

REQUEST FOR PROPOSAL

RFP COVER SHEET

Administrative Information:

TITLE OF RFP:	Electronic application submission and tracking system for air quality permits.	RFP Number:	1217542003
Lead Agency:	Department of Administrative Services (DAS) on behalf of Department of Natural Resources (DNR)		
DNR seeks to purchase:	Off the Shelf software system for submitting air pollution control permit applications (Construction and Title V Operating Permit applications) to DNR with minimal customization; System should be sharable, configurable, and adaptable for other environmental permitting media.	Available to Political Subdivisions?	Yes
Number of mos. or yrs. of the initial term of the contract:	2 years	Number of possible annual extensions:	4
Anticipated Contract term beginning:	Date: 1/1/2017	Ending:	Date: 12/31/2018
State Issuing Officer:			
Name: Ken Discher, Department of Administrative Services Purchasing Agent III			
Phone, e-Mail, and Fax: 515-281-6380, ken.discher@iowa.gov, 515-725-2064			
Mailing Address: Department of Administrative Services (DAS) Central Procurement and Fleet Services Enterprise 1305 E. Walnut St. Hoover Bldg. – Level 3 Des Moines, IA 50319			
PROCUREMENT TIMETABLE—Event or Action:		Date/Time (Central Time):	
State Posts Notice of RFP on TSB website		Sept. 8, 2016	
State Issues RFP		Sept. 13, 2016	
MANDATORY Pre-Proposal Conference Location and Address: Sept. 28, 2016 from 1 - 3:30 pm Air Quality Bureau 7900 Hickman Road, Suite 1 Windsor Heights, IA Is Pre-Proposal Conference mandatory? Yes If unable to attend in-person, Conference Call Information: Dial (866) 685-1580 Access Code: 5152425296 If a map is needed, contact the Issuing Officer.			

RFP written questions, requests for clarification, and suggested changes from Vendors DUE (Submit questions to: Ken.Discher@iowa.gov) :		Oct. 5, 2016 COB
State's written response to RFP questions, requests for clarifications and suggested changes DUE:		Oct. 12, 2016
Proposals DUE Date:		Date: Oct. 31, 2016
Proposals Anticipated Due Time:		Time: 3PM Central
Approximate Period for Vendor Presentations		Nov. 15-22, 2016
Approximate Date to issue Notice of Intent to Award:		Date: Dec. 1, 2016
Approximate Date to execute contract:		Date: Jan. 1, 2017
Relevant Websites:	Web-address:	
Internet website where Addenda to this RFP will be posted:	http://bidopportunities.iowa.gov/?pgname=viewall	
Internet website where contract terms and conditions are posted:	http://bidopportunities.iowa.gov/?pgname=viewall	
Number of Copies of Proposals Required to be Submitted:		1 Original, 1 Digital, & 2 Copies
Firm Proposal Terms Per Section 3.2.9, the minimum Number of Days following the deadline for submitting proposals that the Vendor guarantees all proposal terms, including price, will remain firm:		240 Days

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This attachment contains software design suggestions developed by the State of Iowa

Attachment 7a – Construction Permit Application Forms

Attachment 7b – Construction Permit Application Instructions

Attachment 7c - Construction Permit Templates & Registrations

Attachment 8a – Title V Operating Permit Application Forms

Attachment 8b – Title V Operating Permit Application Instructions

Attachment 9 – Data Flow Modules

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Attachment 11 – Agreement Template & Special Terms and Conditions

SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from Responsible Vendors to provide the goods and/or services identified on the RFP cover sheet and further described in Section 4 of this RFP to the Department of Natural Resources (DNR) identified on the RFP cover sheet. The State of Iowa intends to award a Contract(s) beginning and ending on the approximate dates listed on the RFP cover sheet, and the State, in its sole discretion, may extend the Contract(s) for up to the number of annual extensions identified on the RFP cover sheet.

1.2 Definitions

For the purposes of this RFP and the resulting contract, the following terms shall mean:

“Application” means a software application program designed to perform a specific function directly for the user.

“AQWebApps” means the DNR database that provides reports from SPARS.

“Attainment” means an area that has air quality that meets the National Ambient Air Quality Standards as defined in the Clean Air Act.

“Construction Permits” means a pre-construction permit issued under the New Source Review program. New Source Review (NSR) permitting requires stationary sources (any building, structure, facility or installation that emits or may emit any regulated air pollutant or any pollutant listed under the Clean Air Act) to obtain permits before construction begins for both major and minor sources of air pollution.

“Construction Permit Search” means the DNR database that provides external users a resource for tracking status of construction permitting projects, publishing draft construction permits for public comment, and publishing final construction permits.

“Contract” means the contract(s) entered into with the successful Vendor(s) as described in Section 6.1.

“Department or DNR” means the Iowa Department of Natural Resources, the Participating Agency in this RFP. Any resulting contract will be entered into between the Vendor and DNR.

“Facility” means a regulated entity that emits or has the potential to emit any regulated air pollutant or any pollutant listed under the Clean Air Act.

“Facility Explorer” means the DNR database used for locating facilities on a map, viewing facility information for state regulated programs. It is a component of the state’s One Stop Data Warehouse.

“General Terms and Conditions” shall mean the General Terms and Conditions for Services Contracts as referenced on the RFP cover page.

“Greenfield Facility” means any facility being built on agricultural land, forest land or some other undeveloped site.

“Greenhouse Gases” means the aggregate group of six greenhouse gases that include carbon dioxide, nitrous oxide, methane, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

“Hazardous Air Pollutant” means any of the air pollutants listed in Section 112 of the Clean Air Act.

“Lead Agency” means the Department of Administrative Services (DAS), which is the agency identified on the RFP cover sheet as the Lead Agency. DAS is the chief coordinator and issuer of the RFP. Please note that the DNR, and not DAS, will execute the Resulting Contract.

“Modeling” means the process of conducting local scale dispersion modeling, or regional scale modeling. Modeling is used to predict the air quality impact of new or modified emission sources.

“Non-attainment” means an area considered to have air quality that does not meet the National Ambient Air Quality Standards as defined in the Clean Air Act.

“Non-attainment Permits” means a subset of New Source Review construction permits for major sources of pollution in non-attainment areas which serve to ensure there is no impediment towards progress in attaining the air quality standards.

“Participating Agency” means the Iowa Department of Natural Resources, the Participating Agency in this RFP. Any resulting contract will be entered into between the Vendor and DNR.

“Permit Application” means application form(s) completed by a facility requesting a Construction or Title V Operating Permit issued by DNR.

“Proposal” means the Vendor’s proposal submitted in response to the RFP.

“PSD Permits” means a subset of New Source Review construction permits for major sources of pollution in attainment or unclassifiable areas which serve to prevent significant deterioration of air quality in those areas.

“Responsible Vendor” means a Vendor that has the capability in all material respects to perform the specifications of the Contract. In determining whether a Vendor is a Responsible Vendor, DNR may consider various factors including, but not limited to, the Vendor’s competence and qualifications to provide the goods or services requested, the Vendor’s integrity and reliability, the past performance of the Vendor and the best interest of the Agency and the State.

“Responsive Proposal” means a Proposal that complies with the material provisions of this RFP.

“RFP” means this Request for Proposals and any attachments, exhibits, schedules or addenda hereto.

“SIP” means the State Implementation Plan which identifies how the state will attain and maintain the primary and secondary National Ambient Air Quality Standards set forth in the Clean Air Act.

“SLEIS” means State and Local Emission Inventory System. This is the current electronic emission inventory reporting system.

“SPARS” means State Permitting and Air Reporting System. This is the current electronic permit application system DNR is seeking to replace.

“Special Terms and Conditions” means additional terms and conditions provided by the state as part of this RFP.

“Stack Test Database” means the DNR database used by Air Quality staff to indicate testing has been required of a facility in its permits. The database tracks the testing of facility exhaust stacks and the results of those tests.

“State” means the State of Iowa, the Agency identified on the Contract Declarations & Execution Page(s), and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFP.

“Title V Operating Permits” means any permit as required according to Title V of the federal Clean Air Act, including permits for those facilities with potential emissions exceeding 100 tons per year of any air pollutant subject to regulation or 25 tons per year of any combination of hazardous air pollutant or 10 tons per year of any individual hazardous air pollutant. In addition, select smaller industries are subject under Title V due to New Source Performance Standards (NSPS) or National Emissions Standards for Hazardous Air Pollutants (NESHAP) as well as solid waste incinerators.

“Unclassifiable” means that due to no data or insufficient data, the EPA cannot make a determination of the air quality in an area.

“Vendor” means a company submitting a proposal in response to this RFP.

1.3 Overview of the RFP Process

Vendors will be required to submit their Proposals in hardcopy and on CD-ROM. It is the Lead Agency’s intention to evaluate Proposals from all Responsible Vendors that submit timely Responsive Proposals, and award the Contract(s) in accordance with Section 5, Evaluation and Selection.

1.4 Background Information

This RFP is designed to provide Vendors with the information necessary for the preparation of competitive Proposals. The RFP process is for the Lead Agency and the Participating Agency’s (DNR’s) benefit and is intended to provide the State of Iowa with competitive information to

assist in the selection process. It is not intended to be comprehensive. Each Vendor is responsible for determining all factors necessary for submission of a comprehensive Proposal.

1.4.1 The Iowa Department of Natural Resources Air Quality Bureau (Air Quality Bureau) is seeking a qualified Vendor to provide a software solution to replace its legacy system for electronic permit application submission and tracking. The Air Quality Bureau plans to use the new system to accept and process applications for Air Quality Construction Permits, PSD Permits, Non-attainment permits, and Title V Operating permits. The Participating Agency prefers an Off the Shelf product with minimal customization required that is sharable, configurable, and scalable for other environmental permitting media. The purpose of this project is to replace the currently used State Permitting and Air Reporting System (SPARS).

The federal Clean Air Act and Iowa law require businesses emitting pollutants to the atmosphere to install pollution control equipment and to meet specific emissions limitations. The Air Quality Bureau is responsible for the review and approval of pre-construction air permits in Iowa. When a business wishes to construct, install or alter its manufacturing processes, it must apply for a construction permit from the Air Quality Bureau.

More detailed analyses are required for large and complex construction permit projects. This includes those that involve Prevention of Significant Deterioration (PSD), Non-Attainment New Source Review, State Implementation Plan (SIP) maintenance areas, sources wanting to avoid these requirements, major brand new (Greenfield) facilities, etc. These more detailed analyses recognize the impact larger sources of pollution can have on a region.

Title V of the federal Clean Air Act and Iowa law also require that large facilities, including facilities that have the potential to emit more than 100 tons of certain air pollutants to the outside atmosphere, obtain operating permits. Operating permits are issued to facilities after operation has begun. The Air Quality Bureau is responsible for the issuance of operating permits, which are designed to ensure that equipment continues to perform as designed, and to protect ambient air quality.

Complete and accurate permit applications assist businesses in meeting air quality expectations regarding construction and operation of their facilities and are essential to positive economic growth in the state.

SPARS, the existing system for submitting electronic applications for Construction and Title V Operating Permits, is written in software not widely supported, PowerBuilder. SPARS relies on a web interface plugin, Apeon, to connect to an Oracle Database.

SPARS Forms are not current and use of the system to submit permit applications has dropped significantly. Specifically,

1. Industry submits <1% of Construction Permit applications electronically
2. Industry submits 14% of Title V Operating Permit applications electronically

In summary, most permit applications in the last 2 years have been submitted on paper forms. Current forms are attached as part of this RFP as RFP-DNR eApp-Attachment 7a-Construction Permit Application Forms, RFP-DNR eApp-Attach 7b-Construction Permit Application Instructions, RFP-DNR eApp-Attach 7c-Construction Permit Templates & Registrations, RFP-DNR

eApp-Attach 8a-Title V Operating Permit Application Forms, and RFP-DNR eApp-Attach 8b-Title V Operating Permit Application Instructions. Participating Agency's proposed future e-Application system is described in RFP-DNR eApp-Attachment 6-Software Requirements Specifications (SRS). The new system must collect all of the information currently captured in the paper forms and be adaptable to changes in bureau needs and regulatory changes. Vendor proposals are expected to be designed to capture all of the required information. The state is interested in receiving proposals providing alternative means to collect and capture the required information which will result in improving the user experience, reducing data entry requirements and errors, and increasing government productivity. Vendors are invited to propose alternative solutions and improvements to the current DNR system in some or all parts of their proposed new DNR system.

1.4.2 The Vendor proposal must demonstrate satisfactory knowledge of air quality permit processes. The Participating Agency encourages potential vendors to visit the DNR Air Quality website at <http://www.iowaCleanAir.gov>. Air Quality permitting is a complex function. Any application considered must be able to accommodate many-to-one relationships between units of process equipment and emission points (stacks/vents). It must be able to store chemical names and emission rates, such as tons per year or pounds per hour. It must be able to store attachments such as photos, process maps, spreadsheets and word processing documents.

1.4.3 The Participating Agency is seeking a tool that will be used specifically for Air Quality, but that may also be configured for reuse for other environmental permitting systems within the Iowa DNR. Iowa is one of nine states that participated in the EPA's *E-enterprise Scoping Report Surveying and Assessing State Use of Electronic Permitting Systems*. There is a significant level of national interest in electronic permit applications.

This project will result in a modularized e-application system that can serve as the framework and starting point for building additional environmental e-permitting systems for use by other state and local agencies.

Outcome goal: An electronic permit application system and documentation that can be used by other agencies and government entities interested in adopting electronic solutions for environmental permitting programs.

SECTION 2 ADMINISTRATIVE INFORMATION
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2.1 Issuing Officer

The Issuing Officer identified in the RFP cover sheet is the sole point of contact regarding the RFP from the date of issuance until a Notice of Intent to Award the Contract is issued.

2.2 Restriction on Communication

From the issue date of this RFP until a Notice of Intent to Award the Contract is issued, Vendors may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted as provided in Section 2.6. Oral questions related to the interpretation of this RFP will not be accepted. Vendors may be disqualified if they contact any state employee other than the Issuing Officer about the RFP except that Vendors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

2.3 Downloading the RFP from the Internet

The RFP document and any addenda to the RFP will be posted at <http://bidopportunities.iowa.gov/?pgname=viewall>. The Vendor is advised to check the website periodically for Addenda to this RFP, particularly if the Vendor downloaded the RFP from the Internet as the Vendor may not automatically receive addenda. It is the Vendor's sole responsibility to check daily for addenda to posted documents.

2.4 Procurement Timetable

The dates provided in the procurement timetable on the RFP cover sheet are provided for informational and planning purposes. The Lead Agency reserves the right to change the dates. If the Lead Agency changes any of the deadlines for Vendor submissions, the Lead Agency will issue an addendum to the RFP.

2.5 Pre-Proposal Conference

A **Mandatory** Pre-Proposal Conference will be held on **September 28th, from 1:00 to 3:30 p.m.** at Air Quality Bureau, 7900 Hickman Road, Suite 1, Windsor Heights, IA. **Potential bidders unable to attend in-person may participate by conference call. Conference call information and phone numbers are provided on the RFP cover sheet (page 1).** The purpose of the pre-proposal conference is to discuss with prospective Vendors the work to be performed and allow prospective Vendors an opportunity to ask questions regarding the RFP. Oral discussions at the pre-proposal conference shall not be considered part of the RFP unless confirmed in writing by the Lead Agency and incorporated into this RFP. The conference may be recorded. Questions asked at the conference that cannot be adequately answered during the conference may be deferred.

The Lead Agency shall reject Proposals submitted by Vendors who do not attend the pre-proposal conference in-person or via conference call.

2.6 Questions, Requests for Clarification, and Suggested Changes

Vendors are invited to submit written questions and requests for clarifications regarding the RFP. Vendors may also submit suggestions for changes to the specifications of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the

Issuing Officer before the date and time listed on the RFP cover sheet (page 2). Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Vendor shall reference the page and section number(s). The Lead Agency will post written responses to questions, requests for clarifications, or suggestions received from Vendors on before the date listed on the RFP cover sheet. The Lead Agency's written responses will become an addendum to the RFP. If the Lead Agency decides to adopt a suggestion that modifies the RFP, then the Lead Agency will issue an addendum to the RFP. A copy of the vendor written questions and State answers will be posted in the form of an addendum at: <http://bidopportunities.iowa.gov/?pgrname=viewall>.

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

2.7 Amendment to the RFP

The Lead Agency reserves the right to amend the RFP at any time using an addendum or amendment. The Vendor shall acknowledge receipt of all addenda in its Proposal. If the Lead Agency issues an addendum or amendment after the due date for receipt of Proposals, the Lead Agency may, in its sole discretion, allow Vendors to amend their Proposals in response to the addendum or amendment if necessary.

2.8 Amendment and Withdrawal of Proposal

The Vendor may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Vendor and received by the time set for the receipt of Proposals. Electronic mail and faxed amendments will not be accepted. Vendors must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw their Proposals.

2.9 Submission of Proposals

The Lead Agency must receive the Proposal at the Issuing Officer's address identified on the RFP cover sheet before the "Proposals Due" date and time listed on the RFP cover sheet. **This is a mandatory specification and will not be waived by the Lead Agency. Any Proposal received after this deadline will be rejected and returned unopened to the Vendor.** Vendors mailing Proposals must allow ample mail delivery time to ensure timely receipt of their Proposals. It is the Vendor's responsibility to ensure that the Proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the Proposal. Electronic mail and faxed Proposals will not be accepted.

Vendors must furnish all information necessary to enable the Lead Agency and Participating Agency to evaluate the Proposal. Oral information provided by the Vendor shall not be considered part of the Vendor's Proposal unless it is reduced to writing.

2.10 Proposal Opening

The Lead Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Evaluation Committee has reviewed all of the Proposals submitted in response to this RFP and Lead Agency has issued a Notice of Intent to Award a Contract. See Iowa Code Section 72.3. However, the names of Vendors who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of

Vendors who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.11 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

2.12 No commitment to Contract

The Lead Agency reserves the right to reject any or all Proposals received in response to this RFP at any time prior to the execution of the Contract. Issuance of this RFP in no way constitutes a commitment by the State of Iowa to award a contract.

2.13 Rejection of Proposals

The Lead Agency may reject outright and not evaluate a Proposal for reasons including without limitation:

2.13.1 The Vendor fails to deliver the cost proposal in a separate envelope.

2.13.2 The Vendor acknowledges that a mandatory specification of the RFP cannot be met.

2.13.3 The Vendor's Proposal changes a material specification of the RFP or the Proposal is not compliant with the mandatory specifications of the RFP.

2.13.4 The Vendor's Proposal limits the rights of the Lead Agency or any Participating Agency.

2.13.5 The Vendor fails to include information necessary to substantiate that it will be able to meet a specification of the RFP as provided in Section 3 of this RFP.

2.13.6 The Vendor fails to timely respond to Lead Agency's request for information, documents, or references.

2.13.7 The Vendor fails to include Proposal Security, if required.

2.13.8 The Vendor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as provided in Section 3 of this RFP.

2.13.9 The Vendor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP or otherwise fails to comply with the specifications of this RFP.

2.13.10 The Vendor initiates unauthorized contact regarding the RFP with state employees.

2.13.11 The Vendor provides misleading or inaccurate responses.

2.13.12 There is insufficient evidence (including evidence submitted by the Vendor and evidence obtained by Lead Agency from other sources) to satisfy Lead Agency that the Vendor is a Responsive Vendor.

2.13.13 The Vendor alters the language in Attachment 1, Certification Letter or Attachment 2, Authorization to Release Information letter.

2.14 Nonmaterial Variances

The Lead Agency reserves the right to waive or permit cure of nonmaterial variances in the Proposal if, in the judgment of the Lead Agency, it is in the State's best interest to do so. Nonmaterial variances include but are not limited to: minor failures to comply that do not affect overall responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Vendors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the specifications of the RFP. In the event the Lead Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP specifications or excuse the Vendor from full compliance with RFP specifications or other Contract specifications if the Vendor is awarded the Contract. The determination of materiality is in the sole discretion of the Lead Agency.

2.15 Reference Checks

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

2.16 Information from Other Sources

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

2.17 Verification of Proposal Contents

The content of a Proposal submitted by a Vendor is subject to verification. If the Lead Agency determines in its sole discretion that the content is in any way misleading or inaccurate, the Lead Agency may reject the Proposal.

2.18 Proposal Clarification Process

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

2.19 Disposition of Proposals

All Proposals become the property of the State and shall not be returned to the Vendor. Once the Lead Agency issues a Notice of Intent to Award the Contract, the contents of all Proposals will be in the public domain and be available for inspection by interested parties, except for information for which Vendor properly requests confidential treatment or according to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.20 Public Records and Requests for Confidential Treatment

The Lead Agency's release of public records is governed by Iowa Code chapter 22. Iowa Department of Natural Resources' (DNR) public records are governed by 561 Iowa Administrative Code Chapter 2. Vendors are encouraged to familiarize themselves with Chapter 22 and 561 Iowa Administrative Code Chapter 2 before submitting a Proposal. The State of Iowa will copy and produce public records upon request as required to comply with public record laws (including Chapter 22 and other applicable law) and will treat all information submitted by a Vendor as non-confidential records unless Vendor requests specific parts of the Proposal 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.**

A Vendor requesting confidential treatment of specific information must: (1) fully complete Form 22, (2) identify the request in the transmittal letter with the Vendor's Proposal, (3) conspicuously mark the outside of its Proposal as containing confidential information, (4) mark each page upon which confidential information appears, and (5) 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 Vendor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material 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 Vendor to respond to inquiries by the Lead Agency concerning the confidential status of such material.

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

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

If Lead Agency receives a request for information that Vendor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material,

Vendor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Vendor fails to do so, Lead Agency may release the information or material with or without providing advance notice to Vendor and with or without affording Vendor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Vendor fails to comply with the request process set forth herein, if Vendor's request for confidentiality is unreasonable, or if Vendor rescinds its request for confidential treatment, the State of Iowa may release such information or material with or without providing advance notice to Vendor and with or without affording Vendor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Release of records by the Department of Natural Resources shall be consistent with 561 Iowa Administrative Code Chapter 2.

2.21 Copyright Permission

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

2.22 Release of Claims

By submitting a Proposal, the Vendor agrees that it will not bring any claim or cause of action against the State of Iowa based on any misunderstanding concerning the information provided in the RFP or concerning the Lead Agency's or any Participating Agency's failure, negligent or otherwise, to provide the Vendor with pertinent information in this RFP.

2.23 Vendor Presentations

Vendors may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Lead Agency and any Participating Agencies. The presentation may include slides, graphics and other media selected by the Vendor to illustrate the Vendor's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.24 Evaluation of Proposals Submitted

Proposals that are timely submitted and are not rejected will be reviewed in accordance with Section 5 of the RFP. The Lead Agency and Evaluation Committee will not necessarily award a contract resulting from this RFP to the Vendor offering the lowest cost. Instead, the Lead Agency will award the Contract(s) to the Responsible Vendor(s) whose Responsive Proposal the Evaluation Committee believes will provide the best value to the Lead Agency and the Participating Agencies.

2.25 Award Notice and Acceptance Period

Notice of Intent to Award the Contract(s) will be sent to all Vendors submitting a timely Proposal and may be posted at the website shown on the RFP cover sheet. 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 or such other time as designated by the Lead Agency. If the successful Vendor fails to negotiate and deliver an executed Contract by that date, the Lead Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Vendor the Lead Agency believes will provide the best value to the State.

2.26 No Contract Rights until Execution

No Vendor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Vendor and the Lead Agency.

2.27 Choice of Law and Forum

This RFP and the Contract shall be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP 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. Vendors are responsible to determine the applicability of this 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 No Minimum Guaranteed

The Lead Agency does not guarantee any minimum level of purchases under the Contract.

2.30 Appeals

Appeals of the Notice of Intent to Award are governed by the Lead Agency's vendor appeal process. Vendors may obtain information about the appeal process from the Issuing Officer and at Iowa Administrative Code chapters 11-7 and 11-117.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be typewritten on 8.5" x 11" paper and sent in sealed envelope. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such and placed in a separate sealed envelope. The envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. The envelopes shall be labeled with the following information:

RFP Number: RFP1217542003

RFP Title: Electronic application submission and tracking system for air quality permits under the federal Clean Air Act

Ken Discher, Purchasing Agent III
Iowa Department of Administrative Services
Central Procurement & Fleet Services Enterprise
1305 E Walnut St, Hoover Building, Level 3
Des Moines, Iowa 50319-0105

Vendor's Name

Vendor's Address 1

Vendor's Address 2

Vendor's City, State, ZIP Code

The Lead Agency shall not be responsible for misdirected packages or premature opening of Proposals if a Proposal is not properly labeled.

1 Original, 1 Digital, & 2 Copies of the Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope. The Cost Proposal shall be submitted in a separate sealed envelope.

Technical Proposal Envelope Contents

Original Technical Proposal and any copies
Public Copy (if submitted)
Technical Proposal on digital media
Electronic Public Copy on same digital media (if submitted)

Cost Proposal Envelope Contents

Original Cost Proposal
Cost Proposal on digital media

- 3.1.2** If the Vendor designates any information in its Proposal as confidential pursuant to Section 2, the Vendor must also submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2.20 and which is marked "Public Copy".
- 3.1.3** Proposals shall not contain promotional or display materials.
- 3.1.4** Attachments shall be referenced in the Proposal.
- 3.1.5** If a Vendor proposes more than one solution to the RFP specifications, each shall be labeled and submitted separately and each will be evaluated separately.

3.2 Technical Proposal

The following documents and responses shall be included in the Technical Proposal in the order given below:

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Vendor shall sign the transmittal letter. The letter shall include the Vendor's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in accordance with the provisions of Section 2.20.

3.2.2 Table of Contents

The Vendor shall include a table of contents of its Proposal and submit the check list of submittals per Attachment #4.

3.2.3 Mandatory Specifications and Scored Technical Specifications

The Vendor shall answer whether or not it will comply with each specification in Section 4 of the RFP. Where the context requires more than a yes or no answer or the specific specification so indicates, Vendor shall explain how it will comply with the specification. Merely repeating the Section 4 specifications may be considered non-responsive and result in the rejection of the Proposal. Proposals must identify any deviations from the specifications of the RFP or specifications the Vendor cannot satisfy. If the Vendor deviates from or cannot satisfy the specification(s) of this section, the Lead Agency may reject the Proposal.

3.2.4 Vendor Background Information

The Vendor shall provide the following general background information:

- 3.2.4.1** Name, address, telephone number, fax number and e-mail address of the Vendor including all d/b/a's or assumed names or other operating names of the Vendor and any local addresses and phone numbers.
- 3.2.4.2** Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- 3.2.4.3** State of incorporation, state of formation, or state of organization.

- 3.2.4.4 The location(s) including address and telephone numbers of the offices and other facilities that relate to the Vendor's performance under the terms of this RFP.
- 3.2.4.5 Number of employees.
- 3.2.4.6 Type of business.
- 3.2.4.7 Name, address and telephone number of the Vendor's representative to contact regarding all contractual and technical matters concerning the Proposal.
- 3.2.4.8 Name, address and telephone number of the Vendor's representative to contact regarding scheduling and other arrangements.
- 3.2.4.9 Name, contact information and qualifications of any subcontractors who will be involved with this project the Vendor proposes to use and the nature of the goods and/or services the subcontractor would perform.
- 3.2.4.10 Vendor's accounting firm.
- 3.2.4.11 The successful Vendor will be required to register to do business in Iowa before payments can be made. For vendor registration documents, go to: <https://das.iowa.gov/procurement/vendors/how-do-business>.
- 3.2.4.12 When awarding a bid opportunity, does your state have a preference for instate vendors? (Example: A % advantage/discount provided off their cost proposal for an instate vendor.) Yes or No. If Yes, please include the details of the preference.

3.2.5 Termination, Litigation, Debarment

The Vendor must provide the following information for the past five (5) years:

- 3.2.5.1 Has the Vendor had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.
- 3.2.5.2 Describe any damages or penalties assessed against or dispute resolution settlements entered into by Vendor under any existing or past contracts for goods and/or services. Provide full details regarding the circumstances, including dollar amount of damages, penalties and settlement payments.
- 3.2.5.3 Describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Vendor to engage in any business, practice or activity.
- 3.2.5.4 A list and summary of all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Vendor or its officers have been a party.

3.2.5.5 Any irregularities discovered in any of the accounts maintained by the Vendor on behalf of others. Describe the circumstances and disposition of the irregularities.

Failure to disclose these matters may result in rejection of the Proposal or termination of any subsequent Contract. The above disclosures are a continuing requirement of the Vendor. Vendor shall provide written notification to Lead Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Vendor, following execution of the Contract.

3.2.6 Acceptance of Terms and Conditions

By submitting a Proposal, Vendor acknowledges its acceptance of the terms and conditions of the RFP and the General and Special Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Vendor 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 Proposal the specific RFP or General or Special Terms and Conditions language it proposes to include in place of the provision. If Vendor's exceptions or responses materially alter the RFP, or if the Vendor submits its own terms and conditions or otherwise fails to follow the process described herein, the Lead Agency may reject the Proposal, in its sole discretion.

3.2.7 Certification Letter

The Vendor shall sign and submit with the Proposal, the document included as Attachment #1 (Certification Letter) in which the Vendor shall make the certifications included in Attachment 1.

3.2.8 Authorization to Release Information

The Vendor shall sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Vendor authorizes the release of information to the Lead Agency.

3.2.9 Firm Proposal Terms

The Vendor shall guarantee in writing the goods and/or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm 240 days following the deadline for submitting Proposals.

3.3 Cost Proposal

The Vendor shall provide its cost proposal in a separately sealed envelope for the proposed goods and/or services. See Attachment #5.

3.3.1 Payment Methods

The State of Iowa, in its sole discretion, will determine the method of payment for goods and/or services purchased by the state under this Contract. The State Pcard and EAP are preferred payment methods, but payments made by any of the following methods: Pcard/EAP, EFT/ACH, or State Warrant. Vendors shall provide payment acceptance

information in this section 3.3.1 in their Cost Proposals. **This information will not be scored as part of the Cost Proposal or evaluated as part of the Technical Proposal.**

3.3.1.1 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 Vendor uses the Pcard or EAP payment methods. Pcard-accepting Vendors must abide by the State of Iowa's Terms of Pcard Acceptance, as provided in Section 6.5 of the RFP. Vendors must provide a statement regarding their ability to meet the requirements in this subsection, as well as identifying their transaction reporting capabilities (Level I, II, or III).

3.3.1.2 Electronic Funds Transfer (EFT) by Automated Clearing House (ACH)

Vendors shall provide a statement regarding their ability to accept 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_authorization_form.pdf

3.3.1.3 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.

3.3.2 Payment Terms

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

3.3.3 Vendor Discounts

Vendors shall state in their Cost Proposals whether they offer any payment discounts, including but not limited to:

3.3.3.1 Prompt Payment Discount

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

3.3.3.2 Cash Discount

The State may consider cash discounts when scoring Cost Proposals.

SECTION 4 SPECIFICATIONS

4.1 **Overview**

The Lead Agency reserves the right to determine whether the supportive materials submitted by the Vendor demonstrate the Vendor will be able to comply with the Mandatory Requirements. If the State determines the supportive materials do not demonstrate the Vendor will be able to comply with the Mandatory Requirements, the Lead Agency may disqualify the Proposal. The successful Vendor shall be obligated to provide all goods and/or services specified in this Section.

The successful Vendor shall provide the goods and/or services to Participating Agencies using the Contract in accordance with the specifications as provided in this Section. The Vendor shall address each specification in this Section and indicate whether or not it will comply with the specification. If the context requires more than a yes or no answer or the section specifically indicates, Vendor shall explain how it will comply with the specification. Proposals must address each specification. Merely repeating the specifications may be considered non-responsive and may disqualify the Vendor. Proposals must identify any deviations from the specifications of this RFP or specifications the Vendor cannot satisfy. If the Vendor deviates from or cannot satisfy the specification(s) of this section, the Lead Agency may reject the Proposal.

4.2 **Mandatory (Pass/Fail) Specifications**

All items listed in this section are Mandatory Specifications. **Vendors must mark either “yes” or “no” to each Mandatory specification in their Proposals.** By indicating “yes” a Vendor agrees that it shall comply with that specification throughout the full term of the Contract, if the Vendor is successful. In addition, if specified by the specifications or if the context otherwise requires, the Vendor shall provide references and/or supportive materials to verify the Vendor’s compliance with the specification. The Lead Agency shall have the right to determine whether the supportive information and materials submitted by the Vendor demonstrate the Vendor will be able to comply with the Mandatory Specifications. If the Lead Agency or any Participating Agency determines the responses and supportive materials do not demonstrate the Vendor will be able to comply with the Mandatory Specifications, the Lead Agency may reject the Proposal. **Vendor must be able to meet the requirements of EACH Mandatory Specification in this section or the Lead Agency will reject the Proposal.**

4.2.1 **Comprehensive**

Provisions for all necessary permitting information must be incorporated into the Vendor’s proposed system.

4.2.2 **Financial Information**

The Vendor must provide a statement that the following financial information is correct:

None of the following apply to the Vendor’s business during the past three (3) years:

- Vendor has become subject to any bankruptcy or insolvency proceeding under federal or state law;
- Vendor has terminated or suspended its business;
- Vendor has become insolvent or unable to pay any of its obligations as they accrue consistent with applicable federal or state law.

4.2.3 Security Scan

Application provided by awarded Vendor must pass a security scan by the State of Iowa Office of Chief Information Officer. Any security issue identified as critical or high or within that range of vulnerabilities must be fixed by the awarded Vendor.

4.2.4 EPA Compliant

Application provided by awarded Vendor must adhere to EPA’s Cross-Media Electronic Reporting Rule (CROMERR). Refer to <http://www.epa.gov/cromerr> for more information.

4.2.5 Application Testing

All application testing must occur on the DNR test server hosted by the Office of the Chief Information Officer.

4.2.6 Post Development Warranty

The Vendor shall provide 12 months of warranty beginning upon the date the application goes to production. During this 12-month period, Vendor shall fix any application errors or bugs. Optional enhancements specified in this RFP may be requested during this period and may be paid for on an hourly basis up to the amount specified in any resulting Contract.

4.3 Scored Technical Specifications

All items listed below are Scored Technical Specifications. All specifications will be evaluated and scored by the evaluation committee in accordance with Section 5.

Vendors are encouraged to include screen capture images, use case diagrams, swim lane diagrams, and business process diagrams to illustrate how the Vendor proposed solution meets a specific requirement.

A list of attachments that may relate to Scored Technical Requirements is below.

Attach-ment #	Attachment Name	Usage in RFP Process
6	RFP-DNR-eApp-Attach 6-Software Requirements Specification (SRS)	Sections 4.3.1-4.3.23
7a	RFP-DNR-eApp-Attach 7a-Construction Permit Application Forms	Section 4.3.4
7b	RFP-DNR-eApp-Attach 7b-Construction Permit App Instructions	Section 4.3.5
7c	RFP-DNR-eApp-Attach 7c-Construction Permit Templates & Registrations	Section 4.3.6 Section 4.3.19
8a	RFP-DNR eApp-Attach 8a-Title V Operating Permit App Forms	Section 4.3.4
8b	RFP-DNR eApp-Attach 8b-Title V Operating Permit App Instructions	Section 4.3.5 Section 4.3.6 Section 4.3.19
9	RFP-DNR-eApp-Attach 9-Data Flow Modules	Section 4.3.23

4.3.1 Executive Summary and Overview

Provide a summary of Vendor's proposed software solution for facilities to submit electronic air quality permit applications. The solution shall allow Air Quality staff to perform technical review of the equipment and emissions in order to write and issue permits. The solution shall provide tracking of the permit application review process. The Air Quality Bureau plans to use the system to accept and process applications for Air Quality Construction Permits and Title V Operating Permits.

4.3.2 Project Plan

Provide a detailed project plan. The Project Plan shall explain how the vendor intends to complete all tasks.

4.3.3 Facility Information

Demonstrate how Vendor proposed solution collects and stores basic facility information including, but not limited to, location with GIS and associated metadata, contact personnel, type of permit, and responsible official.

4.3.4 Equipment Information

Describe how the Vendor proposed application collects and stores equipment data for each unit/process, each stack/vent/release point location with GIS and associated metadata, each piece of control equipment, and, if applicable, each piece of continuous monitoring equipment. Current DNR permit application forms are part of this RFP and attached as RFP-DNR eApp-Attach 7a-Construction Permit Application Forms, RFP-DNR eApp-Attach 7b-Construction Permit Application Instructions, RFP-DNR eApp-Attach 7c-Construction Permit Templates & Registrations, RFP-DNR eApp-Attach 8a-Title V Operating Permit Application Forms, and RFP-DNR eApp-Attach 8b-Title V Operating Permit Application Instructions. Vendor's proposed solution is required to continue to collect the information requested in the current DNR permit application forms. Vendor's solution, per Section 1.4.1, may provide alternative means to collect the information.

4.3.5 Actual and Potential Emissions

Document and explain how the Vendor proposed application collects and stores actual and potential emissions information for each unit/process, and/or each stack/vent/release point for both Construction Permit and Title V Operating Permit applications.

4.3.6 Dispersion Modeling

Document and explain how the Vendor proposed application collects and stores information for dispersion modeling of emissions.

4.3.7 Compatible

Describe how Vendor proposed solution will accommodate differing technology platforms such as a Windows, MAC, iOS, and Android, and the method of updating application for said platforms. In a similar manner, describe application's compatibility with varying internet browsers and the method for maintaining compatibility with their updates.

4.3.8 Simplify

Document and explain how Vendor proposed solution reduces keystrokes and minimizes opportunity for error. An example is using radio buttons or drop-down lists for answers to permit application questions.

4.3.9 Streamline

Describe how Vendor proposed solution reduces redundant data entry for a facility with an established relationship with DNR. An example is copying data from a previous permit application or issued permit into a new permit application.

4.3.10 Ensure Data Integrity

Demonstrate and explain how Vendor proposed solution preserves data integrity. A specific concern is the integrity of equipment IDs. Facility users (external stakeholders) have a desire to create and use their own scheme for identifying individual pieces of equipment. Air Quality users (internal stakeholders) have a desire to avoid facility personnel re-naming and re-numbering equipment already entered in the permit application database, which causes data consistency and data integrity issues.

4.3.11 Attachments

Describe how the Vendor proposed solution will allow attachment of common file types for supplemental information including, but not limited to, word processing documents, spreadsheets, photos, flowcharts, process diagrams, and maps.

4.3.12 Confidential Business Information

Document and explain how the Vendor application provides a secure method for facilities to mark portions of permit applications with “confidential business information” as allowed by Rule 567 Iowa Administrative Code section 22.107(2).

Refer to <https://www.legis.iowa.gov/docs/iac/rule/08-06-2014.567.22.107.pdf>.

Confidential Business Information shall be hidden from public view. This process is necessary as permit applications are considered public information and DNR is required to publish an electronic copy.

4.3.13 Compliant with CROMERR

Document and explain how the Vendor proposed application provides an online interface to certify truth and accuracy of original submission, provides a mechanism to perform identity proofing of the submitter, creates the official copy of record, binds electronic signature to online document, provides means to prove that the copy of record was not altered, and provides means to repudiate a submission. The solution shall adhere to EPA’s Cross-Media Electronic Reporting Rule (CROMERR). Refer to <http://www.epa.gov/cromerr>.

4.3.14 Online Payment Option

Describe how the Vendor proposed solution allows a regulated entity applying for an air quality permit to pay fees. The fee mechanism must conform to Payment Card Industry Data Security Standard (PCI DSS) rules and must allow for online payment with credit, debit or e-check. The Vendor proposed solution must allow for integration of current DNR system for accepting online payment. The current DNR online payment system processes Automate Clearing House Electronic Funds Transfer (ACH EFT) without convenience fee and credit/debit cards with a convenience fee. Payee's account information is not stored by the US Bank website.

4.3.15 Save and Complete Later

Demonstrate how the Vendor proposed application allows user to save an incomplete permit application and then, at a later time, search, retrieve, complete, and submit the permit application.

4.3.16 Edit and Resubmit

Document and explain how the Vendor proposed application allows users, both internal and external, to search, retrieve, edit, and re-submit the permit application. Changes to the application shall not overwrite the original application. There must be an audit trail.

4.3.17 Import

Describe how the Vendor proposed application provides mechanisms for a facility to import certain data fields (i.e., facility information, equipment lists, and emission information) from a common file format such as *.csv. Import shall be designed to balance ease of use with data integrity.

4.3.18 User Administration Rights

Document and explain how the Vendor proposed solution segments user roles. DNR has identified the following roles:

4.3.18.1 Facility User will enter and edit permit applications, submit permit applications, view permit applications, and view reports for permit applications by facility.

4.3.18.2 Consultant User will enter, edit, and view permit applications for their hiring facility. Consultants cannot submit permit applications on behalf of a facility.

4.3.18.3 Agency User will enter, edit, and view permit applications. Agency User will view reports as requested in Sections 4.3.21 and 4.3.22. Agency User will modify permit application fields. Examples are the ability to turn on/off required data entry, add/edit/delete data validation rules, add new fields, delete existing fields, change placement of fields, and manage drop-down lists.

4.3.18.4 Agency Administrator will add/edit/move/delete facility records and add/edit/delete user ids and permissions.

4.3.18.5 Database Administrator (DBA) will maintain application database for DNR.

Refer to Section 3.1 within Attachment #6-(SRS) for additional details.

4.3.19 Populate Word and Adobe Forms

Demonstrate how the Vendor proposed application populates existing agency forms so that agency staff may review submitted permit applications in the same format as existing agency forms. Current forms are part of this RFP and attached as RFP-DNR eApp-Attach 7a-Construction Permit Application Forms, RFP-DNR eApp-Attach 7b-Construction Permit Application Instructions, RFP-DNR eApp-Attach 7c-Construction Permit Templates & Registrations, RFP-DNR eApp-Attach 8a-Title V Operating Permit Application Forms, and RFP-DNR eApp-Attach 8b-Title V Operating Permit Application Instructions. Ideally, DNR would like to click a link that takes variables from the online user interface and drops the information into these existing forms. This functionality adds value to DNR staff.

4.3.20 Project Tracking

Describe how the Vendor proposed application allows facility and agency staff to track permit application and review status for each active permit application. Permit application status includes, but is not limited to, the following: submitted, received, complete and accurate, assigned, technical review, requesting information, public notice, issued, and expiration date. The status of current Construction Permit applications, as well as Draft and Final Permits, are shown in the Construction Permit Search database.

Refer to <http://www.iowadnr.gov/Environmental-Protection/Air-Quality/Construction-Permits/Permit-Search>.

Current Title V Draft and Final Permits are published on DNR's website: Title V Draft and Final Permits.

Refer to <http://www.iowadnr.gov/Environmental-Protection/Air-Quality/Operating-Permits/Title-V-Draft-Final-Permits>.

Both Construction Permit and Title V Operating Permit program areas use an Access database for project tracking. We are seeking recommendations for an alternate solution to the Construction Permit and Title V Operating Permit project tracking databases. Please propose a separate component that can either directly track and invoice on permitting activity billable hours or can integrate with another off-the-shelf time tracking, billing, and invoicing solution.

4.3.21 Standard Reports Function

Document and explain how the Vendor proposed application produces standard reports. Report examples include number of open applications, number of issued permits, number of construction projects by facility. Refer to Section 3.7 within Attachment #6-(SRS) for additional examples of standard reports.

4.3.22 On Demand Reports Function

Document and explain how the Vendor proposed application provides tools for requesting on demand 'ad hoc' reports.

If awarded the contract, Vendor shall provide technical documentation showing the organization of all tables and the descriptions of each field in each table.

4.3.23 Data Flow

Describe how the Vendor proposed solution may push permit application data to dependent downstream applications including, but not limited to, Stack Test Database, Construction Permit Search, One Stop Data Warehouse (Facility Explorer), SLEIS, and AQWebApps. For additional information concerning dependent applications, refer to Section 1.7.1 Context Diagram and Section 4.2 within Attachment #6-(SRS). These applications are written in Microsoft SQL Server. For additional information concerning dependent applications refer to Attachment #9-Data Flow Modules.

Describe how the Vendor proposed solution may populate existing Construction Permit and Title V Operating Permit project tracking databases in the event that the Vendor proposed solution for RFP Section 4.3.20 Project Tracking does not offer a replacement for Microsoft Access database functions.

4.3.24 Training

Document and explain how Vendor solution provides the following training:

4.3.24.1 General user training for Facility Users and Consultants

4.3.24.2 General user training for Air Quality Bureau (Agency User) staff

4.3.24.3 Advanced user training for Air Quality staff in Agency User roles responsible for updating forms and managing content of drop down lists

4.3.24.4 Administrative training for Agency Administrator and Database Administrator

4.3.25 Defect Management

Describe Vendor proposal for reporting and resolving defects.

4.3.26 Reusable

Describe how Vendor's proposed system will be sharable, configurable, and adaptable for other environmental permitting media.

4.3.27 Data Migration

Develop a general plan to migrate data from existing Air Quality data systems (SPARS, Microsoft Access, SLEIS, and Stack Test Database) to the new system. Describe Vendor's previous experience with migrating large sets of environmental data. DNR may perform migration or DNR may engage vendor to assist with migration based on proposed data

migration plan and vendor experience. See Section 5 within Attachment #6-(SRS) for additional information.

The DNR currently has the following count of records in existing systems:

- Facilities – 4,914
- Emission Points – 111,971
- Emission Units – 169,456
- Emission Unit Processes Emissions – 343,853
- Control Equipment – 47,698

The data is stored in the following software formats:

- Oracle
- SQL
- BLOB
- Microsoft Access

4.3.28 Experience

The Vendor must provide the following information regarding its experience:

4.3.28.1 Number of years in business.

4.3.28.2 Number of years' experience with providing the types of goods and/or services sought by the RFP.

4.3.28.3 The level of technical experience in providing the types of goods and/or services sought by the RFP.

4.3.28.4 A list of all goods and/or services similar to those sought by this RFP that the Vendor has provided to other businesses or governmental entities.

4.3.28.5 Letters of reference from three (3) previous customers or clients knowledgeable of the Vendor's performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

4.3.29 Personnel

The Vendor shall provide a Personnel Plan, indicating whether the Vendor can meet the Personnel requirements stated below.

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

- Full Name
- Education
- Years of experience and employment history, particularly as it relates to the requirements of the RFP, including experiences on similar projects

- Specific technical accomplishments, and hardware and software expertise
- Job description for purposes of this RFP

Each Vendor shall state the specific percentage of time that each of the following named positions will devote to the project. Also, each Vendor shall describe any planned staffing changes required for the contract effort. Each Vendor shall include similar information for sub-vendors to be engaged for any projects under this contract.

Vendor's regular employees shall perform all configuration, testing, deployment and maintenance operations, including the implementation and operation of the database and user interface.

Vendor shall detail the percentage of time each individual will devote to the contract effort; how key project persons will be replaced in the event of prolonged illness or termination of employment prior to completion of the contract effort; and each individual's specific responsibilities and, where applicable, supervisory roles. Vendor shall describe any planned staffing changes required for the contract effort.

4.3.29.1 Project Manager. The Project Manager shall be an employee of the Vendor. The Project Manager may not be substituted or replaced during the term of the Contract without approval from DNR.

The Vendor shall propose a dedicated resource to the Project, for the position of Project Manager, and that candidate shall be identified by name. The Project Manager shall manage the daily operations of the contract staff, work with state personnel and network Vendors, and be responsible for establishing and enforcing quality assurance standards for the Project. The Project Manager shall be the focal point for the coordination of Vendor's and DNR's responsibilities and assignments and shall provide a leadership role for all Vendors' services. The Project Manager shall be responsible for all aspects of the system customization and implementation of the proposed system, including resource planning, scheduling and status reports to DNR. The Project Manager shall be available for all project meetings and be available within 24 hours of notification by DNR if necessary. The Project Manager shall be available to DNR by telephone during regular business hours. The Project Manager must spend sufficient time in Iowa so that the PM understands the operations of DNR and the expectations for this Project. The Project Manager may also be named as the Operations Manager.

4.3.29.2 Software Engineer. The Vendor shall propose a candidate for the position of Software Engineer and that candidate shall be identified by name. The Software Engineer shall be responsible for heading up the maintenance and development of all software programs for the system.

SECTION 5 EVALUATION AND SELECTION
--

5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest benefit to the State. The State will not necessarily award the Contract to the Vendor offering the lowest cost. Instead, the State will award to the Vendor whose Responsive Proposal the State believes will provide the best value to the State.

5.2 Evaluation Committee

The Lead Agency will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFP. The Lead Agency and Participating Agency will use an evaluation committee to review and evaluate the Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the Lead Agency or to such other person or entity that must approve the recommendation.

5.3 Overview of Evaluation Process

The Lead Agency shall conduct a preliminary evaluation of all submitted Technical Bid Proposals to determine if they comply with the Format and Content requirements described in Section 3 (*i.e.* to determine if the Vendor has submitted a Responsive Bid Proposal). Proposals that do not comply with the Format and Content requirements may be rejected as unresponsive by the Lead Agency, without further scoring of the technical proposal. Technical proposals that are deemed responsive by the Lead Agency will be forwarded to the members of the State's evaluation committee for scoring. All Cost Proposals will remain unopened and separated from the Technical Proposals until the evaluation committee has completed its evaluation of the Technical Proposals.

5.4 Technical Proposal Evaluation and Scoring

All Technical Proposals will be evaluated to determine if they comply with the Mandatory Specifications and Scored Technical Specifications described in Sections 4.2 and 4.3. To be deemed a Responsive Proposal, the Proposal must:

- Answer "Yes" to all parts of Section 4.2 and include supportive materials as required to demonstrate the Vendor will be able to comply with the Mandatory (Pass/Fail) Specifications in that section and
- Provide documentation and explain how the proposal satisfies the Scored Technical Specifications described in Section 4.3.

5.5 Cost Proposal Scoring

After the Technical Proposals are evaluated and scored, the Cost Proposals will be opened and scored.

To assist the agency in evaluating, Cost Proposals may be evaluated and points awarded as follows. The Cost Proposals will remain sealed during the evaluation of the Technical Proposal and any Bidder Demonstration. Only prospective Vendors that meet all of the required features will be considered during the cost evaluation phase of the review process. The compliant prospective Vendor's technical points will be added to the cost points, to obtain the total points awarded for the proposal. The Cost Proposals will be ranked from cheapest to the most expensive. The cheapest shall receive the maximum number of points available in this section.

To determine the number of points to be awarded all other Cost Proposals, the cheapest bid will be used in all cases as the numerator. Each of the other bids will be used as the denominator. The percentage will then be multiplied by the maximum number of points and the resulting number will be the cost points awarded to other compliant vendors. Percentages and points will be rounded to the nearest whole value.

Example:

Vendor A quotes \$35,000; Vendor B quotes \$45,000 and Vendor C quotes \$65,000.

Vendor A: $\frac{\$35,000}{\$35,000}$ = receives 100% of available points on cost.

Vendor B: $\frac{\$35,000}{\$45,000}$ = receives 78% of available points on cost.

Vendor C: $\frac{\$35,000}{\$65,000}$ = receives 54% of available points on cost.

5.6 Tied Bid and Preferences

An award shall be determined by a drawing when responses are received that are equal in all respects and tied in price. Whenever it is practical to do so, the drawing will be held in the presence of the Vendors who are tied in price. Otherwise the drawing will be made in front of at least three non-interested parties. All drawings shall be documented.

Notwithstanding the foregoing, if a tied bid involves an Iowa-based Vendor or products produced within the State of Iowa and a Vendor based or products produced outside the State of Iowa, the Iowa Vendor will receive preference. If a tied bid involves one or more Iowa Vendors and one or more Vendors outside the state of Iowa, a drawing will be held among the Iowa Vendors only.

In the event of a tied bid between Iowa Vendors, the Lead Agency shall contact the Iowa Employer Support of the Guard and Reserve (ESGR) committee for confirmation and verification as to whether the Vendors have complied with ESGR standards. Preference, in the case of a tied bid, shall be given to Iowa Vendors complying with ESGR standards.

Second preference in tied bids will be given to Vendors based in the United States or products produced in the United States over Vendors based or products produced outside the United States.

Preferences required by applicable statute or rule shall also be applied, where appropriate.

SECTION 6 CONTRACTUAL TERMS AND CONDITIONS
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6.1 Contract Terms and Conditions

The Contract that the Lead Agency expects to award as a result of this RFP shall comprise the specifications, terms and conditions of the RFP, written clarifications or changes made in accordance with the provisions of the RFP, the document, "RFP-DNR-eApp-Attach 10-General T&Cs" and the document, RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs" found at <http://bidopportunities.iowa.gov/?pgname=viewall>, the offer of the successful Vendor contained in its Proposal, and any other terms deemed necessary by the Lead Agency. No objection or amendment by a Vendor to the provisions or terms and conditions of the RFP or the documents, "RFP-DNR-eApp-Attach 10-General T&Cs" or "RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs", shall be incorporated into the Contract unless the Lead Agency has explicitly accepted the Vendor's objection or amendment in writing.

The documents, "RFP-DNR-eApp-Attach 10-General T&Cs" and "RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs" will be incorporated into the Contract. The documents, "RFP-DNR-eApp-Attach 10-General T&Cs" or "RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs" may be supplemented at the time of contract execution and are provided to enable Vendors to better evaluate the costs associated with the RFP specifications and the Contract. All costs associated with complying with these specifications should be included in any pricing quoted by the Vendor.

By submitting a Proposal, Vendor acknowledges its acceptance of the terms and conditions of the RFP and the documents, "RFP-DNR-eApp-Attach 10-General T&Cs" and "RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs" without change except as otherwise expressly stated in its Proposal. If the Vendor 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 Proposal the specific RFP or the documents, "RFP-DNR-eApp-Attach 10-General T&Cs" or "RFP-DNR-eApp-Attach 11-Agrmnt Template & Special T&Cs", language it proposes to include in place of the provision. If Vendor's exceptions or proposed responses materially alter the RFP, or if the Vendor submits its own terms and conditions or otherwise fails to follow the process described herein, the State may reject the Proposal, in its sole discretion.

The Lead Agency and Participating Agency reserves the right to either award a Contract(s) without further negotiation with the successful Vendor or to negotiate Contract terms with the successful Vendor if the best interests of the State would be served.

6.2 Special Terms

If hosted by the State, the new e-Application system will follow state enterprise application development standards.

6.3 Contract Length

The term of the Contract will begin and end on the approximate dates indicated on the RFP cover sheet. The Lead Agency shall have the sole option to renew the Contract upon the same or more favorable terms and conditions for up to the number of annual extensions identified on the RFP cover sheet.

6.4 Insurance

The Contract will require the successful Vendor 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 State.

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	\$1 Million \$1 Million
Errors and Omissions Insurance	Each Occurrence	\$1 Million
Property Damage	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As Required by Iowa law	As required by Iowa law

6.5 Terms and Conditions for State of Iowa Purchasing Cards

The State of Iowa shall pay Vendor’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 Vendor directly, generally within 48 hours of the transaction. Vendor shall comply with security measures for Pcard payments including:

- Vendor shall comply with Payment Card Industry Data Security Standard (PCI DSS) to assure confidential card information is not compromised;
- Vendor shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
- Vendor shall not write down card numbers or store card information. When accepting orders by phone, Vendor shall process the transaction during the call and send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
- Vendor 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;
- Vendor shall confirm that the name of purchaser matches the name on the card;
- Vendor shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address;
- Vendor shall shred any documentation with credit card numbers.

Attachment # 1
Certification Letter

Alterations to this document are prohibited, see section 2.13.13.

[Date]

Issuing Officer Name: Ken Discher
Agency: Dept. of Administrative Services
Agency Address: Dept. of Administrative Services
Central Procurement and Fleet Services Enterprise
1305 E. Walnut St.
Hoover Bldg. – Level 3
Des Moines, IA 50319

Re: RFP1217542003 - PROPOSAL CERTIFICATIONS

Dear Ken Discher:

I certify that the contents of the Proposal submitted on behalf of **[Name of Vendor]** _____ (Vendor) in response to **Agency** for RFP1217542003 for an Electronic Application System for Air Quality Permits are true and accurate. I also certify that Vendor has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of Contractor expressly authorized to make the following certifications in behalf of Vendor. By submitting a Proposal in response to the RFP, I certify in behalf of the Vendor the following:

1. The Proposal 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 Proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal 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 Vendor to induce any other vendor to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Vendor and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Vendor 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 three year period preceding this Proposal 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 Proposal 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 Vendor 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

7. Pursuant to *Iowa Code sections 423.2(10) and 423.5(4) (2016)* 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 Vendors 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 Proposal in response to the (RFP), the Vendor certifies the following: (check the applicable box)

- Vendor is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code Chapter 423*; or

- Vendor 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)(2016)*.

Vendor also acknowledges that the Agency may declare the Vendor’s Proposal or resulting contract void if the above certification is false. The Vendor 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

Name and Title of Authorized Representative

Date

Attachment #2
Authorization to Release Information Letter
Alterations to this document are prohibited, see section 2.13.13.

[Date]

Issuing Officer Name: Ken Discher
Agency: Dept. of Administrative Services
Agency Address: Dept. of Administrative Services
Central Procurement and Fleet Services Enterprise
1305 E. Walnut St.
Hoover Bldg. – Level 3
Des Moines, IA 50319

Re: RFP1217542003 - AUTHORIZATION TO RELEASE INFORMATION

Dear Ken Discher:

[Name of Vendor]_____ **(Vendor)** hereby authorizes the **Agency** ("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 Vendor in response to RFP1217542003.

The Vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Vendor 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 Vendor is willing to take that risk.

The Vendor 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 Vendor in response to the RFP.

The Vendor authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Vendor's Proposal submitted in response to RFP.

The Vendor 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 Vendor's Proposal. The Vendor 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 Vendor that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Vendor in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Name and Title of Authorized Representative

Date

Attachment #3
Form 22 – Request for Confidentiality Treatment by Lead Agency

Per section 2.20 of the Request for Proposal (RFP), a Vendor requesting portions of its Proposal be maintained in confidence must complete this form and submit it with its Proposal. Vendors should read and familiarize themselves with chapter 22 of the Iowa Code and Department of Natural Resources rules found at 561 Iowa Administrative Code Chapter 2 regarding release of public records before completing this form. Section 2.20 of the RFP provides the Vendor instructions regarding how to request confidential treatment of portions of its Proposal.

NOTE: Completion of this Form is the sole means of requesting confidential treatment by the Lead Agency. Completion of the form and Lead Agency's acceptance of Vendor's submission does not guarantee the agency will grant Vendor's request for confidentiality. The Lead Agency may reject Vendor's Proposal entirely in the event Vendor requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFP. Contractor requests for confidential treatment of records by the Department of Natural Resources shall comply with 561 Iowa Administrative Code Chapter 2 and shall follow the process detailed there.

To request confidential treatment by the Lead Agency, Vendor must provide the following information:

- 1 Vendor must present its request for confidentiality in the transmittal letter of its proposal. **Check box when completed.**

- 2 Vendor must conspicuously mark confidential material in its proposal in accordance with section 2.20 Public Records and Requests for Confidential Treatment. **Check box when completed.**

- 3 Vendor must specifically identify and list the proposal section(s) for which it seeks confidentiality and answer the following questions for each section listed:
 - 3.1 Explain the specific grounds in *Iowa Code Chapter 22* or other applicable law which support treatment of the material as confidential.

 - 3.2 Justify why the material should be kept in confidence.

 - 3.3 Explain why disclosure of the material would not be in the best interest of the public.

 - 3.4 Provide the name, address, telephone, and email for the person at Vendor's organization authorized to respond to inquiries by the DNR concerning the status of confidential materials.

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

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

- 4 Vendor must submit a Public Copy of the Proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible. **Check box when completed.**

This form must be signed by the individual who signed the Vendor's Proposal. The Vendor shall place this Form 22 completed and signed in its Proposal immediately following the transmittal letter. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

***Failure to provide the information required in this form may result in rejection of Vendor's request for confidentiality or rejection of the Proposal as being non-responsive.**

Signature

Date

Title

.....

Agency Review
(for agency use only)

- Vendor's Proposal is rejected as non-compliant because one of more of the following reasons:
 - Vendor requested confidentiality without submitting a fully completed Form 22.
 - Vendor requested confidentiality without presenting its request in the transmittal letter of its Proposal.
 - Vendor requested confidentiality and failed to conspicuously mark such material as confidential within its Proposal in accordance with the RFP.
 - Vendor requested confidentiality without submitting a public copy of its Proposal with the confidential information redacted.
 - Vendor requested confidentiality on material in contravention of the RFP.
 - Other: _____.

- Vendor's submission is accepted.¹

Purchasing Agent Signature

Date

NOTE: Lead Agency's acceptance of Vendor's submission should not be construed as Lead Agency's approval of Vendor's request for confidentiality. Instead, acceptance of Vendor's submission simply means that Lead Agency believes Vendor's Form 22 appears fully completed in accordance with the RFP.

**Attachment #4
Response Check List**

RFP REFERENCE SECTION	RESPONSE INCLUDED		LOCATION OF RESPONSE
	Yes	No	
3. (3) hard copies and one CD/DVD of the Technical Bid Proposal			
3. (3) hard copies and one CD/DVD of the Cost Proposal (Attachment #5)			
3. One (1) Public Copy with Confidential Information Excised + Attachment #3 Form 22 (if applicable)			
3. Transmittal Letter			
3. Vendor Background Information			
3. Terminations			
3. Acceptance of Terms and Conditions			
3. Certification Letter (Attachment #1)			
3. Authorization to Release Information (Attachment #2)			
3. Firm Proposal Terms			
4. Mandatory Specifications			
4. Scored Technical Specifications			
3. Vendor Cost Proposal (Attachment #5)			

**ATTACHMENT #5
VENDOR COST PROPOSAL**

(Attachment #5 Vendor Cost Proposal is to be submitted as a separately sealed document from the Vendor Technical Proposal)

Payment Terms

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

What discount will you give for payment in 15 days?

What discount will you give for payment in 30 days?

Cost Proposal

Vendor’s Cost Proposal shall include an all-inclusive, itemized, TOTAL COST in U.S. Dollars (including all travel, expenses, etc., in prices). All pricing to be FOB Destination, freight cost and all expenses included; and based on Net 60 Days Payment Terms. The following template is required. Please use additional pages to provide any additional narrative support for the costing information.

Additional Costs

Any proposed additional costs in categories not listed in the table should be listed in a separate table on a separate page attached to this Cost Proposal.

Deliverable Items	Firm US Dollars
Configuration and Customization Costs – to include, but not limited to: <ul style="list-style-type: none"> • Configuring and customizing Vendor’s proposed solution to meet RFP requirements as outlined in Background Information (Section 1.4), Mandatory Specifications (4.2), and Scored Specifications (4.3) • Providing project plan and timeline to “go live” (“go live” target date: January 1, 2018) 	
Data Migration Costs for migrating all data and documents from the current permit application and tracking system into the Vendor’s proposed solution, to include, but not limited to: Cost for Vendor Leading Data Migration process*: <ul style="list-style-type: none"> • Review/analysis of DNR’s data • Data cleansing • Mapping data • Software conversion and user acceptance testing before migrating the data to the system Cost for Vendor Advising Data Migration process*: <ul style="list-style-type: none"> • Review/analysis of DNR’s data • Data cleansing • Mapping data • Software conversion and user acceptance testing before migrating the data to the system 	
*For purposes of cost scoring, the sum of the proposed costs for Vendor Leading and for Vendor Advising will be used.	

Deliverable Items	Firm US Dollars
Costs for pushing data from the Vendor’s proposed solution to dependent downstream systems (Stack Test Database, Construction Permit Search, One Stop Data Warehouse, SLEIS, and AQWebApps), to include, but not limited to: <ul style="list-style-type: none"> • Review/analysis of DNR’s data • Mapping data • User acceptance testing 	
Execute “go live” and successful implementation, to include, but not limited to: <ul style="list-style-type: none"> • Execute “go live” plan • Provide assistance to execute successful implementation of “go live” plan ensuring system is fully implemented and running acceptably • Resolve defects including defects found during user acceptance testing 	
Software Training Services costs – to include, but not limited to: <ul style="list-style-type: none"> • On-site staff training costs before and after “go live” implementation of the software system • Web-based training costs before and after “go live” implementation of the software system • Providing system user guides or instructions for all users (Facility User, Agency User, Agency Administrator, and DBA, staff and external users) 	
Annual Costs (to remain the same, or decrease yearly, for initial 2 year contract term and years 3 & 4) <ul style="list-style-type: none"> • Licensing Costs Year 1 (begins at “go-live” date): • Licensing Costs Year 2: • Licensing Costs Year 3: • Licensing Costs Year 4: • Technical Support & Maintenance Costs Year 1 (begins at “go-live” date): • Technical Support & Maintenance Costs Year 2: • Technical Support & Maintenance Costs Year 3: • Technical Support & Maintenance Costs Year 4: 	
Additional costs (If any) (please describe)	
TOTAL COST	