bid, in its sole discretion.

The Agency will evaluate all Bids without regard to any proposed modifications to any terms and conditions of the RFB or Terms and Conditions by Contractor. Once a Bid has been identified as the one for which an Award recommendation has been made, but prior to notifying Respondents of the decision, the Agency, in its sole discretion, may consider any proposed modifications to the terms and conditions of the RFB or Terms and Conditions identified in that Bid. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Respondent or to negotiate Contract terms with the successful Respondent if the best interests of the State would be served. As such, if any proposed modifications are not determined to be in the best interests of the State, or appear to pose a substantial impediment to reaching agreement, the Agency may, in its sole discretion:

- 5.1.1** Issue a Notice of Intent to Award in favor of the successful Respondent, but decline to agree to or further negotiate any proposed modifications to terms and conditions identified by the Respondent in its Bid;
- 5.1.2** Issue a Notice of Intent to Award in favor of the successful Respondent, and identify in the Notice proposed modifications to terms and conditions identified by the Respondent in its Bid with which the agency will or will not agree or further negotiate;

**5.1.3** Enter open-ended negotiations with the successful Respondent; provided, that any such negotiations shall be limited to the proposed modifications to terms and conditions identified by Respondent in its Bid;

**5.1.4** Change the Agency's recommendation for Award and issue a Notice of Intent to Award to a Respondent whose bid does not pose as great of a challenge to the Agency.

Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the Contract, shall be construed strictly in favor of the State. Only those proposed modifications identified in the Notice of Intent to Award issued by the Agency as terms and conditions with which the agency will or will not agree or further negotiate shall be part of the Contract, and the State may ignore all proposed modifications, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a final Contract between the parties. By executing and submitting its Bid in response to this RFB, Respondent understands and agrees that the State may exercise its discretion not to consider any or all proposed modifications Respondent may request and may accept Respondent's bid under the terms and conditions of this RFB and the Terms and Conditions.

**5.2 Contractual Terms and Conditions – No Material Changes/Non-Negotiable**

Notwithstanding anything in this RFB to the contrary, Respondent may not take exception to or propose including language in any resulting contract that conflicts with or is otherwise inconsistent with the following:

**5.2.1 Indemnification**

Without specific authority to do so, the State, or agencies, cannot enter into agreements indemnifying Respondents, or any other entity, against third-party claims. A clause that intends to seek indemnification from the State, whether or not the clause contains the words "indemnity" or "indemnify," are not clauses to which the State may agree. The State will not agree to clause that includes the language "to the extent permitted by law" because, as explained, the State cannot indemnify Respondents to any extent.

**5.2.2 Limitation of Liability**

Iowa Code section 8A.311(22) and 11 Iowa Admin. Code Chapter 120 establish the rules to allow for the State to agree to a contractual limitation of vendor liability clause in limited circumstances. Any request by Respondent for the State to limit damages not in accordance with Iowa law or administrative rules is a request with which the State cannot agree.

**5.2.3 Jurisdiction and Venue**

Iowa Code chapter 13 establishes that the Iowa Attorney General is the State's attorney for all purposes, including management of litigation and claims against the state. The State may not preempt the Attorney General's authority by agreeing in advance to control the way litigation may be managed in the event of a dispute. Likewise, the State cannot agree to the jurisdiction or laws of another state or its courts, cannot agree to venue in



another state, and cannot agree to participate in any form of alternative dispute resolution.

#### **5.2.4 Confidentiality**

All Iowa state agencies are subject to Iowa public records laws. The State cannot agree to contractual terms that attempt to prevent it from disclosing or disseminating records that constitute public records under Iowa Code Chapter 22.

#### **5.2.5 Unliquidated Expenses (*i.e.*, Attorney Fees, Add-ons, or Cost Increases)**

The State may not agree to clauses which may obligate it to pay for claims that might exceed its current funding appropriation. The State may only obligate those funds that have been appropriated to it by the Iowa Legislative Assembly and may only obligate those funds for the purposes for which the funds were appropriated.

### **5.3 Special Terms and Conditions**

Title 2 CFR Part 200 Subpart F and Appendix II to Part 200 (Contract Provisions for Non-Federal Entity Contracts under Federal Awards use of federal grant dollars) require compliance with the following conditions which are incorporated into the Contract as applicable:

#### **5.3.1 DHS Seal, Logo, And Flags**

The provider shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

#### **5.3.2 Compliance With Federal Law, Regulations, And Executive Orders**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the Contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives to the extent applicable to Contractor in its performance of services hereunder.

#### **5.3.3 No Obligation By Federal Government**

The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, provider, or any other party pertaining to any matter resulting from the Contract.

#### **5.3.4 Suspension and Debarment**

- This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- This certification is a material representation of fact relied upon by NEMA. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to NEMA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, sub-

part C and 2 C.F.R. pt. 3000, sub-part C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

#### **5.3.5 Clean Air Act**

- The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- The Contractor agrees to report each violation to NEMA and understands and agrees that NEMA will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### **5.3.6 Federal Water Pollution Control Act**

- The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- The Contractor agrees to report each violation to NEMA and understands and agrees that the NEMA will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### **5.3.7 Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

- Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.
- Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

##### **APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

##### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of

any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- The under signed shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

#### **5.3.8 Access to Records**

The following access to records requirements apply to this contract:

- The Contractor agrees to provide NEMA, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- In compliance with the Disaster Recovery Act of 2018, NEMA and the Contractor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

#### **5.3.9 Program Fraud and False or Fraudulent Statements or Related Acts**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Contract.

## 5.4 Other Contractual Terms and Conditions

### 5.4.1 Contract Term

The term of the contract will begin upon execution and end on December 31, 2020. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 2 annual extensions. The resulting contract will be available to all State Agencies and political subdivisions.

### 5.4.2 Payment Terms

#### 5.4.2.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services as part of the Contract. The State Pcard and EAP are preferred payment methods, but payments may be made by any of the following methods: Pcard/EAP, EFT/ACH, or State Warrant. Respondents shall indicate in their Cost Bids all of the payment methods they will accept. **This information will not be scored as part of the Cost Bid or evaluated as part the Technical Bid.**

#### 5.4.2.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

The State of Iowa may make payment by EFT by ACH. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit.

[https://das.iowa.gov/sites/default/files/acct\\_sae/man\\_for\\_ref/forms/eft\\_aut\\_horization\\_form.pdf](https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/eft_aut_horization_form.pdf)

#### 5.4.2.3 State Warrant

The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa. The warrant is issued upon receipt of proper documentation from the issuing department.

#### 5.4.2.4 Credit card or ePayables

The State of Iowa's Purchasing Cards (Pcards) and ePayable solution (EAP) are commercial payment methods utilizing the VISA credit card network. The State of Iowa will not accept price changes or pay additional fees if Respondent uses the Pcard or EAP payment methods. Pcard-accepting Respondents must abide by the State of Iowa's Terms of Pcard Acceptance, as provided in this RFB. Respondents must provide a statement regarding their ability to meet the requirements I this subsection, as well as identifying their transaction reporting capabilities (Level I, II, or III).

#### 5.4.2.5 Terms and Conditions for State of Iowa Purchasing Cards

The State of Iowa shall pay Contractor's invoices using its Purchasing Card Program (Pcard) whenever possible. The Pcard is a VISA credit card issued by U.S. Bank to allow authorized employees to make purchases on behalf of the State. It is a faster, more convenient alternative to traditional invoicing and remittance processing, allowing US Bank to pay the Contractor directly,

generally within 48 hours of the transaction. Contractor shall comply with security measures for Pcard payments including:

- 5.4.2.5.1** Contractor shall comply with Payment Card Industry Data Security Standard (PCI DSS) to assure confidential card information is not compromised;
- 5.4.2.5.2** Contractor shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- 5.4.2.5.3** Contractor shall not write down card numbers or store card information. When accepting orders by phone, Contractor shall process the transaction during the call and send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- 5.4.2.5.4** Contractor shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- 5.4.2.5.5** Contractor shall confirm that the name of purchaser matches the name on the card;
- 5.4.2.5.6** Contractor shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address;
- 5.4.2.5.7** Contractor shall shred any documentation with credit card numbers.

**5.4.2.6 Payment Terms**

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

**5.4.2.7 Respondent Discounts**

Respondents shall state in their Cost Bids whether they offer any payment discounts.

**5.4.2.8 Prompt Payment Discount**

The State can agree to pay in less than sixty (60) days if an incentive for earlier payment is offered.

**5.4.2.9 Invoices**

Any invoices submitted must comply with applicable rules concerning payment of claims, including but not limited to those set forth at Iowa Administrative Code chapter 11—41.

#### 5.4.3 Insurance

The Contract will require the successful Respondent to maintain insurance coverage(s) in accordance with the insurance provisions of the General Terms and Conditions and of the type and in the minimum amounts set forth below, unless otherwise required by the Agency.

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products – Comp/Op Aggregate Personal injury Each Occurrence	\$2 million  \$1 Million \$1 Million \$1 Million
Automobile Liability (including contractual liability) written on an occurrence basis	Combined single limit	\$1 Million
Excess Liability, umbrella form	Each Occurrence Aggregate	\$5 Million \$5 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Cyber Liability - Breach of Privacy, Security Breach, Denial of Service, Remediation, Fines and Penalties (if allowed by law)	Each Occurrence Aggregate	\$5 Million \$5 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

Acceptance of the insurance certificates by the Department shall not act to relieve Contractor of any obligation under this Contract. It shall be the responsibility of Contractor to keep the respective insurance policies and coverages current and in force during the life of this Contract. Contractor shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Contractor shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Contractor. Notwithstanding any other provision of this Contract, Contractor shall be fully responsible and liable for meeting and fulfilling all of its obligations under this section of the Contract.

#### 5.4.4 Performance Security

The Contract may require the Respondent to provide security for performance [e.g. performance bond, escrow, letter of credit, liquidated damages]. Agency shall retain fifteen percent (15%) of each payment due under the Contract. Agency shall pay the retained amount only after all Deliverables have been completed by Contractor and accepted by the Agency.

#### 5.4.5 Quarterly Report

The Contractor shall provide an electronic detailed quarterly report on all sales made under this agreement within the State of Iowa via E-Mail to the Iowa Department of Administrative Services, Central Procurement, Attn: Karl Wendt at karl.wendt@iowa.gov. The report file format shall be Microsoft Excel compatible

format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Respondent bids must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

#### **5.4.6 Administrative Fee**

Without affecting the approved Good or Service prices or discounts specified in the Master Agreement, the State of Iowa shall be entitled to receive a one percent (1.00%) administrative fee on all sales made within the State of Iowa against this agreement. The administration fee due to the State of Iowa shall be paid quarterly by Contractor directly to the State, made payable to the "Iowa Department of Administrative Services – Central Procurement."

#### **5.5 Order of Precedence**

If there is a conflict or inconsistency between any documents comprising the Terms and Conditions, such conflict or inconsistency shall be resolved according to the following priority, ranked in descending order: (1) any terms and conditions specifically set forth in this Section 5 (Contract Terms and Conditions & Administration) under a subsection with a heading entitled Special Terms & Conditions; (2) the General Terms and Conditions for Services Contracts or Goods Contracts to the extent referenced and linked to on the RFB cover page the Contract; (3) if neither the General Terms and Conditions for Service Contracts or Goods Contracts are linked to on the RFB cover page, any terms and conditions attached to and accompanying this RFB as attachment 5 (Terms and Conditions); and (4) any terms and conditions specifically set forth in this Section 5 (Contract Terms and Conditions & Administration) set forth under a subsection with a title other than Special Terms & Conditions.

**Attachment #1**  
**Certification Letter**

**Alterations to this document are prohibited.**

**July 9, 2020**

Karl Wendt, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Subject: Request for Bid - Bid Certifications

Issuing Officer:

I certify that the contents of the Bid submitted on behalf of **RSM US LLP** in response to Iowa Department of Administrative Services for RFB0721005001 for CARES Act Funding and Accounting Management Services are true and accurate. I also certify that Bidder has not knowingly made any false statements in its Bid.

**Certification of Independence**

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

**Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.



This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

**Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

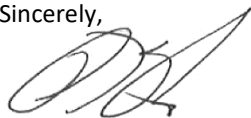
Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following: (check the applicable box)

- ☒ Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
- ☒ Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

Sincerely,



Signature

Rodney D. Foster, Partner

Name and Title of Authorized Representative

July 9, 2020

Date

**Attachment #2**  
**Authorization to Release Information Letter**

**Alterations to this document are prohibited.**

**July 9, 2020**

Karl Wendt, Issuing Officer  
Iowa Department of Administrative Services  
Hoover State Office Building, Level 3  
1305 East Walnut Street  
Des Moines, IA 50319-0105

Subject: Request for Bid – Authorization to Release Information

Dear Issuing Officer:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

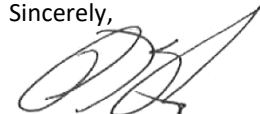
The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Sincerely,



Signature

**Rodney D. Foster, Partner**  
Name and Title of Authorized Representative

**July 9, 2020**  
Date

**Attachment #3  
Exceptions Form**

Please list any and all exceptions to this RFB in this section. Include section and reason for exception:  
(Make additional pages if necessary)

<u>Section</u>	<u>Exception</u>
1.	We ("RSM US LLP", "we", "our", or "us") have reviewed the Iowa Department of Administrative Services (the "Agency") Request for Bids Number 0721005001 ("RFB") for CARES Act Funding and Accounting Management Services. If the Agency selects us based upon our response to the RFB, we would seek to negotiate in good faith general terms and conditions ("Terms and Conditions") expected to be incorporated into a negotiated contract ("Agreement") between RSM and the Agency. Given our extensive experience in contracting with state agencies and political subdivisions similar to the Agency, we are highly confident that we will be able to quickly come to an agreement with you on the Terms and Conditions. We would anticipate negotiations to address terms customary and commensurate with the contemplated nature and complexity of the services requested under the RFB, including by way of illustration, but not limited to, limitations of liability, exclusion of consequential damages, representations and warranty of services provisions, deliverable acceptance and ownership of intellectual property, insurance provisions, etc. Notwithstanding anything to the contrary contained in the RFB or our response thereto, our obligation to perform any services is contingent upon the execution by both parties of a final definitive agreement.
2.	
3.	
4.	
5.	
6.	
7.	

Attachment #4  
Form 22 – Request for Confidentiality

**SUBMISSION OF THIS FORM 22 IS REQUIRED**

***THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (BID) TO THE REQUEST FOR BIDS (RFB). THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.***

**1. Confidential Treatment Is Not Requested**

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

**2. Confidential Treatment of Information is Requested**

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFB.** The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder’s request for confidentiality that does not comply with this form or a Bidder’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting the Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so, Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder’s request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

### Part 1 – No Confidential Information Provided

#### Confidential Treatment Is Not Requested

Bidder acknowledges that bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this bid response.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid.

***\*Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

**RSM US LLP**

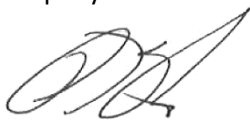
**RFB0721005001**

**CARES Act Funding  
And Accounting  
Management Services**

\_\_\_\_\_  
Company

\_\_\_\_\_  
RFB Number

\_\_\_\_\_  
RFB Title



**Partner**

**July 9, 2020**

**Rodney D. Foster** Signature (required)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*(Proceed to the next page only if Confidential Treatment is requested.)*

## Part 2 - Confidential Treatment is Requested

**The below information is to be completed and signed ONLY if Bidder is requesting confidential treatment of any information submitted in its Bid.**

**NOTE:**

- **Completion of this Form is the sole means of requesting confidential treatment.**
- **A BIDDER MAY NOT REQUEST PRICING FOR BIDS BE HELD IN CONFIDENCE.**

Completion of the Form and Agency's acceptance of Bidder's submission does not guarantee the agency will grant Bidder's request for confidentiality. The Agency may reject Bid entirely in the event Bidder requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

**Please provide the information in the table below. Bidder may add additional lines if necessary or add additional pages using the same format as the table below.**

RFB Section:	Bidder must cite the specific grounds in <i>Iowa Code Chapter 22</i> or other applicable law which supports treatment of the information as confidential.	Bidder must justify why the information should be kept in confidence.	Bidder must explain why disclosure of the information would not be in the best interest of the public.	Bidder must provide the name, address, telephone, and email for the person at Bidder's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid immediately following the transmittal letter. A copy of this document shall be placed in all Bids submitted including the Public Copy.

***\*If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder's submittal to request confidentiality or rejection of the Bid as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid. If signing this Part 2, do not complete Part 1.***

\_\_\_\_\_  
Company

\_\_\_\_\_  
RFB Number

\_\_\_\_\_  
RFB Title

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Attachment #5  
Form of Bid**

**Instructions** – Bidder is to complete the following. Fill out items with blanks. Indicate “yes” or “no” on items requesting agreement. If a “no” response is indicated, exception must be noted on Attachment 3.

**4.1 Bidder Information**

Business Name: RSM US LLP

Official Address: 400 Locust Street, Suite 640, Des Moines, Iowa 50309

Firm's State or Foreign Country of Residence: Iowa

Sales contact: Rodney D. Foster

Telephone Number: (515) 281-9226

Email: rod.foster@rsmus.com

**4.2 Rates**

Position Level	Hourly Rate
Partner	\$350
Senior Manager / Director	\$225
Manager	\$175
Supervisor	\$150
Associate / Senior Associate / Support staff	\$125
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Such rates are to recognize the experience and special skills of the applicable personnel, as well as the complexity of the services to be performed under the Contract.

Based on above position levels and rates and 10,000 hours of work; the blended rate and bid for this contract is:

Blended rate = \$148 x 10,000 hours = \$1,480,000.

#### 4.3 Contract Terms and Conditions

The Contract(s) that the Agency expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the Agency and the successful Bidder shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in the VSS solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the Agency, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the Agency has explicitly accepted the Bidder's objection or amendment in writing. The contract terms and conditions contained in the VSS solicitation will be incorporated into the Contract.

The contract terms and conditions may be supplemented at the time of Contract execution and are provided to enable Bidders to better evaluate the costs associated with the solicitation requirements and the Contract. Bidders should plan on the contract terms and conditions contained in the VSS solicitation being included in any contract awarded as a result of this solicitation. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder. By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment 3. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Bid. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.4 Terms and Conditions

The parties agree to comply with the terms and conditions in the VSS solicitation which are by this reference made a part of the Agreement.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.5 Terms of Pcard Acceptance

The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the following security measures:

- Bidder shall comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised;
- Bidder shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- When accepting orders online, Bidder shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or "https" in the web address;
- When accepting orders by phone, Bidder shall send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Bidder shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
- Bidder shall confirm that the name of purchaser matches the name on the card;



- Bidder shall shred any documentation with credit card numbers.

For additional information, see the [State of Iowa Purchasing Card Policy and Procedures Manual](#), or visit the [State Pcard website](#).

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.6 Specifications

Bidder is able to provide and performed as specified in Section 3. By indicating “yes”, a Bidder agrees that it shall comply with that requirement throughout the full term of the resulting Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder shall provide, if requested, specific references and/or supportive information to verify the Bidder’s compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The Agency reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the Agency determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the Agency may disqualify the Bid. Please enter the required information on the attachment and upload the document.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.7 Bidder Experience

The Bidder must provide a narrative describing the following information regarding its experience:

- Number of years in business
- Number of years of experience with providing the types of goods and/or services sought by the solicitation.
- Describe the level of technical experience in providing the types of goods and/or services sought by the solicitation.
- List all goods and/or services similar to those sought by this solicitation that the Bidder has provided to other businesses or governmental entities.

**RSM US LLP (RSM) was founded in 1926 in Cedar Rapids, Iowa and has grown to be the largest professional services firm in the State of Iowa with over 900 Iowa based employees and over 12,000 employees in 90 offices and 85 cities nationwide with specialized skill sets accessible as a resource to our Iowa based employees if needed.**

**Based on the scope of work outlined in section 4 of this RFB and the specifications DAS has indicated a successful Bidder must satisfy, we believe that RSM is uniquely positioned to meet and exceed your needs in contract assistance for the CARES Act Funding and Accounting Management Services request. We have a deep bench of professionals within the state of Iowa with a working knowledge of the CARES Act and an understanding of its compliance requirements. In addition, as a national firm your local team will work in conjunction with our national level specialists who spend 100% of their time staying apprised in CARES Act legislative changes as they occur.**

**As noted within the scope of work, the State has outlined several tasks and deliverables that require a broad range of expertise from their Contractor. In order for a Contractor to be successful, they will need proven experience in managing and completing large projects, deep subject matter expertise in the services requested and the employee capacity necessary to adequately staff the engagement. RSM is a professional services firm with audit, tax and consulting specialists experienced in working together and delivering on**

**those previously identified success factors.**

**4.8 Terminations, Litigation, Debarment**

The Bidder must provide a narrative describing the following information:

- During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.
- During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Bidder under any of its existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this RFB. If so, indicate the reason for the penalty or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Bidder.
- During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
- During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Bidder or its officers have been a party.
- The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the Bid or termination of any subsequent Contract.
- This is a continuing disclosure requirement. Any such matter commencing after submission of a Bid, and with respect to the successful Bidder after the execution of a Contract, must be disclosed in a timely manner in a written statement to the Agency.

**RSM is committed to carrying out business fairly, honestly and openly. It is not our policy to comment on matters concerning default on public contracts. However, there are no pending or actual matters that could reasonably be expected to impact our ability to serve our clients generally, or to provide the services contemplated by this proposal.**

**RSM US LLP is a national provider of accounting, tax and consulting services. Like other professional services firms, we engage in matters with legal and regulatory implications as a part of doing business. At any given time, most public accounting firms have ongoing legal activity. As is customary within the accounting profession and other professional practices, RSM does not disclose information pertaining to legal proceedings. Settlements and regulatory activity often involve matters that are subject to confidentiality agreements and orders that prohibit comment. However, there are no pending or actual claims that could reasonably be expected to impact our ability to serve our clients generally, or to provide the services contemplated by this proposal.**

**RSM US LLP has over 900 partner/principal owners based across the Country. The Iowa-based partners representing the Bidder on this engagement will be Rodney D. Foster, Jaci Dammeier and James A. Beal. As it relates to Mr. Foster, Ms. Dammeier and Mr. Beal and any employees that will be utilized on this engagement, all answers to the above questions and/or information requests is NO/NONE.**

#### **4.9 Personnel/Education**

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

- Full Name
- Education and/or Certification
- Years of experience and employment history particularly as it relates to the requirements of the solicitation.

**Based on the scope of services within this RFB, RSM anticipates having several key personnel that will be assigned to your team as Task Orders are built out and begin to mobilize. Initially, we have identified Jaci Dammeier, Assurance Partner, James A. Beal, Tax Partner and Rodney D. Foster, Des Moines Office Managing Partner and Assurance Partner to be the key personnel involved in leading the coordination and execution of work performed by our service team. See attached resumes. As services progress and Task Orders are assigned, we will provide additional resumes for your review and approval.**

#### **4.10 Bidder Reference**

The Bidder shall provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing services similar to the services described in this solicitation and a contact person and telephone number for each reference. Attach a document with the required information.

- **Tim Waddell, administrator for the community development division of the Iowa Economic Development Authority. (515) 240-3746**
- **Bret Mills, president of Conlin Properties and former director of the Iowa Finance Authority and Iowa Department of Economic Development. (515) 246-8016**
- **Carolann Jensen, state relationships officer at Iowa State University and former Chief Operating Officer for Iowa Finance Authority. (515) 294-7239**

#### 4.11 Preference

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State or Foreign Country of Bidder's residence. Enter the resident preference in the text box or indicate no preference.

**Bidder's state has a preference law:** Yes ☒ No ☐ **Bidder's state** \_\_\_\_\_

**RSM's default jurisdiction is the state of Illinois, as that is our legal principal place of business. However, RSM is typically willing to accept any US state jurisdiction, so long as there's some connection to the engagement in dispute. For the Iowa Department of Administrative Services, since it is the state in which the organization is located and the state in which your RSM engagement team is located, then RSM would accept this as the jurisdiction for any litigation disputes arising related to this agreement.**

#### 4.12 Silence of Specification

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.13 Criminal History and Background Information

The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the Contract.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**RSM has over 12,000 employees nationwide and over 900 in the State of Iowa. Our firm policy is to conduct background checks on substantially all employees and a copy of our policy will be provided to the State upon request. In addition, if selected as your Contractor, we will provide the Agency with all information needed on the RSM employees assigned to your project to conduct any criminal history and/or other background investigations necessary.**

#### 4.14 FOB Destination, Freight Prepaid

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.15 Payment Terms

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

What discount will you give for payment in 15 days? none

What discount will you give for payment in 30 days? none

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.16 Public Entities (Political Subdivisions)**

The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.17 Financial Information**

The Bidder must provide the following financial information: Submit audited financial statements for the last 3 years. Provide a minimum of three (3) financial references. Please enter the required information in the text box or attach a document with the required information.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**As a limited liability partnership, RSM US has no requirement to prepare financial statements for external release and does not have an audited financial statement within the last 3 years. We affirm, however, that RSM has the capacity—both in size and financial strength. For the most recent fiscal year ended April 30, 2020, RSM reported revenue of \$2.7 billion, an increase of 11.1% in comparison to the prior year. The average of our last three fiscal years of revenue is \$2.4 billion.**

**Three financial references are as follows:**

**US Bank**

**Linda J. Perlick, Private Banking Associate  
800 Nicollet Mall, Minneapolis, MN 55402  
Phone: 612 303 3191  
Email: [Linda.Perlick@usbank.com](mailto:Linda.Perlick@usbank.com)**

**The Marquette**

**710 Marquette Ave  
Minneapolis, MN 55402  
612-376-7440**

**Flo-Tech**

**699 Middle St  
Middletown, CT 06457  
860-613-3333**

**4.18 Firm Contract Pricing**

Any contract that results from this bid will have firm pricing for one year.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.19 Invoicing

All invoicing will be submitted to the attention of "Accounts Payable" and addressed to the facility receiving the goods or services. The State shall pay the Contractor monthly, within the period of time provided for by applicable State statute, after receipt of the Contractor's invoice for the goods and/or services supplied by the Contractor in the prior calendar month. The invoice will be itemized with a description goods or services provided that corresponds directly to a line item on the Contractual Agreement or Master Agreement that results from this RFB. Each line should also list the quantity, unit of measure, price per unit of measure, line item totals and invoice total. The remit to address on the invoice must match the remit to address that was submitted with registration to do business with the State of Iowa. Payment terms on the invoice must match the payment terms agreed to in the RFB bid submission.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.20 Best and Final Offers

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining "best and final offers." To obtain best and final offers from Bidders, the Issuing Officer may do one or more of the following: enter into pre-selection negotiations, including the use of an on-line auction; schedule oral presentations; and request revised Bids.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

#### 4.21 Adjustments in Pricing

Adjustments in pricing shall be at the discretion of the Issuing Officer.

- Original pricing shall remain firm and fixed for at least 365 calendar days after the effective date of the contract.
- Not produce a higher profit margin than that on the original contract.
- Clearly identify the items impacted by the increase.
- Be filed with State Procurement Coordinator a minimum of 60 calendar days before the effective date of proposed increase.
- Be accompanied by documentation acceptable to the State Procurement Coordinator sufficient to warrant the increase.
- United States published indices such as the Producer Price Index or other government data will be referenced to help substantiate the Bidder's documentation. Informational Only: At the time of publishing of the IFB, one related PPI appears to be (WPU): 05310105- Natural Gas (others may exist). A link to the PPI Commodity Data is available at:  
<https://www.bls.gov/ppi/>
- The Adjustment shall remain firm and fixed for at least 365 days after the effective date of the adjustment.
- Must not deviate from the contract pricing scheme/methodology.
- During the contract period, any cost reductions to Contractor shall be reflected in a reduction of the contract price retroactive to Contractor's effective date.
- During the term of this contract, should the Contractor enter into pricing agreements with other customers providing greater benefits or lower pricing, Contractor shall immediately amend the State contract to provide similar pricing to the State if the contract with other customers offers similar usage quantities, and similar conditions impacting pricing. Contractor shall immediately notify the State Procurement Coordinator of any such contracts entered into by Contractor.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.22 Pricing**

Pricing must include all delivery, packaging and administrative costs including, but not limited to, any US import charges associated with the product. There shall be no minimum order quantities or total order amount required from the agency, by the respondent. All bid pricing must be rounded to the nearest hundredth (0.00), US currency.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.23 Pricing Restrictions**

Pricing restrictions shall be disclosed at the time of bid. Bidders with pricing restrictions will be taken into consideration for minimum order quantities or total order amount required from the ordering agency.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.24 Staffing**

Bidder attests to having greater than 50 full-time staff permanently located within the State of Iowa.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.25 Staffing - Principal**

Bidder attests the Partner/Principal/Managing Director for this project is permanently located within the State of Iowa.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.26 Firm Experience**

Bidder has demonstrated experience in federal regulatory and program compliance and federal funding controls and tracking.

**Bidder has read and agrees to this section:** Yes ☒ No ☐

**4.27 Firm Experience**

Bidder has experience and working knowledge of State of Iowa local government structure.

**Bidder has read and agrees to this section:** Yes ☒ No ☐



## **Jaci Dammeier**

Partner, Audit Services  
RSM US LLP  
Des Moines, Iowa  
jaci.dammeier@rsmus.com  
+1 515 558 6676

### **Summary of experience**

Jaci has been with the firm for 19 years and serves as an audit partner on two of our firm's highly specialized industry teams.

As a real estate/construction specialist, Jaci provides general business advisory services, planning and coordinating audit engagements as well as researching and resolving accounting issues. Within real estate, her primary focus includes multifamily housing, property management companies, real estate investment funds, Low-Income Housing Tax Credit projects and United States Department of Housing and Urban Development projects. Within construction, Jaci works primarily with general contractors, specialty subcontractors, electrical contractors, dirt movers and bridge builders.

As a nonprofit specialist, she focuses on providing audit, consulting and reporting services to nonprofits, higher education organizations and foundations. Jaci is a firm-certified nonprofit industry expert and maintains a Yellow Book designation required for audits in accordance with *Government Auditing Standards*.

### **Professional affiliations and credentials**

- Certified public accountant
- American Institute of Certified Public Accountants
- Iowa Society of Certified Public Accountants
- Central Association of College and University Business Officers
- Housing Credit Certified Professional

### **Education**

- Bachelor of Arts, accounting, University of Northern Iowa

### **Additional information**

Jaci is currently a member of the RSM US Foundation board of directors. In addition, Jaci is the past treasurer of the University of Northern Iowa accounting advisory board and Hawthorn Hill, a local nonprofit agency providing low-income housing services.





## **Jim Beal**

Partner, Tax Services

RSM US LLP

Des Moines, Iowa

[jim.beal@rsmus.com](mailto:jim.beal@rsmus.com)

+1 515 281 9287

## **Summary of experience**

Jim coordinates the wide range of services to business and their owners in a variety of industries. Jim is a native of Des Moines and has been with the firm since 1992. He provides consulting knowledge to clients in income and estate tax planning. He also provides consulting services in business planning, business purchase/sale and all manner of real estate transactions.

Jim serves as a local and regional leader of the firm's real estate client service group. This group provides professional services to contractors and real estate owner, developer and investor entities. Jim also leads professionals in serving subsidized development projects including vertical projects utilizing the Low-Income Housing Tax Credit, Historic Rehabilitation Credits, New Markets Tax Credits and various state and local tax credits and incentives.

Jim is past chair of ANAWIM Housing, Inc., Riverfront YMCA in Des Moines and board treasurer of Cross Trainer Ministries and Amanda Cares, Inc. He is an instrument rated private pilot.

## **Professional affiliations and credentials**

- Certified public accountant, Iowa
- Certified management accountant
- American Institute of Certified Public Accountants
- Housing credit certified professional
- Iowa Society of Certified Public Accountants
- National Council of State Housing Agencies
- National Association of Home Builders

## **Education**

- Bachelors of Science, accounting, *high honors*, University of Northern Iowa



## **Rodney D. Foster**

Partner, Assurance Services  
RSM US LLP  
Des Moines, Iowa  
rod.foster@rsmus.com  
+1 515 281 9226

### **Summary of experience**

With over 35 years of experience, Rod provides a wide range of assurance and advisory services to clients primarily based in the Midwest. Rod also serves as office managing partner (OMP) for the Des Moines and Mason City offices, is market leader (ML) for the Omaha, Lincoln and Kansas City offices and is a member of the Firm's eight-state Central Region management team.

Advisory services provided by Rod include those related to general business planning, project management and client defined agreed upon procedures.

### **Professional affiliations and credentials**

- Certified public accountant
- Iowa Society of Certified Public Accountants  
— Board of Directors and Past Chair
- American Institute of Certified Public Accountants
- Institute of Management Accountants

### **Education**

- Bachelor of Arts, accounting, University of Northern Iowa
- RSM Business Advisor Program, University of Chicago

### **Additional Information**

Active in the community, Rod has been involved with the Greater Des Moines Leadership Institute, the Greater Des Moines Partnership and the Greater Des Moines Committee. He is currently a board member of Junior Achievement of Central Iowa. He has also twice served as chairman of the University of Northern Iowa Accounting Advisory Council and continues to serve as a member of the Council. He is also a member of the Drake University School of Accounting Advisory Council.



July 7, 2020

To: All Potential Respondents  
From: Karl Wendt, Purchasing Agent  
Subject: RFB0721005001 – CARES Act Management Services

**Addendum One**

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

- Q1. Does Iowa DAS has its own Tracking & Reporting software system or should we provide system for tracking and reporting?  
A1. Contractor is provide process and tools for tracking and reporting.
- Q2. What is the RFB Response Format?  
A2. Complete Attachments 1-5 and provide the narratives requested in Attachment #5 - Form of Bid.

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

I hereby acknowledge receipt of this addendum.

Signature

July 9, 2020

Date

Rodney D. Foster

Typed or Printed Name



July 7, 2020

To: All Potential Respondents  
From: Karl Wendt, Purchasing Agent  
Subject: RFB0721005001 – CARES Act Management Services

**Addendum Two**

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

- Q1. Does the Iowa DAS expect the majority of this work to be completed at the contractor's location or onsite at DAS or some combinations thereof?
- A1. The selected contractor will complete work at the contractor's location.

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

I hereby acknowledge receipt of this addendum.

Signature

July 9, 2020

Date

Rodney D. Foster

Typed or Printed Name



July 8, 2020

To: All Potential Respondents  
From: Karl Wendt, Purchasing Agent  
Subject: RFB0721005001 – CARES Act Management Services

**Addendum Three**

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

- Q1. Section 5.1 paragraph 4 specifically provides for an “auto – award” feature that what preclude the vendor from a negotiation process. Would the State be open to clarifying or issuing an amendment removing the auto award feature?
- A1. In summary, Section 5.1 states that we will award to the responsive and responsible bidder with the lowest cost. It further outlines our options as far as negotiating a contract. The auto-award, as it is referred to, will not be removed. In the scenario where the lowest cost, responsive and responsible bidder has no exceptions, no negotiation is needed.
- Q2. Section 5.2.2 relates to Limitation of Liability and indicates the State has limited circumstances under Iowa law which a limitation of liability could be agreed to. Can the State clarify or issue an amendment to address whether the work requested under this RFB meets the limited circumstances provision referenced to in this section?
- A2. The State of Iowa cannot agree to a limitation of liability in non-IT contracts.

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

I hereby acknowledge receipt of this addendum.

Signature

Rodney D. Foster

Typed or Printed Name

July 9, 2020

Date