

Request for Proposal
RX 282PP13101-ED

State of Iowa

Solicit Proposals from Approved Iowa
Higher Educational Institutions to Provide
Services to the Iowa Department of
Education for Contract Work with High
School Educators for Iowa Learning
Online Activities

Issued: May 11, 2004

Department of Education

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Section 1 Introduction

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from approved Iowa higher educational institutions to provide services to the Iowa Department of Education (hereinafter referred to as the "Department") for contract work with high school educators for Iowa Learning Online activities. The Department intends to award a one-year contract beginning on July 1, 2004, and ending on June 30, 2005, with up to three additional one (1) year extensions at the sole discretion of the Department. Any contract resulting from this RFP shall not be an exclusive contract.

1.2 Definitions

Iowa Learning Online: An initiative sponsored by the Iowa Department of Education to facilitate sharing of high school courses “at a distance” for Iowa school districts.

Approved higher education institutions: Iowa higher education institutions that are approved per Iowa Code section 261C.3(1).

Selected educators: Iowa licensed educators selected by Department staff to teach high school credit classes through Iowa Learning Online.

Service providers: Approved higher education institutions who submit proposals in response to this RFP.

1.3 Background Information

In its role to assist local school districts in providing excellent education for all students, the Iowa Department of Education has initiated Iowa Learning Online. Iowa Learning Online is designed to help local Iowa school districts expand learning opportunities for their high school students through courses delivered "at a distance" using technologies such as the Internet and interactive video classrooms connected to the Iowa Communications Network (ICN). Students enroll in Iowa Learning Online courses through their local school district.

Iowa Learning Online is not a school and does not award high school credit or diplomas. Courses offered through Iowa Learning Online are taught by appropriately licensed Iowa educators employed by Iowa school districts or approved higher education institutions.

The Department anticipates that there will be instances whereby appropriately licensed Iowa educators who are not currently employed by an Iowa school district or approved Iowa higher education institution are identified by the Department as being highly qualified to teach high school courses through Iowa Learning Online. The Department seeks an approved Iowa higher education institution to contract with these selected educators to teach courses through Iowa Learning Online.

Section 2 Administrative Information

2.1 Issuing Officer

Pamela Pfitzenmaier, Issuing Officer
515-242-4180
pam@iptv.org
Iowa Public Television
Johnston, Iowa 50131

2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful service provider, service providers may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the procurement process. Verbal questions related to the interpretation of this RFP will not be accepted.

2.3 Amendments

The Department reserves the right to amend the RFP at any time. Notice of any amendments will be posted on the Department's home page at <http://www.state.ia.us/educate>. Interested service providers are advised to check the Department's home page periodically for amendments to this RFP.

The Department may, in its sole discretion, allow service providers to amend their bid proposals in response to the Department's amendment if necessary. Service providers who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Service providers must notify the Issuing Officer in writing if they wish to withdraw their proposals.

2.4 Procurement Timetable

The following dates are set forth for informational and planning purposes. However, the Department reserves the right to change the dates.

Issue RFP **May 11, 2004**

Response to Questions Issued **May 21, 2004**

Closing Date for Receipt of Bid Proposals **May 28, 2004**

Announce Successful Service provider **June 4, 2004**

Completion of Contract Negotiations **June 18, 2004**

Begin Contract **July 1, 2004**

2.5 Questions, Requests for Clarification, and Suggested Changes

Service providers are invited to submit written questions and requests for clarifications regarding the RFP. The questions and requests for clarifications must be in writing and received by the Issuing Officer before 4:30 p.m., central time, May 14, 2004. Oral questions will not be permitted.

2.6 Submission of Bid Proposals

All proposals must be postmarked no later than 4:30 p.m. central time on May 28, 2004. Electronic submissions are acceptable.

2.7 Bid Proposal Opening

The Department will open bid proposals on **June 2, 2004**. The bid proposals will remain confidential until the Evaluation Committee has reviewed all bid proposals submitted in response to this RFP and the Department has announced a notice of intent to award a contract. See Iowa Code Section 72.3.

2.8 Costs of Preparing the Bid Proposal

The costs of preparation and delivery of the bid proposal are solely the responsibility of the service provider.

2.9 Rejection of Bid Proposals

The Department reserves the right to reject any or all bid proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the Department to award a contract.

2.10 Bid Proposal Clarification Process

The Department reserves the right to contact a service provider after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding.

2.11 Disposition of Bid Proposals

All proposals become the property of the Department and shall not be returned to the service provider unless all bid proposals are rejected or the RFP is cancelled. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.12 Public Records and Requests for Confidential Treatment

The Department may treat all information submitted by a service provider as public information following the conclusion of the selection process unless the service provider properly requests that information be treated as confidential at the time of submitting the bid proposal.

2.13 Evaluation of Bid Proposals Submitted

Bid proposals that are timely submitted will be reviewed in accordance with Section 5 of the RFP. The Department will not necessarily award any contract resulting from this RFP to the service provider offering the lowest cost to the Department. Instead, the Department will award the contract to the compliant service provider whose proposal best matches the evaluation criteria set forth in section 5 of this RFP.

2.14 Award Notice

Notice of intent to award the contract will be sent by mail to all service providers submitting a timely bid proposal.

2.15 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Service providers 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.

2.16 No Minimum Guaranteed

The Department anticipates that the selected service provider will provide services as requested by the Department. The Department will not guarantee any minimum compensation will be paid to the service provider.

SECTION 3 SERVICE REQUIREMENTS

The successful bidder will provide services to the Iowa Department of Education through contract work with selected high school educators for Iowa Learning Online activities. The successful bidder must be an approved Iowa higher education institution. The scope of work shall include, but not be limited to, the following:

1. The successful bidder will contract with selected high school educators to teach high school credit courses through Iowa Learning Online.
2. The Department will identify and determine the appropriately licensed educators for the contract work with the successful bidder.

3. The Department and the successful bidder/service provider will jointly provide job performance evaluation of the selected educators.
4. The number of selected educators to be contracted with beginning July 1, 2004, through June 30, 2005, will be a maximum of six individuals. However, in future years this number may vary. Bidders should indicate costs based upon the number of individuals.
5. The Department will reimburse the service provider on a monthly basis for each month of the contract in which costs are incurred. The following costs will be reimbursed:
 - a. Salary, benefits (if any), and travel costs for the selected educators. This amount will be determined by the Department and will be paid on a monthly basis to the service provider. The service provider will, in turn, pay the selected educators on a monthly basis.
 - b. Other costs incurred by the selected educators as pre-approved by the Department.
 - c. Administrative costs incurred by the service provider. This amount is intended to cover administrative costs incurred by the service provider in areas such as employing, supporting, and jointly evaluating the selected educators. These costs or the percent of salary to be charged must be included in the proposal.
 - d. Other costs incurred by the service provider not included in the above. These costs must be included in the proposal.
6. The bid should only include the amount the service provider will charge the Department for item 5. b, c, and d above. The monthly salary, benefits, and travel costs for the selected educators should not be included in the bid document.
7. The Department will determine the salary and benefits to be paid to the selected educators who are contracted to perform the service. Compensation will also include pre-determined amount for the educators' travel.
8. The selected educators will be responsible for their own office space. This amount is not to be included in the bid proposal.
9. The service provider may include retirement benefits assuming the benefits are not IPERS. Any amount of benefits provided to the educators by the service provider shall not be included in the bid proposal.
10. Beyond the services needed by the Department, the selected educators may provide additional services to the successful bidder such as conducting in-service for higher education faculty, participating in research, participating with student teachers and/or pre-service and in-service education faculty.

SECTION 4 CONTENT OF BID PROPOSALS

4.1 Instructions

Proposals must be submitted in writing, either in electronic or print format. One copy should be submitted to the issuing officer no later than **4:30 p.m. central**

time, Friday, May 28, 2004. Proposals may be submitted electronically to pam@iptv.org **OR**

fax 515-242-3155 **OR**

Proposals may also be submitted in hard copy via mail/hand delivery to
Pamela Pfitzenmaier, Ph.D.
Iowa Public Television
Box 6450
Johnston, Iowa 50131.

4.2 Contents of the Proposal

The following sections shall be included in the bid proposal:

4.2.1 Agreement to fulfill service requirements

The proposal shall state that the service provider agrees to provide services outlined in Section 3, Service Requirements. Any request for confidential treatment of the proposal shall be included in this section as well as an explanation why disclosure of the information is not in the best interest of the public.

4.2.2 Expectations of the service provider

This section of the proposal shall state any services beyond the scope of work in Section 3 that the service provider expects from the selected educators such as conducting in-service for higher education faculty, participating in research, participating with student teachers and/or pre-service and in-service education faculty.

4.2.3 Cost proposal

This section of the proposal shall state the cost proposal for the contract service. The cost proposal shall only include any and all service provider internal costs and shall NOT include the cost of the selected educator compensation or educator travel.

Section 5 Evaluation of Bid Proposals

5.1 Evaluation Committee

The Department intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. The Department will use an Evaluation Committee to review and evaluate the proposals.

5.2 Evaluation Criteria

The Department will evaluate bids based upon the following three criteria:

- Evidence of agreement to fulfill service requirements
- Expectations of the service provider
- Overall cost

Section 6 Contract Terms and Conditions

The term of the contract will be one year and will commence on July 1, 2004, and end on June 30, 2005. The Department shall have the sole option to renew the contract upon the same terms and conditions for three one-year extensions.