IOWA IMPACS

Iowa Management of Procurement and Contracts System

Request for Proposal (RFP) Step-by-Step Guide

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When the price is not the sole consideration for awarding a procurement contract, the Agency uses a Request for Proposal process. In this process, the award goes to the respondent whose proposal is determined to be most advantageous to the state in accordance with technical and price criteria outlined in the RFP.

See the DAS Central Procurement Policy and Procedures Manual for more details.

The RFP may require additional approvals from OCIO or IDOM in accordance with its policies.

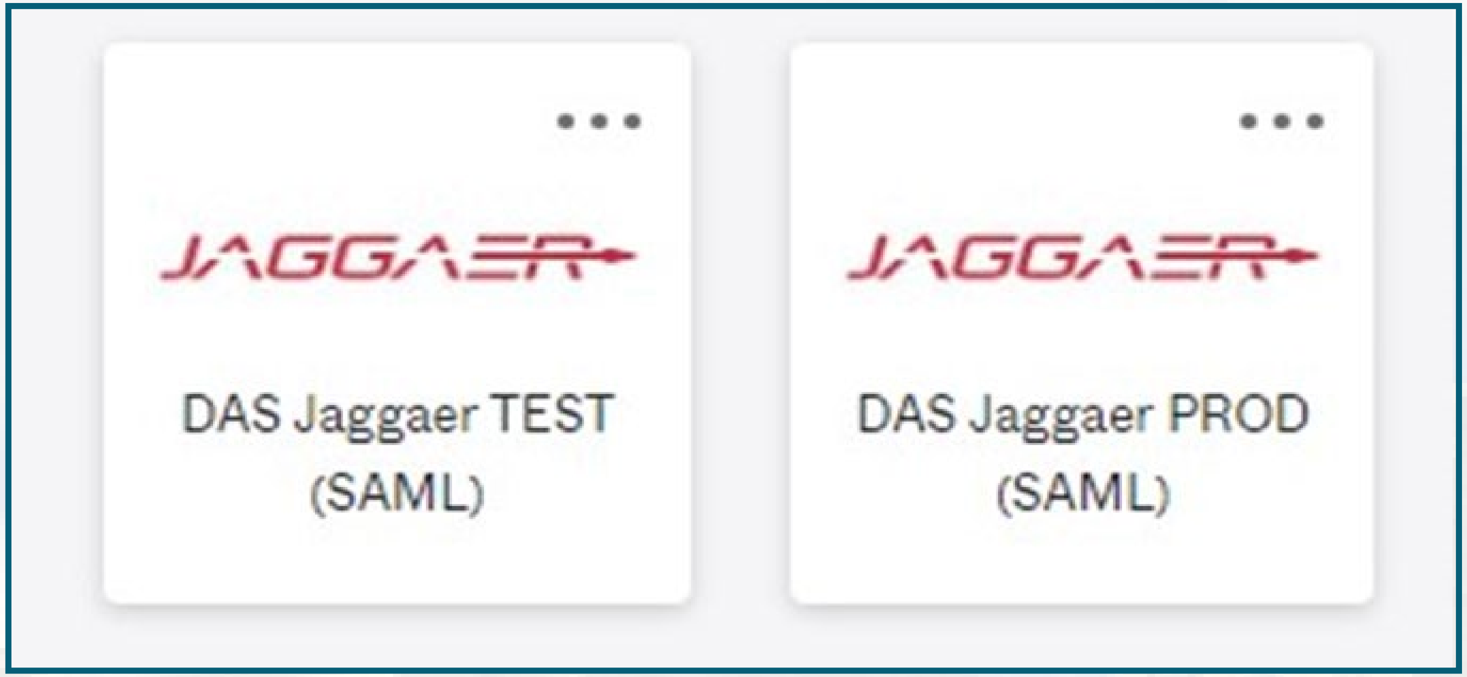
The competitive sealed RFP process includes the following steps:

1. Creating the Request for Proposal (RFP)
2. Posting the RFP on IMPACS and Bid Opportunities (Note: Bid Opportunities will be discontinued in February 2024)
3. Receiving and Opening the Proposals
4. Evaluating and Scoring the Proposals
5. Awarding the Contract
6. Negotiating the Contract
7. Generating the Contract

TSB Notification IAC 117.7(2)

Post all solicitations to the TSB web page at least 48 hours before the opening date and time in IMPACS. The TSB posting can be achieved in IMPACS by populating the "Release Date" field on the Setting page with a date at least 48 hours before the opening date and time. (February 2024)

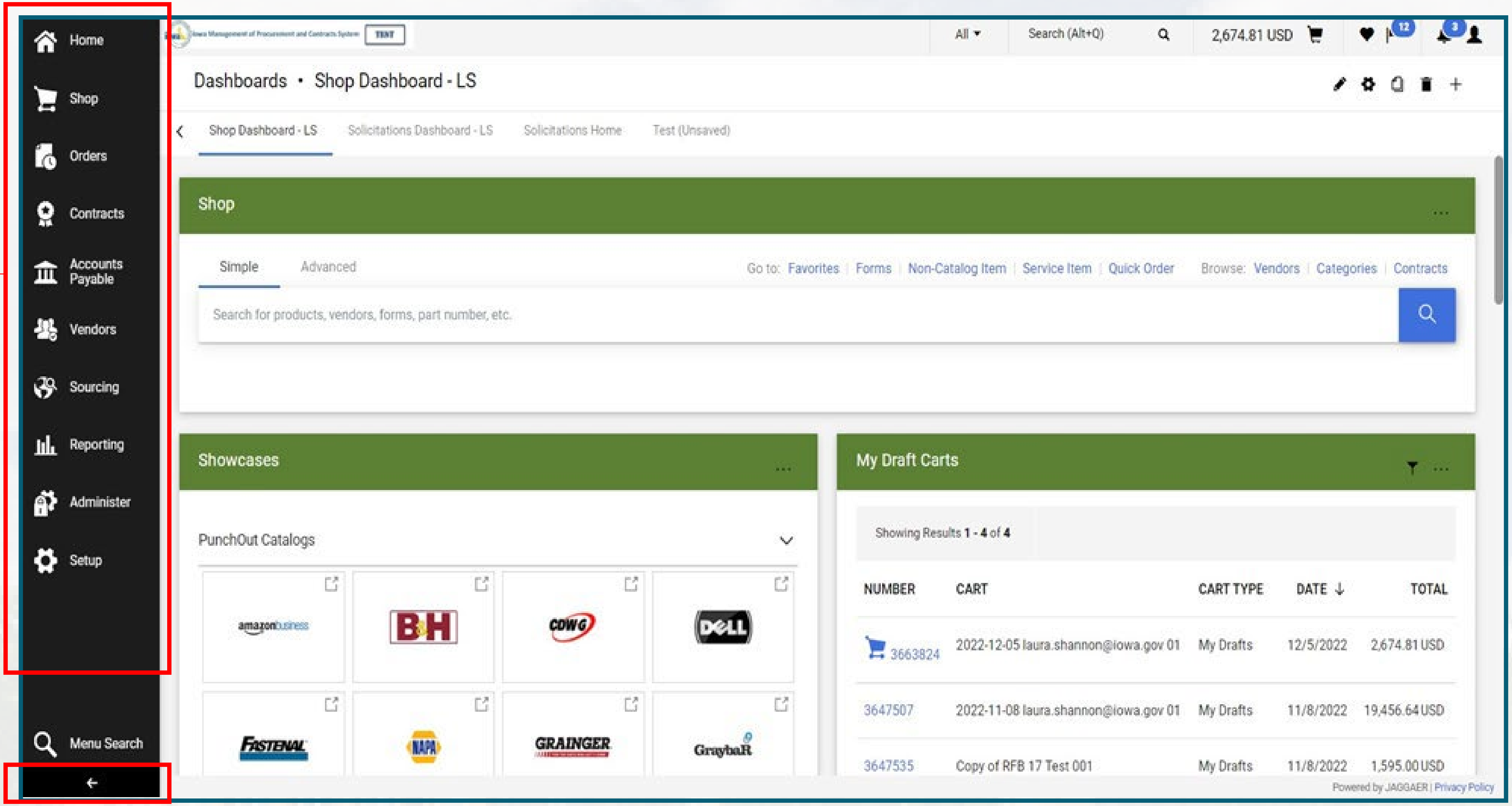
Sign into Okta and locate the Jaggaer stickers



Best practice: Create an RFP in the IMPACS (Jaggaer) TEST UIT environment before posting in the Production (PROD) live site.

Left Menu Icons

Menu



Expand to see menu icon labels by clicking the small arrow at the bottom.

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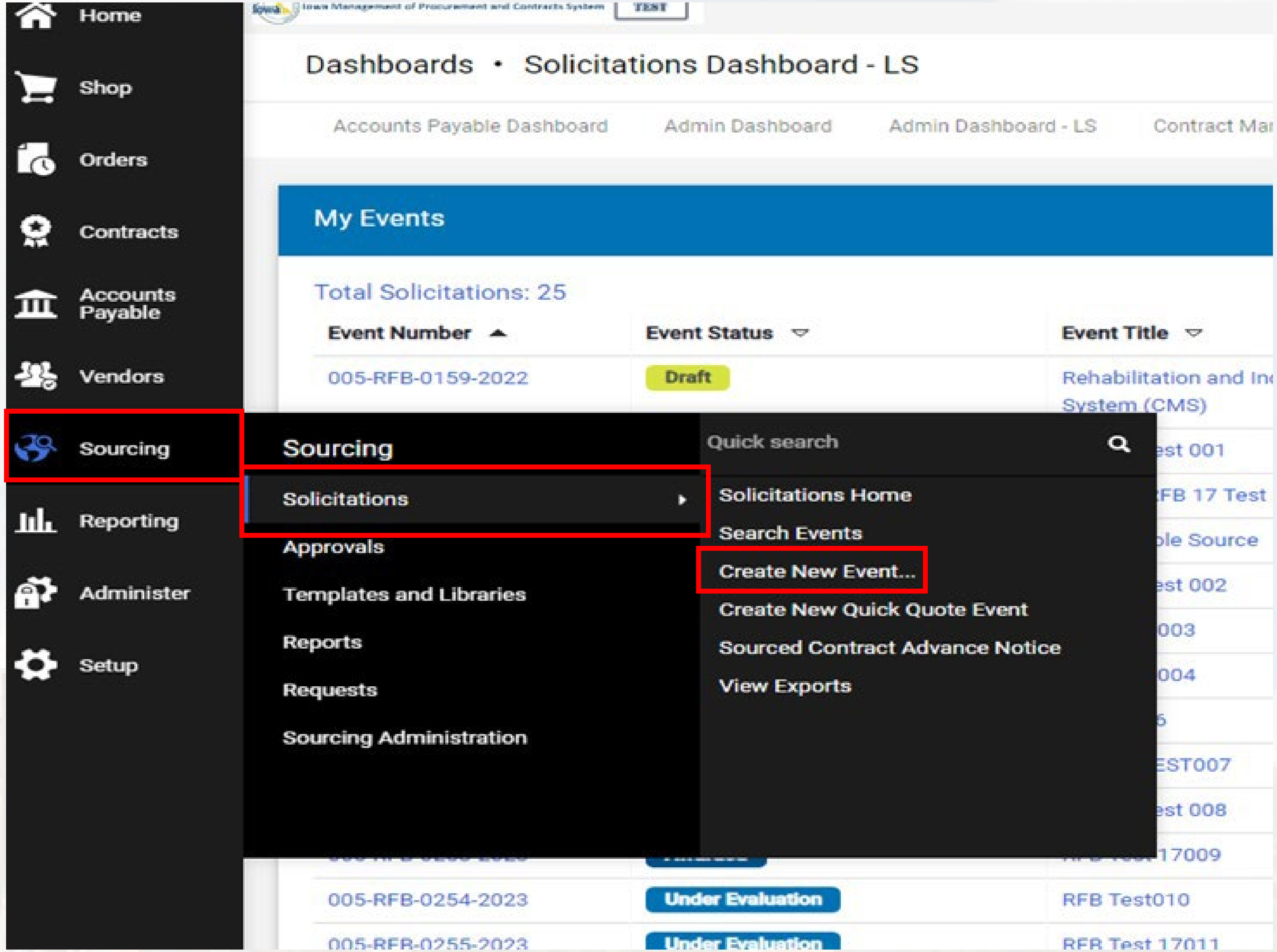
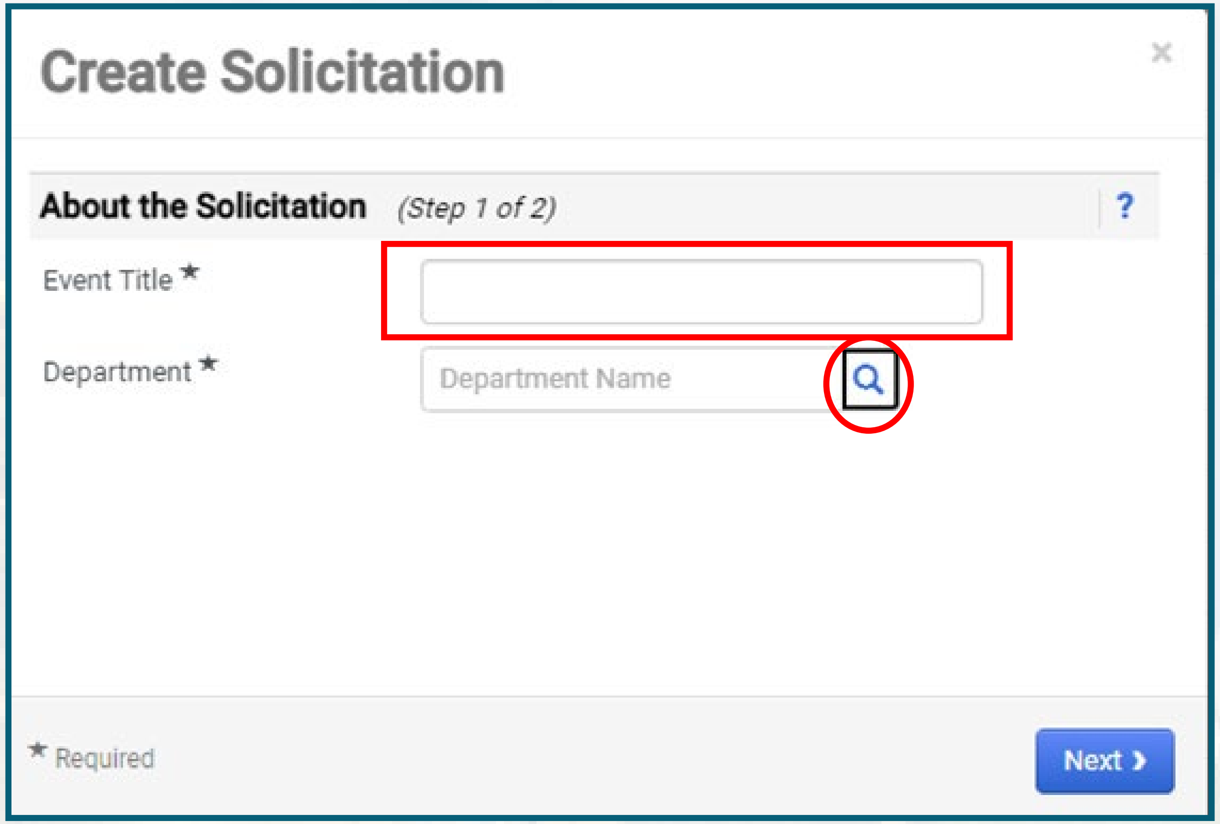
Open the **Sourcing Menu**. Select the **Solicitations** Sub-menu and **Create New Event**.



Create New Event

You will see this pop-up screen

1. Enter the **Title** of the RFP.
2. Type in your **Department** (Agency) or search for your department by clicking the **Search** icon (magnifying glass).

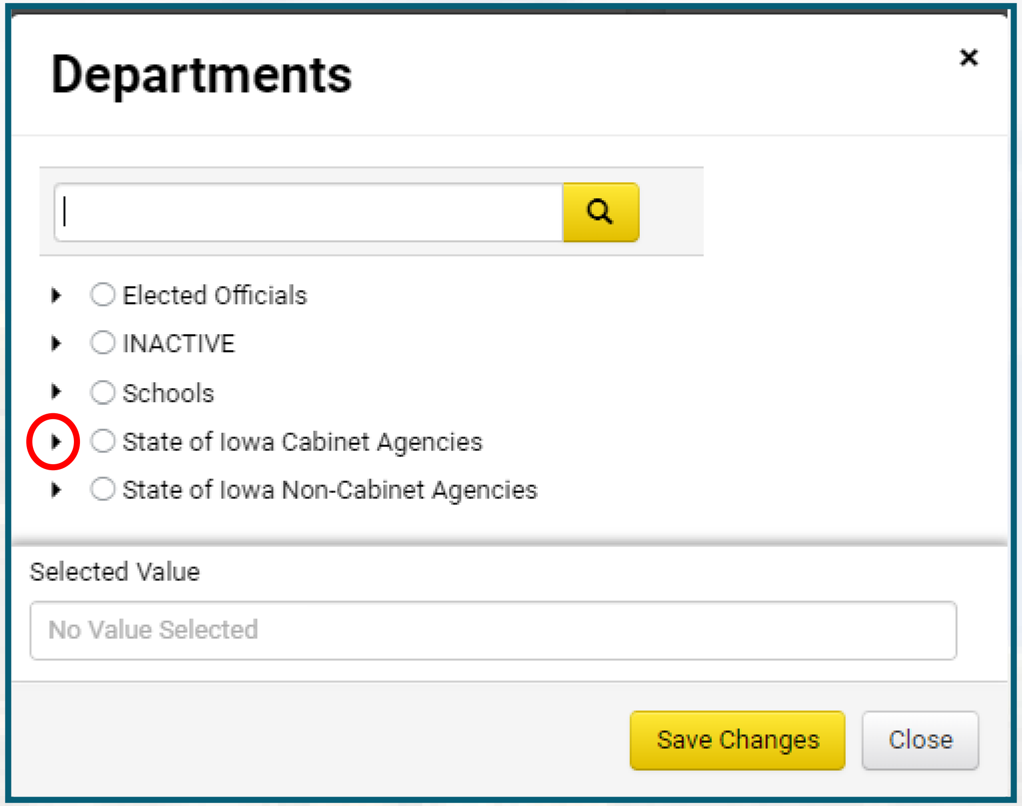


Create the Solicitation

Select the Department

After clicking Search, you will see this pop-up screen

Select the arrow next to the appropriate Department tree.



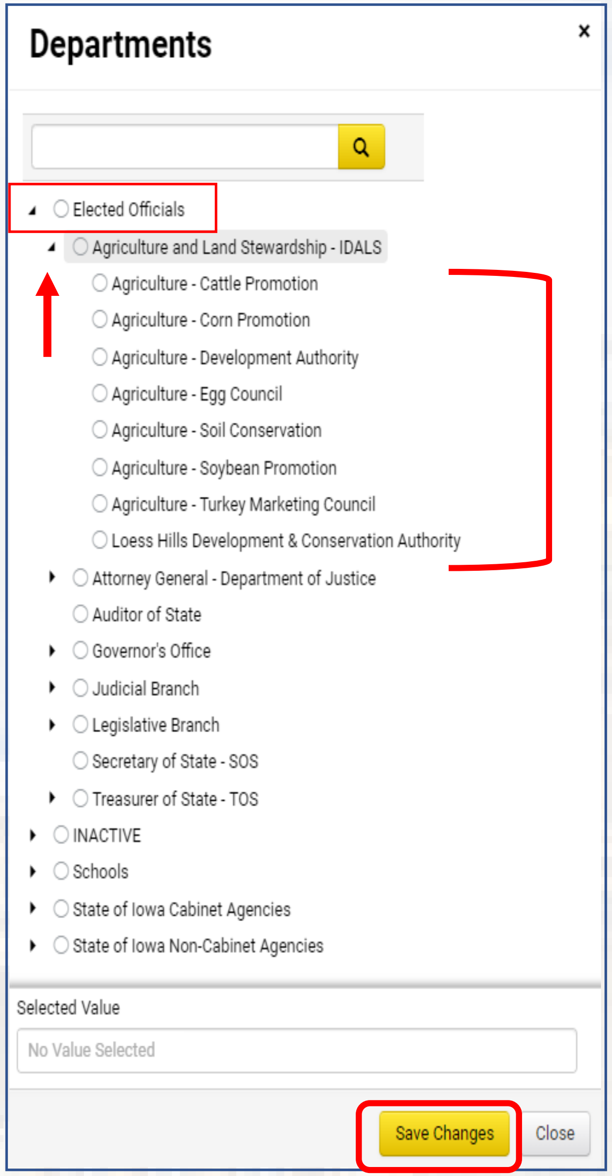
Select the Department

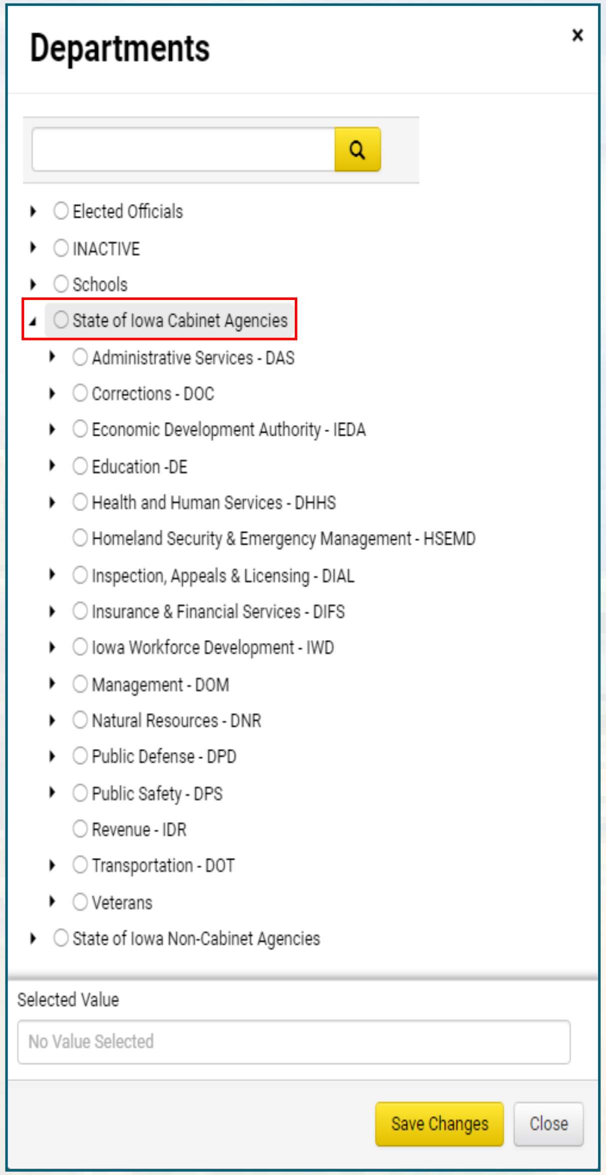
There are three sections of the department tree:

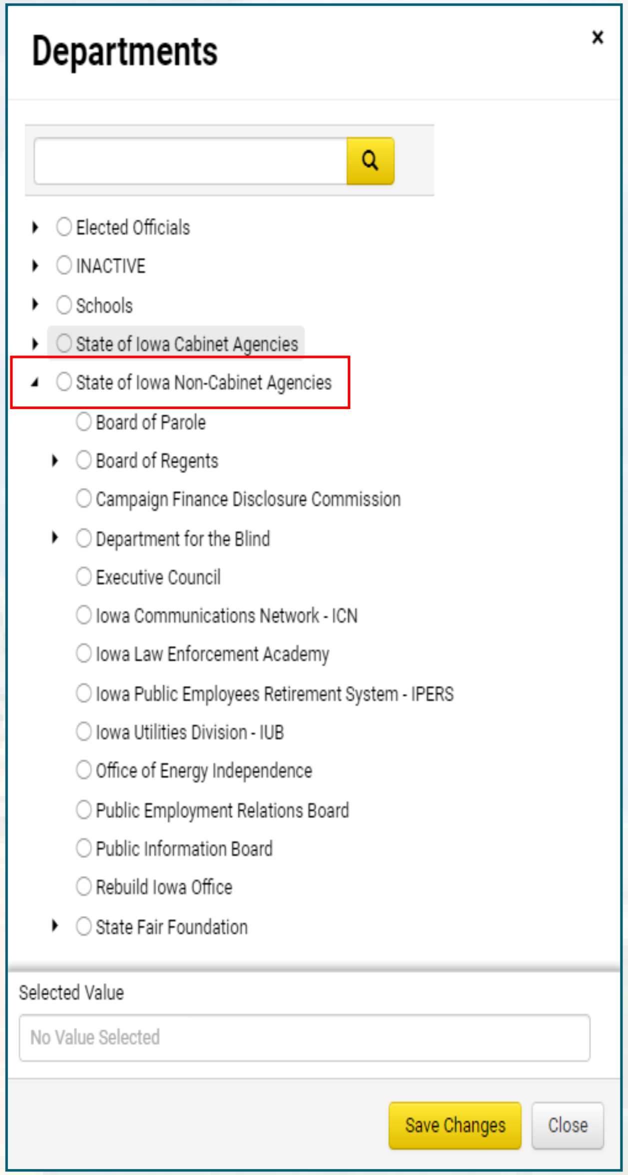
1. Elected Officials
2. State of Iowa Cabinet Agencies.
3. State of Iowa Non-Cabinet Agencies.

Select the arrow next to the appropriate department tree, and drill down until you find the correct department. Click the radio button next to the department, then **Save Changes**.

In the adjacent illustration for Elected Officials, IDALS has several sub-departments under the main department.

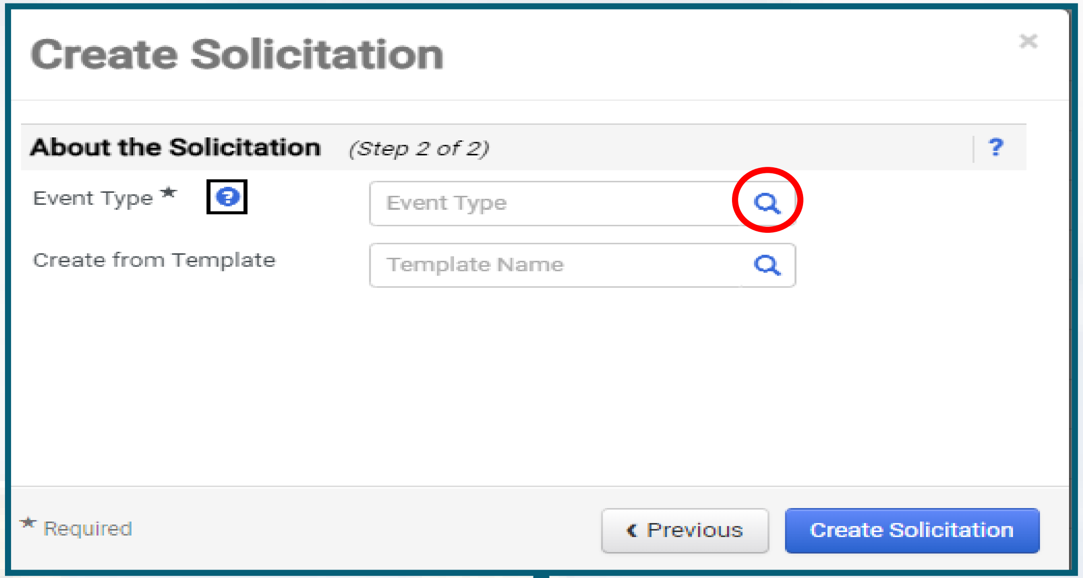




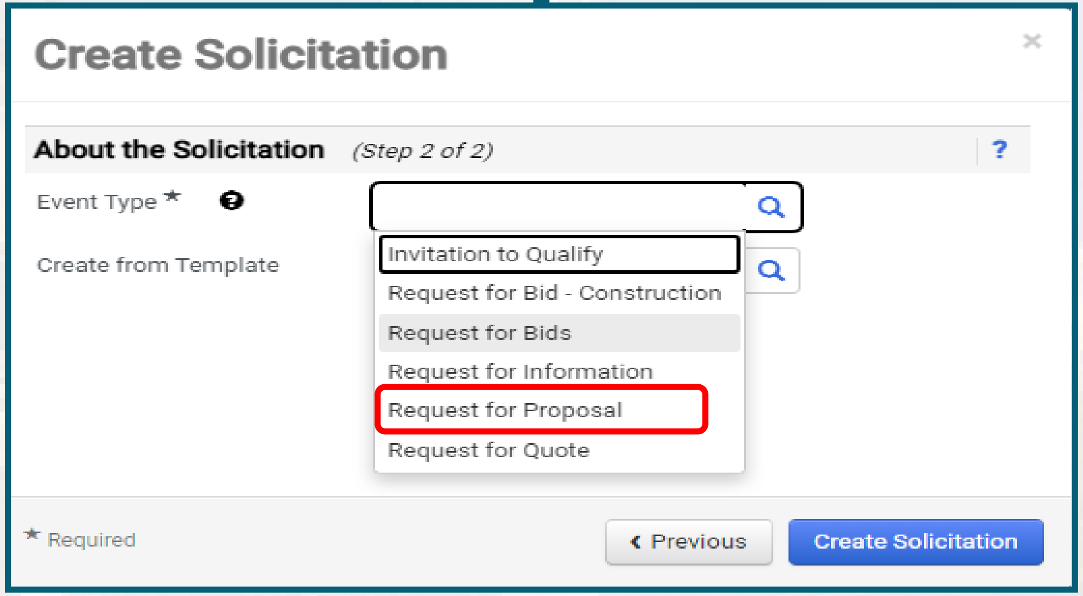


About the Solicitation

Click the **Search** icon (magnifying glass) to select the type of solicitation being created.



Select **Request for Proposal**

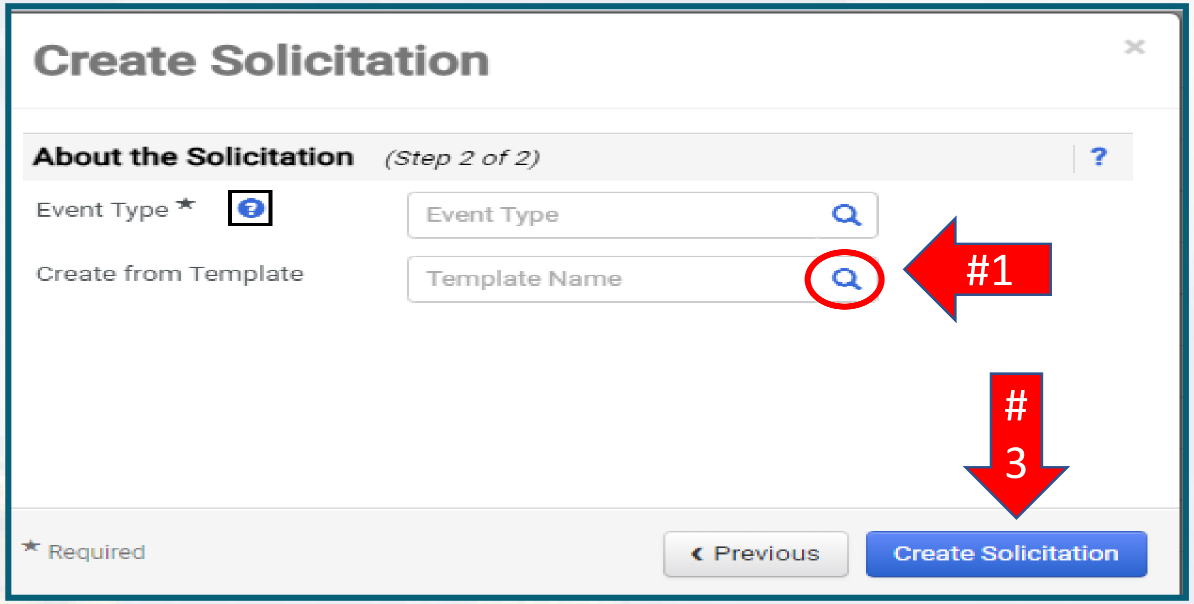


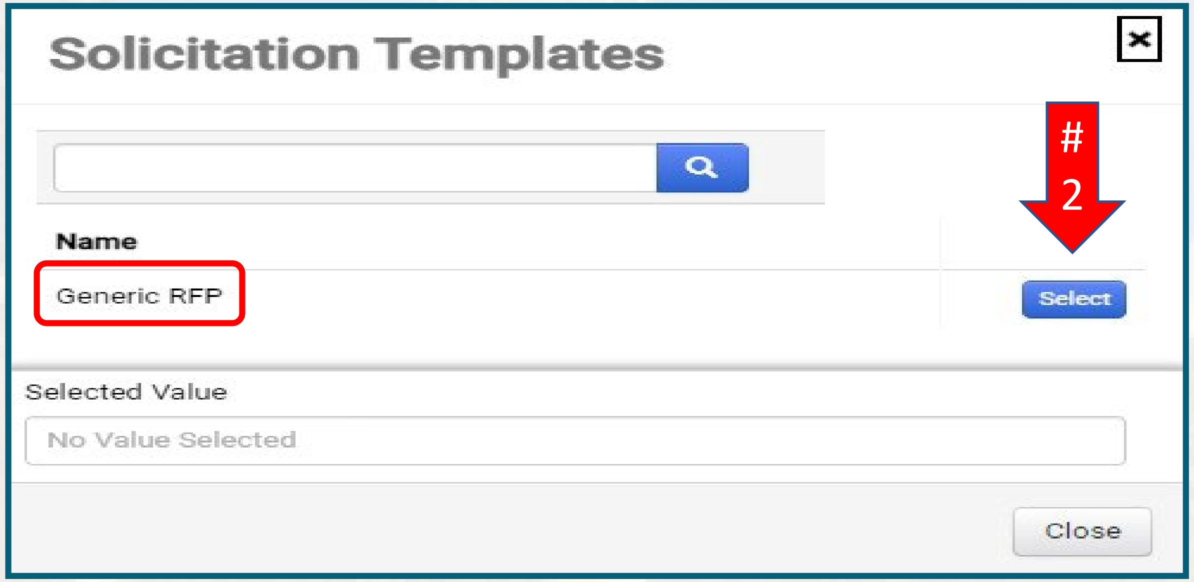
Solicitation Templates

1. Click the **Search** icon (magnifying glass) to select from the RFP templates available.

2. Select the appropriate template. If no specific department template has been created, use **RFP - Attach Document Wrapper.**

3. Click on **Create Solicitation**.

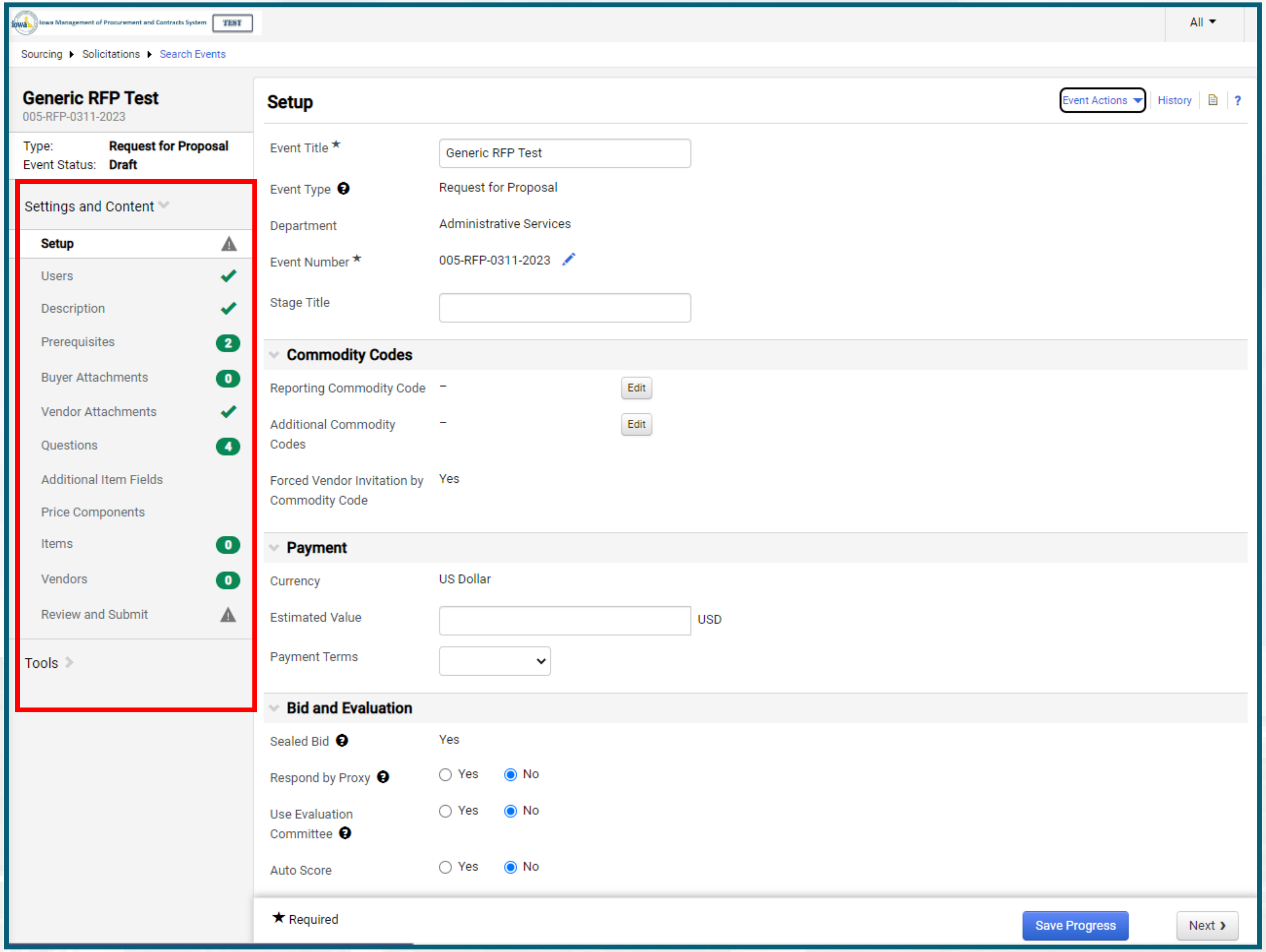




Setup Wizard

Settings and Content

Following the wizard on the left-hand side of the screen, IMPACS will walk the Issuing Officer (Buyer) through setting up the RFP.



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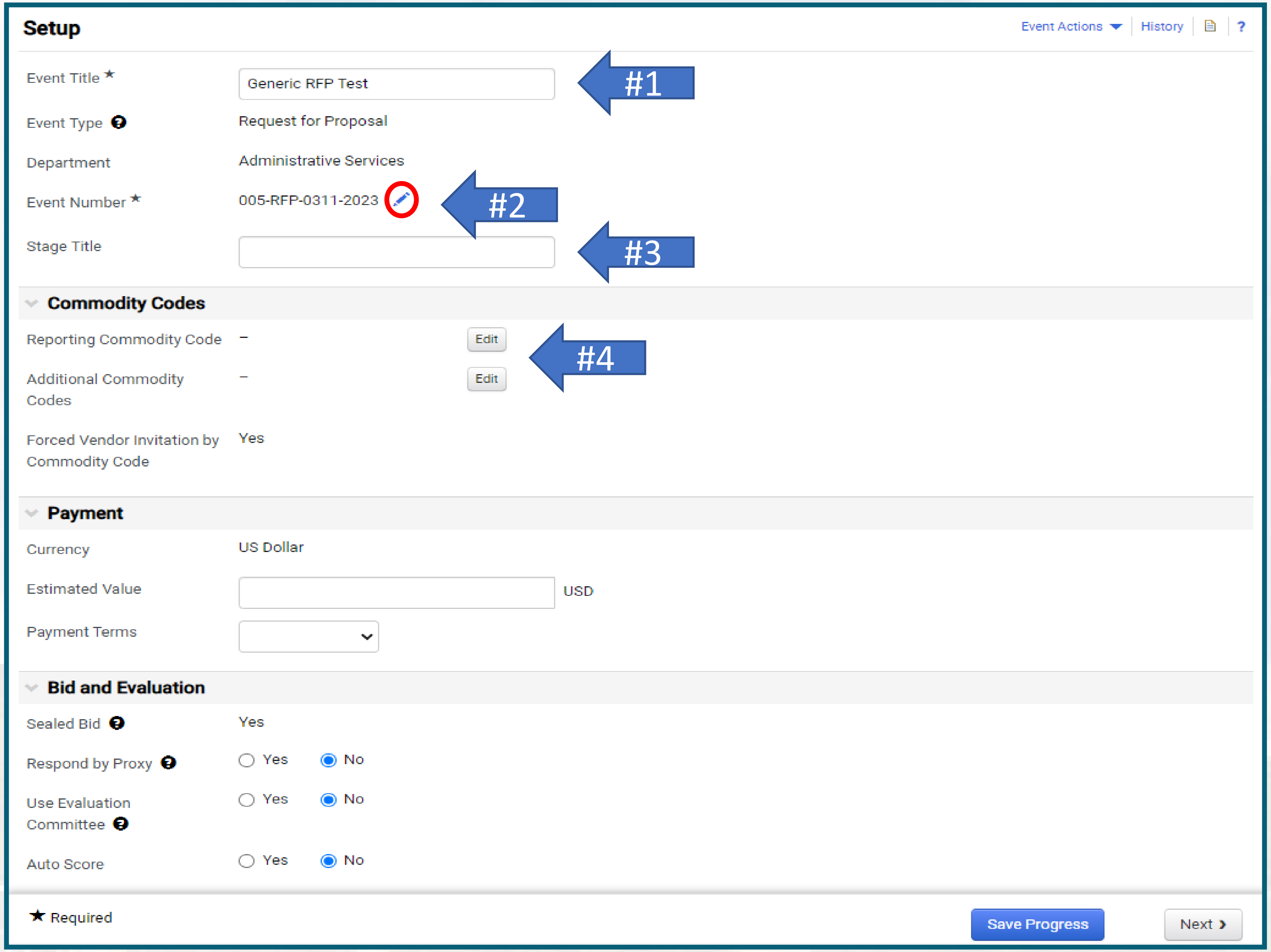
1. (Optional) The Buyer may change the Title of the RFP.

2. (Optional) The Buyer may change the RFP number by clicking the pencil icon. (IMPACS autogenerates a number by default).

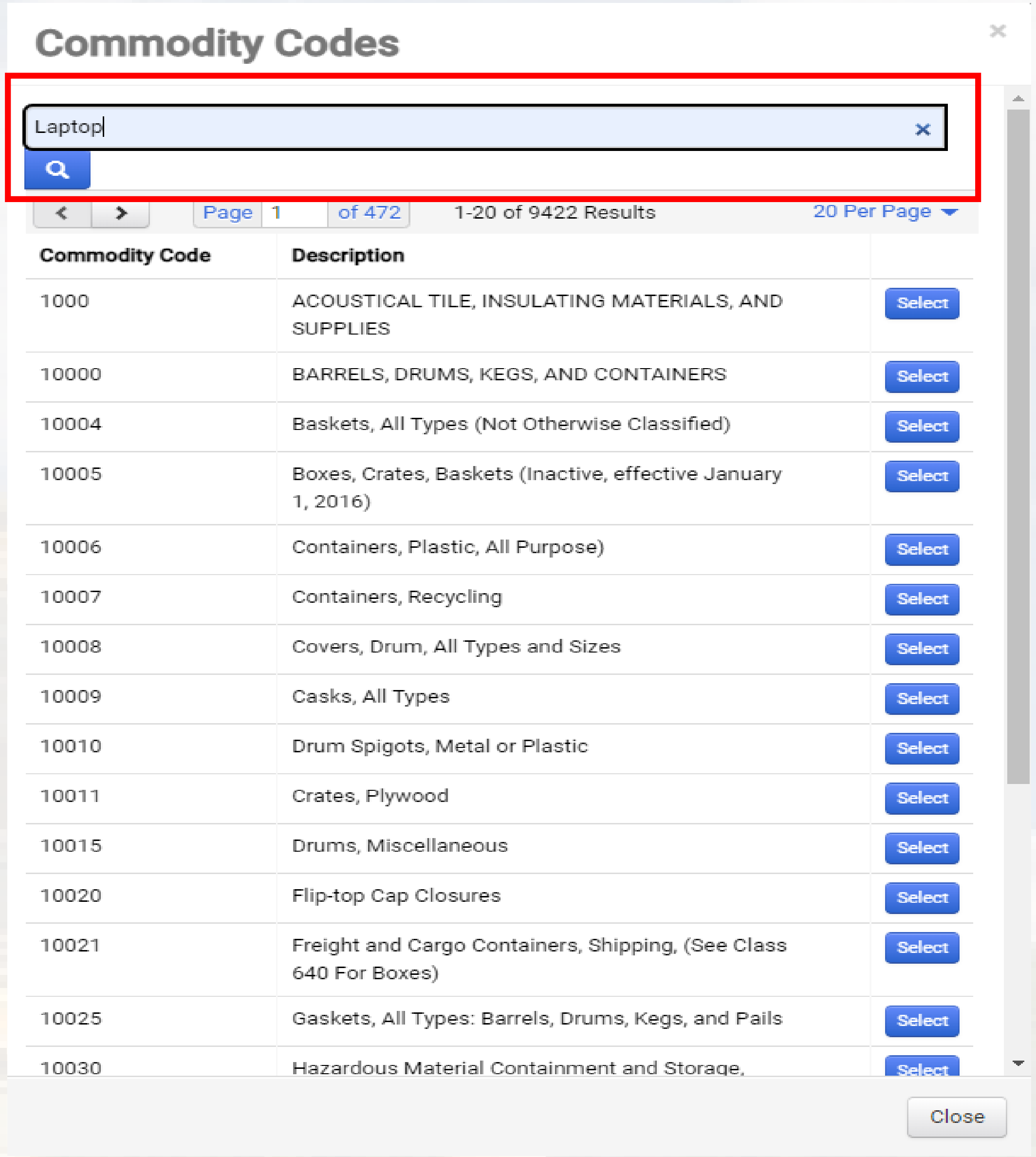
3. Ignore **Stage Title.**

4. By clicking on the **Edit** button next to the **Reporting Commodity Code** and **Additional Commodity Codes**, the Buyer may select the appropriate Commodity Codes for the RFP.



Settings and Content

If the Buyer does not know the Commodity Code, then use the search box at the top of the Commodity Codes Menu that pops up when the Commodity Code **Edit** button is selected. There is also a PDF listing of all the Commodity Codes. You can find it here under **IMPACS Resources**: https://das.iowa.gov/iowa-management-procurement-and-contracts-system-impacs



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Commodity Codes

These are the Commodity Codes that appear when “Laptop” is entered in the search box.

Select the Commodity Code that best fits your RFP.

If additional Commodity Codes are needed for the RFP, then repeat the process for the **Additional Commodity Code** field on the **Setup page**.

The Vendor (Respondent) will be notified via email of this solicitation if they registered in IMPACS with the commodity code(s) selected for the RFP.

Commodity Codes

×

Laptop

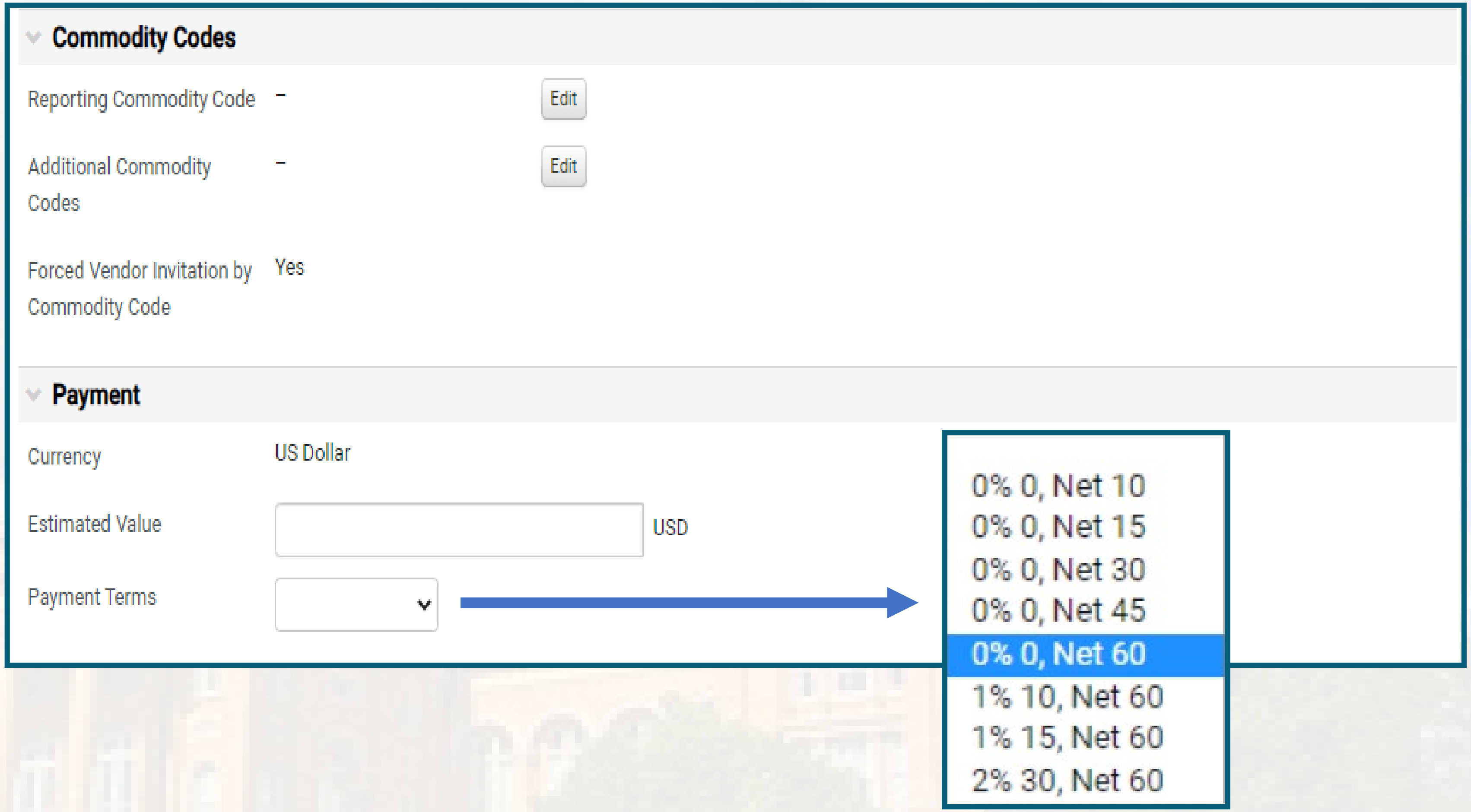
Commodity Code	Description	
20454	*Microcomputers, Laptop, Notebook and Tablets	Select
20554	*Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products	Select
5567	Mounting Hardware: Laptops, GPS, Cameras, Electronic Devices, etc. Automotive.	Select
98424	Computers, Microcomputer, Handheld, Laptop and Notebook, Rental or Lease	Select

Close

The default Currency is the **US Dollar**.

If the **Estimated Value** field is visible on your department's template, please estimate the value of the RFP.

If the Payment Terms field is visible on your department's template, please select from the drop-down list.



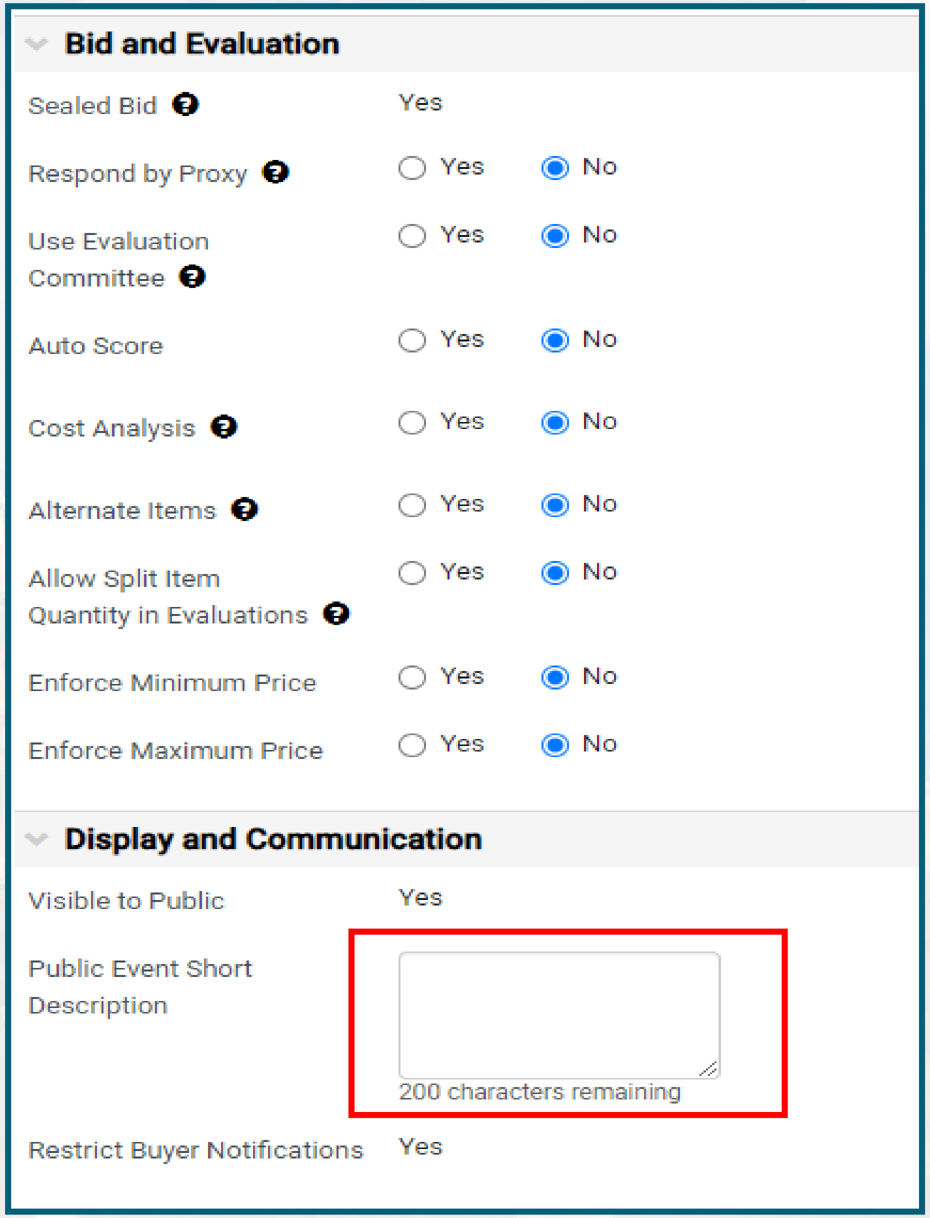
Payment

Use the **“?”** icon to view a **Help Menu** that describes the function of the **Bid and Evaluation** radio buttons.

At this time, Buyers are attaching a full RFP document, and not using the Evaluation functionality of IMPACS.

Testing is underway for RFP Evaluations and a guide will be available soon. You will not select any of the radio buttons in this section (the buttons may be hidden on your department’s template). Respondents will submit a technical and cost proposal in IMPACS and not submit pricing in the **Items** section.

Include a brief description of the Goods and/or Services you seek in the **Public Event Short Description** Section. You can expand the box by dragging the lower right-hand corner of the box.



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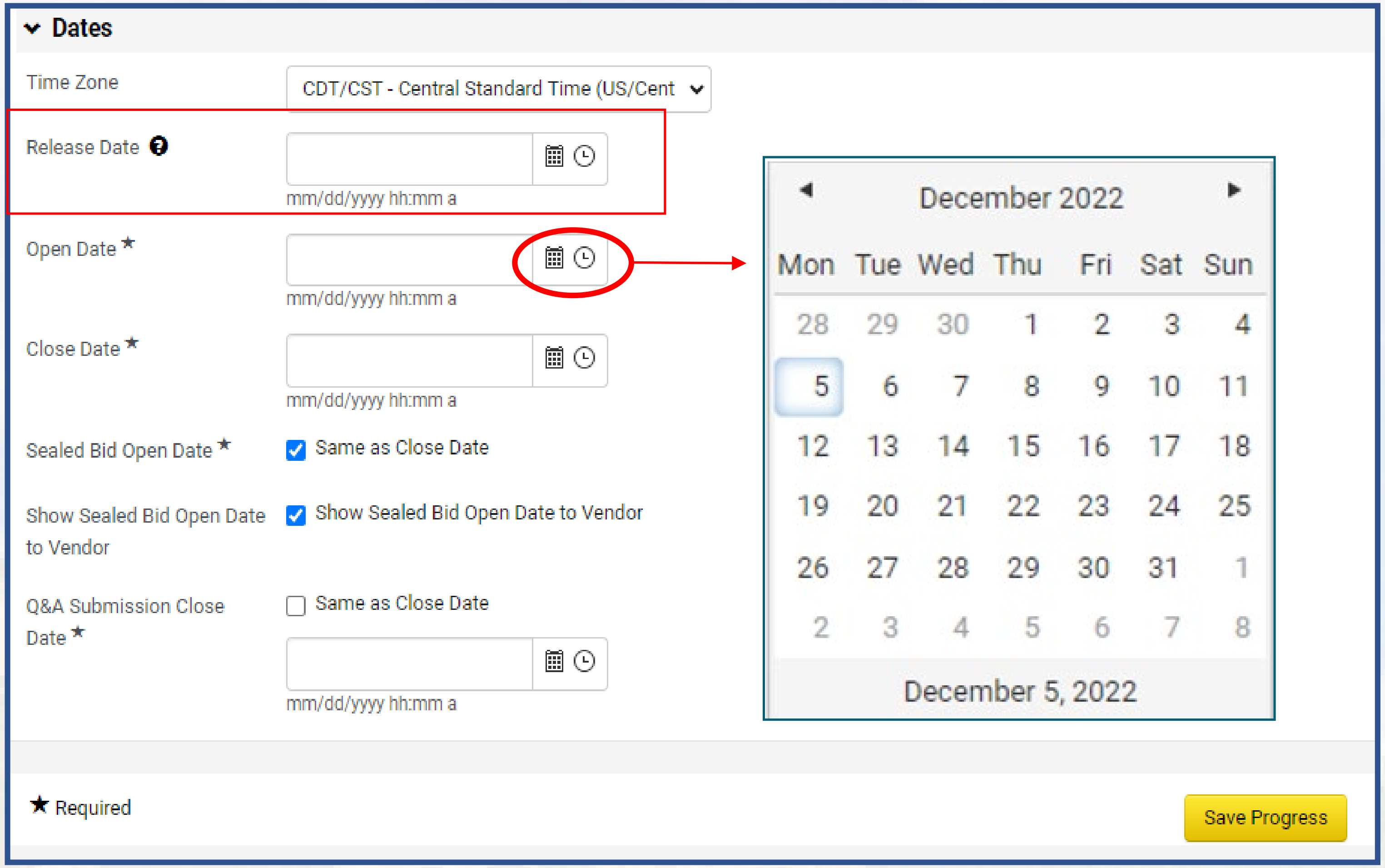
Bid & Evaluation and Display & Communication

Release Date (Future): Please ensure it is at least **48 hours** before the Open Date and time.

The current method is to post the RFP on Bid Opportunities 48 hours before the Open Date and time. By doing this, the solicitation is posted on the TSB website before opening to the public.

Open Date: Select the date and time the RFP will be open to the public.
Type in the date directly in the box or use the pop-up calendar by selecting the calendar icon. The clock icon will set the time.



Dates

1. Continue filling out the close date.

2. **Sealed Bid Open Date** and **Show Sealed Bid Open Date** to Vendor are checked by default if enabled on your template.

3. **Question & Answer Submission Close Date** may be entered the same way as the **Open and Close dates. Note:** the check box for making the date the same as the close date. Typically Q&A close date is earlier than the close date to give the Issuing Officer time to answer the questions.

4. **Save Progress** to save and stay on the page, or **Next** to save and move to the next Section.

Users Section

Event Creator - The field is automatically populated with the event creator.

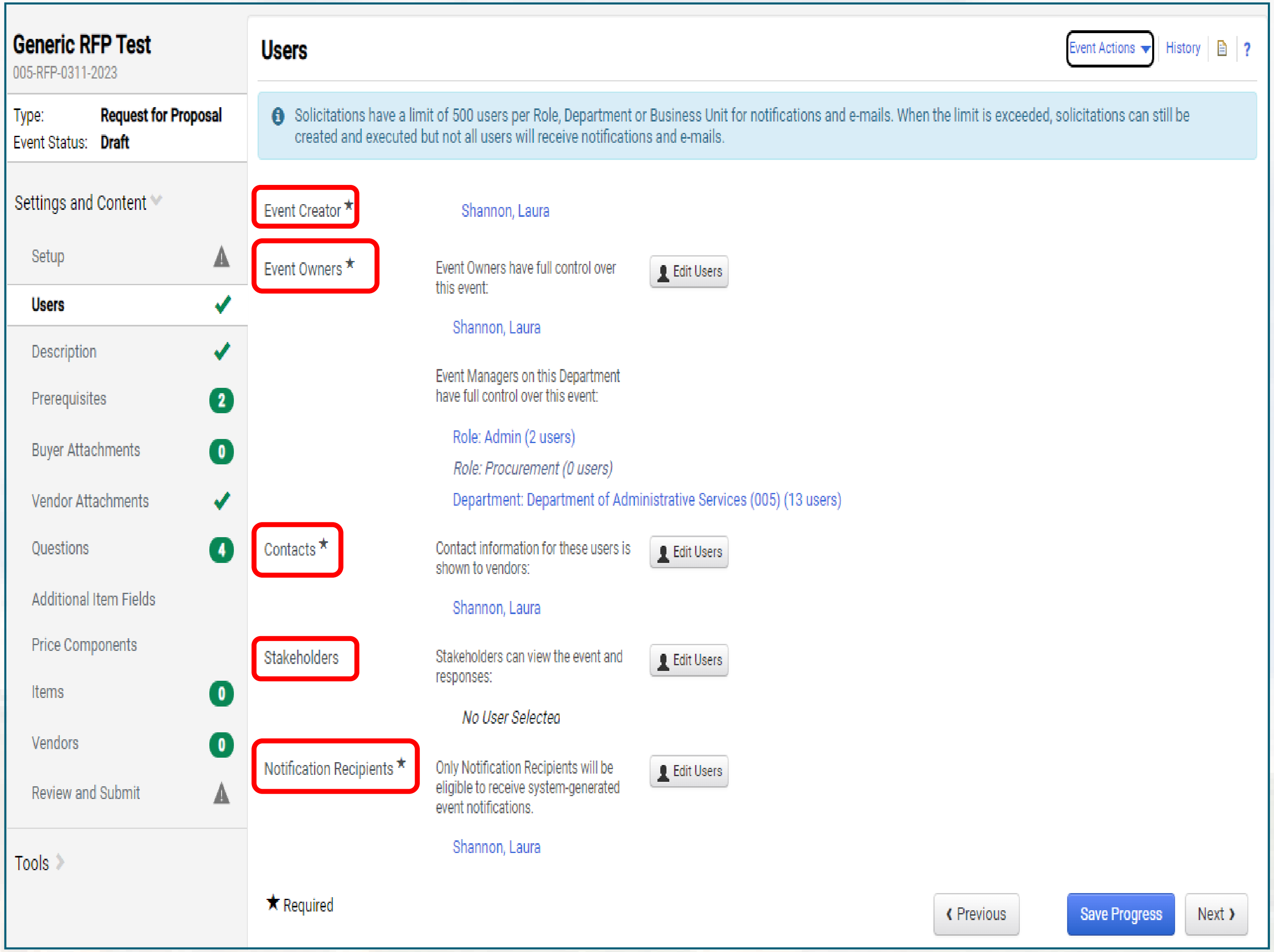
Event Owners - You may add additional event owners here (see next page for search options). Depending on how your Department is set up, your department may have full control over this RFP as a default.

Contacts – additional contacts may be added here. The field is automatically populated with the event creator.

Stakeholders are Users interested in the solicitation but can only view it, not edit or respond to questions. This is a good place to list the requestor or evaluators.

Notification Recipients will receive IMPACS notifications, for instance, if a Vendor has submitted a question or if the RFP has been extended. The field is automatically populated with the event creator.

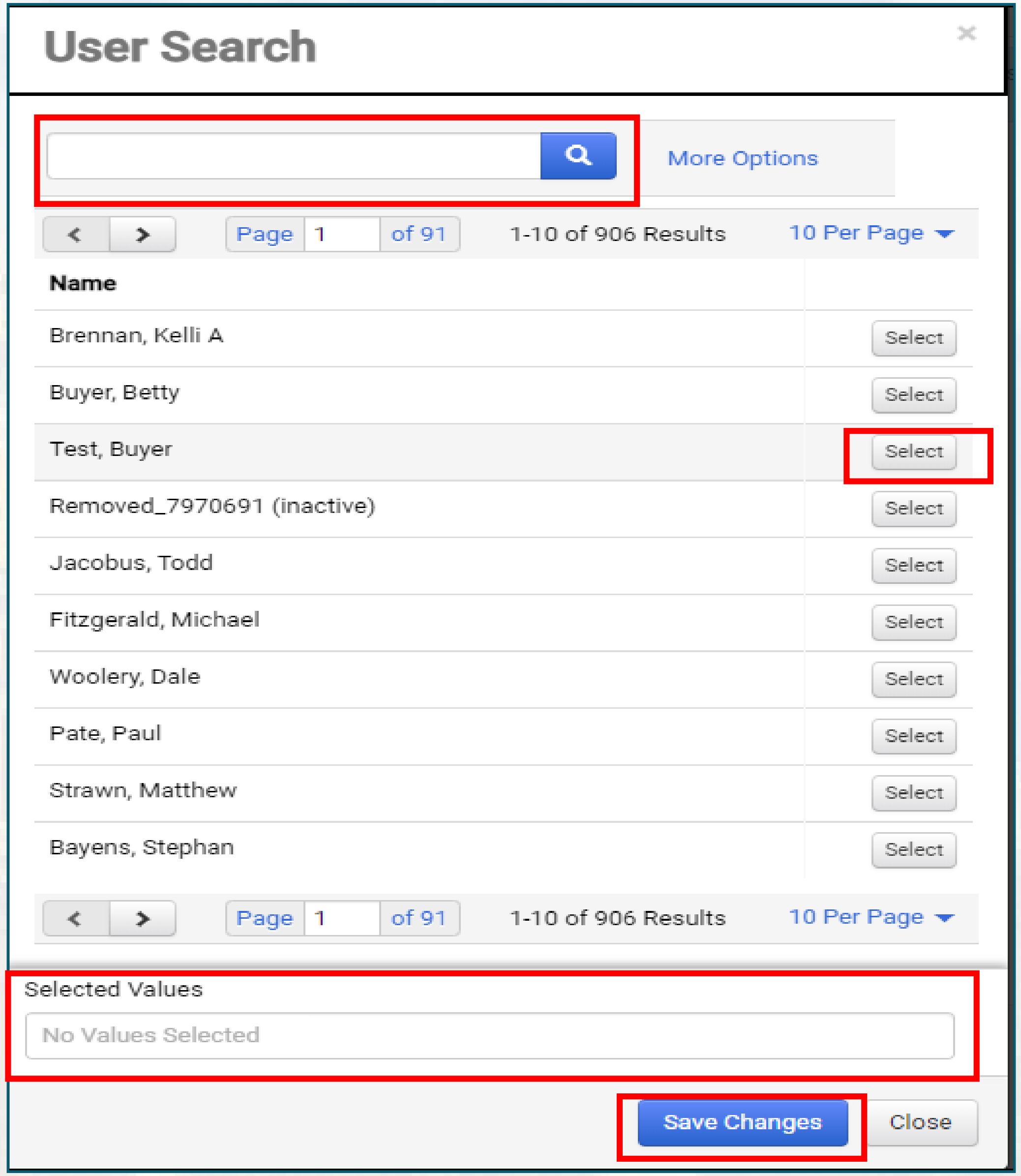
Most of the time, you will not need to change anything on this page.



Event Users

A **User Search** pop-up screen will appear once the Edit Users button is selected (from the previous page). Search for the User in the **Search Box** and then click Select once the Buyer has been found.

Save Changes once the User(s) have been selected.



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Event Users Search

Description Section

Description

The **Description** Field is filled out with general information. Your template may have specific language pre-populated.

Pull down the slide icon to expand the field.

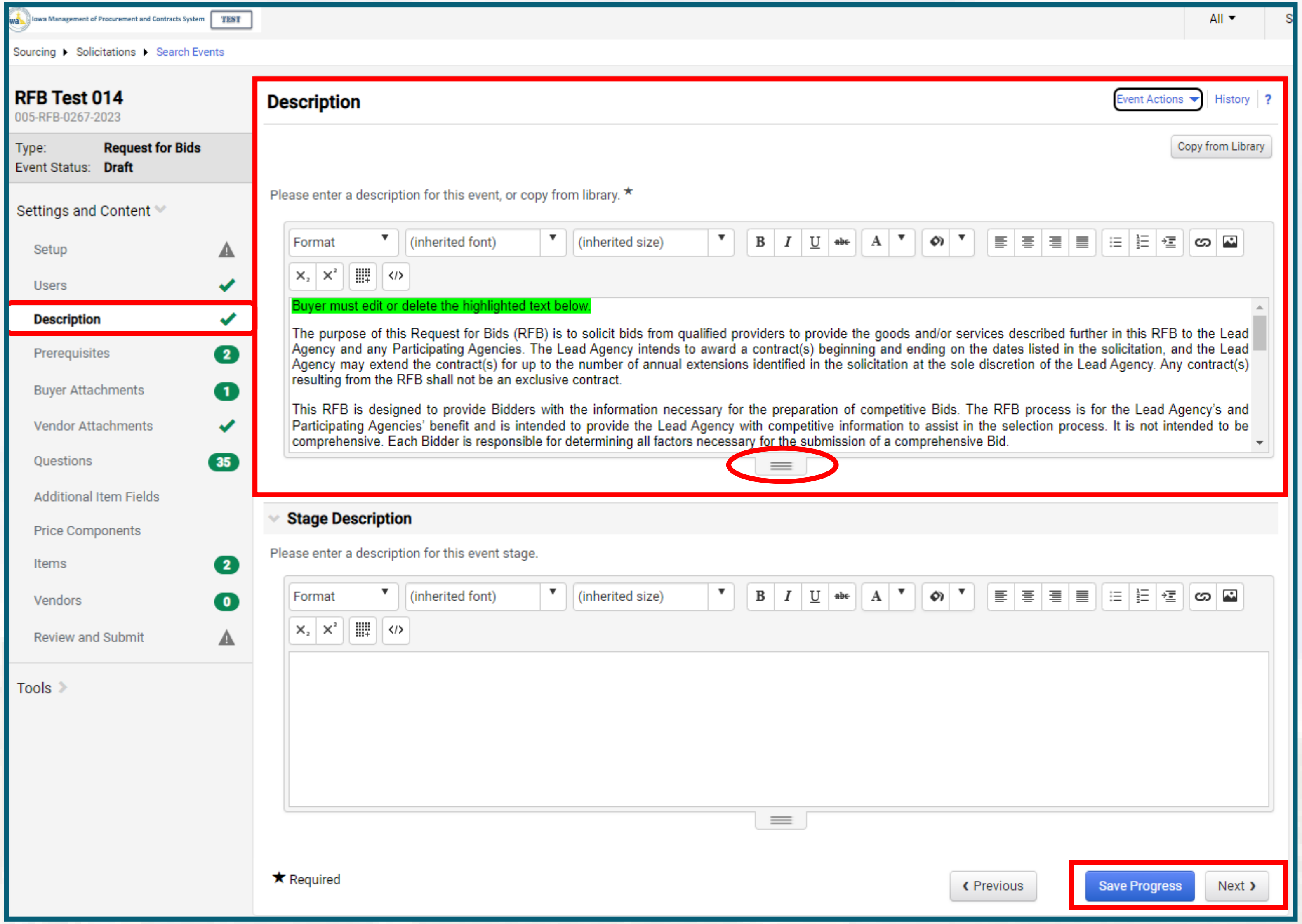
The Buyer may create their description or add to the existing language.

If using the existing language, please address the areas highlighted in green.

Add or delete the language as necessary. The formatting controls are similar to Microsoft Word, and the Buyer may remove the highlighter as necessary.

Ignore the **Stage Description** – it is not used.

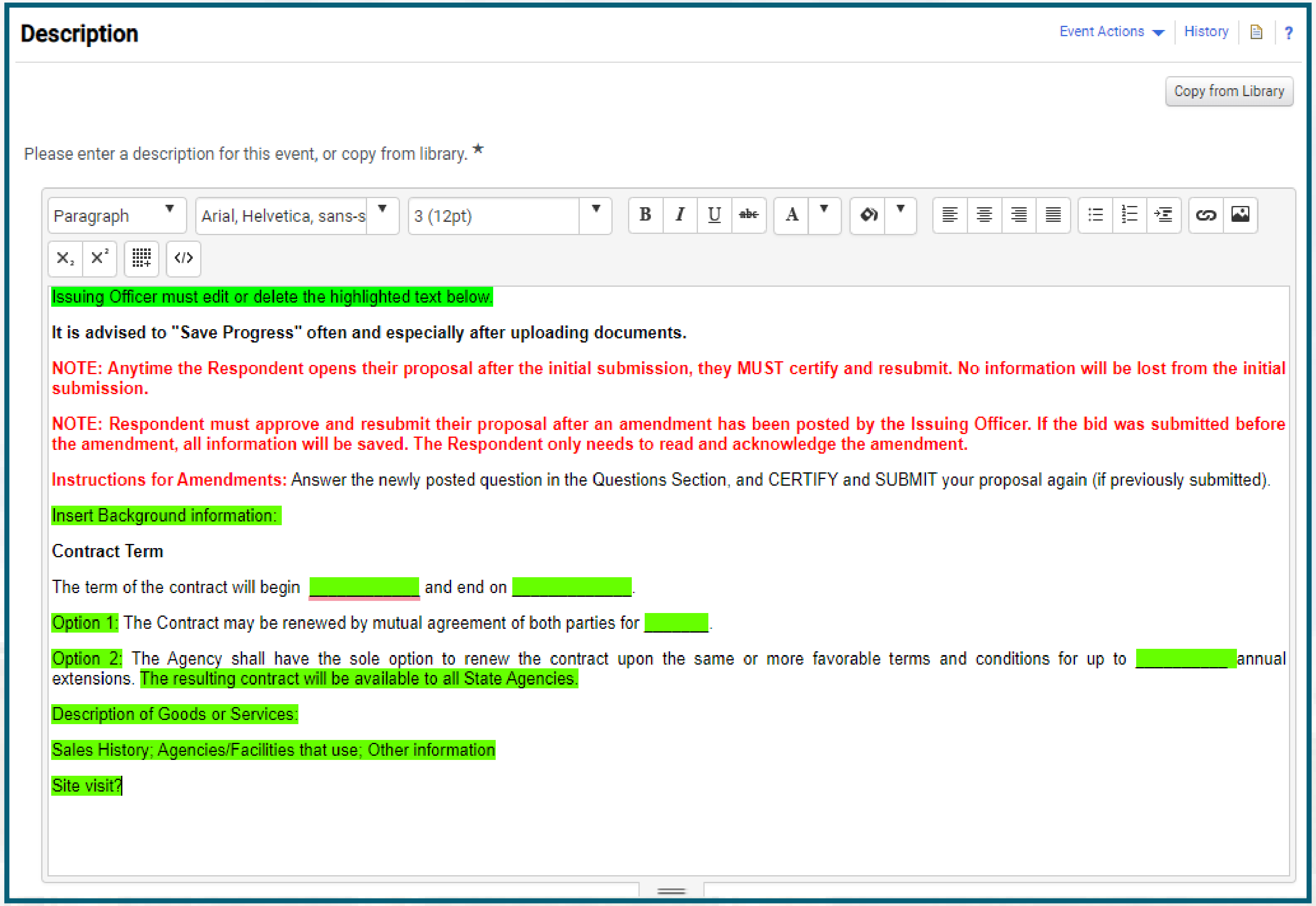
Save Progress or **Next.**



Here is what the full pre-loaded **Description** looks like. The Buyer shall modify the description language. It is advised to leave the two "NOTE" sections in the description.

Skip the Stage Description.

Once the changes have been made, **Save Progress** or click **Next** to move to the next Section.



Prerequisites Section

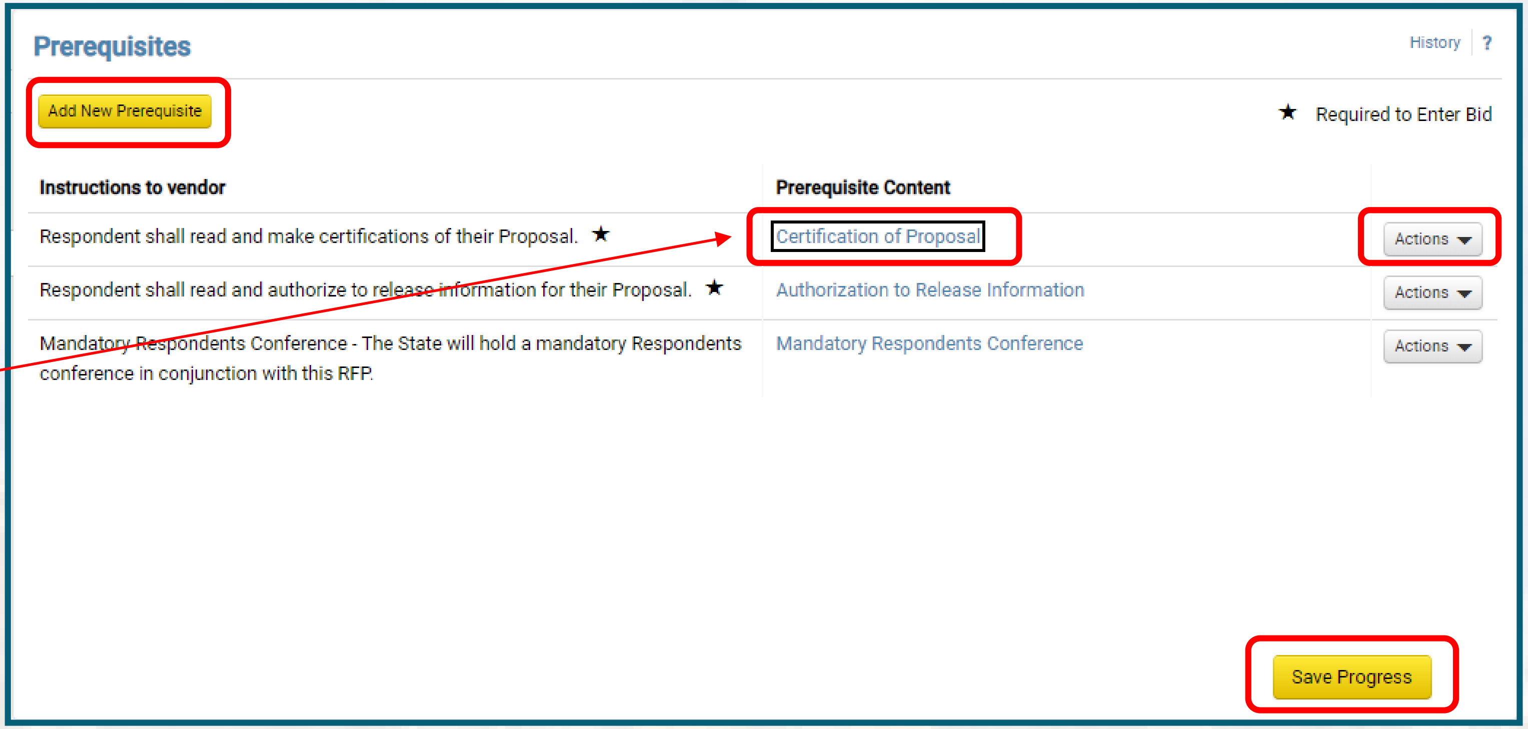
Prerequisites

Prerequisites contain language that the Respondent must respond to in order to respond to the Solicitation or view the Solicitation.

Preloaded prerequisites may be included in your template.

The Respondent will see a pop-up window of the language when they click on the hyperlink. (See next page).

Using the **Add New Prerequisite** button, the Buyer may add Prerequisites from the Library or create your own. Using the **Actions** button the Buyer may also edit or delete the Prerequisites.



Clicking on the link for **Certification of Proposal**, a pop-up window appears with the language the Respondent must agree to in order to submit a proposal.

Prerequisite Content

Close

Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of the Respondent 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 Respondent 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 the Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Respondent to induce any other Respondent 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 Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this 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 Respondent knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

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

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (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 Respondents 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 Respondent certifies one of the following:

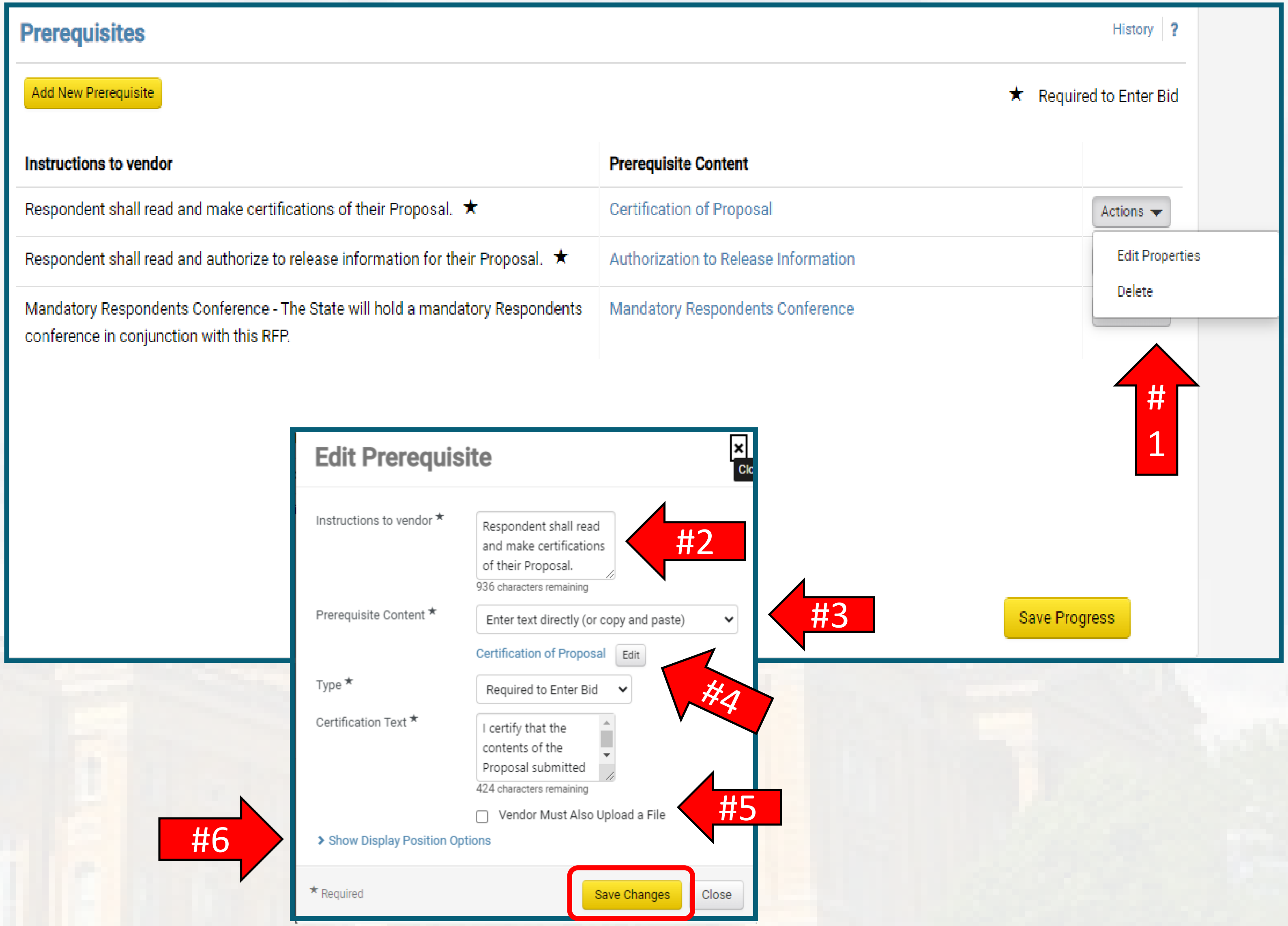
- Respondent is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or

Close

Prerequisites

1. The Buyer may edit the Prerequisite or delete it.
2. The Buyer may change the instructions to the Respondent (Vendor).
3. The Buyer may change the Prerequisite Content. Enter text or upload a file.
4. The Buyer may change the Certification text.
5. The Buyer may require the Respondent (Vendor) to upload a file.
6. The Buyer may change the order of the Prerequisite language to First, Last, or anywhere in between (if there are more than two Prerequisites).

Save Changes



Buyer Attachments

Location for Purchasing Agent/Issuing Officer Attachments to the Respondents. Attach RFP Document here

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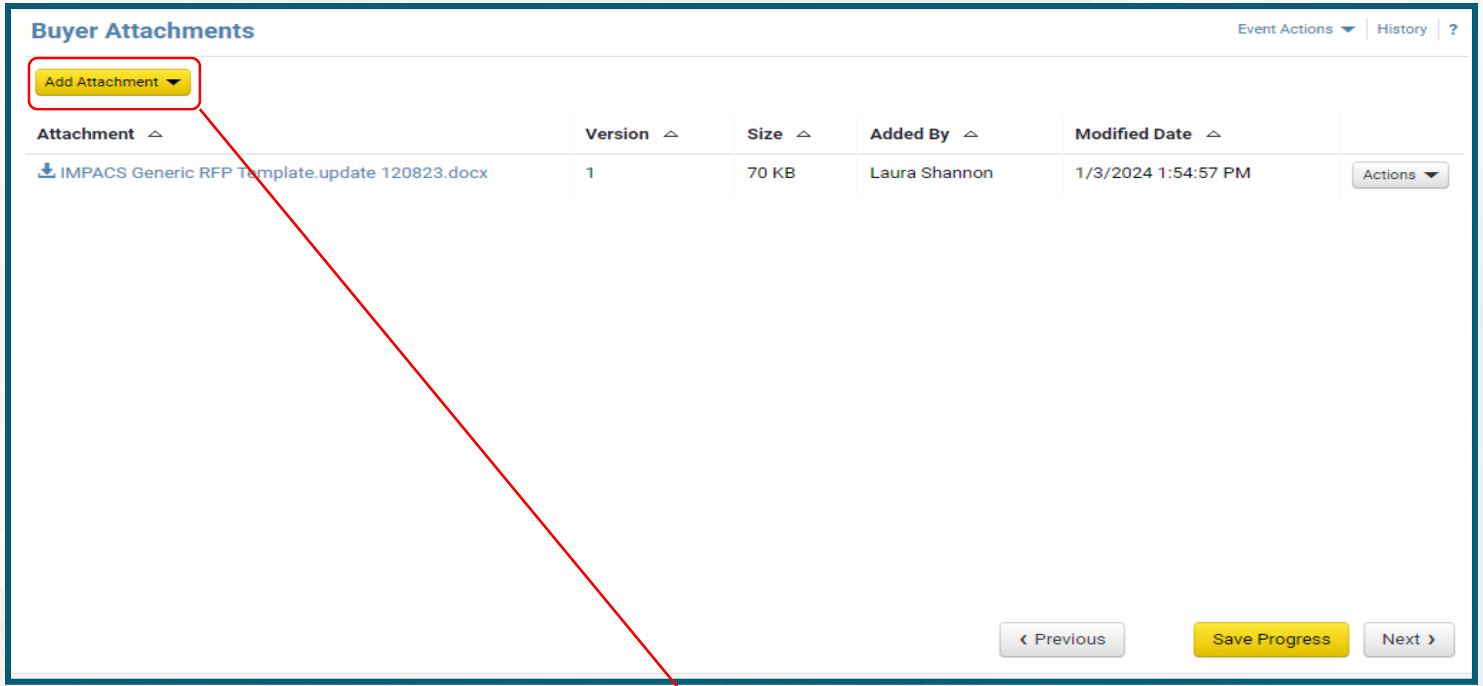
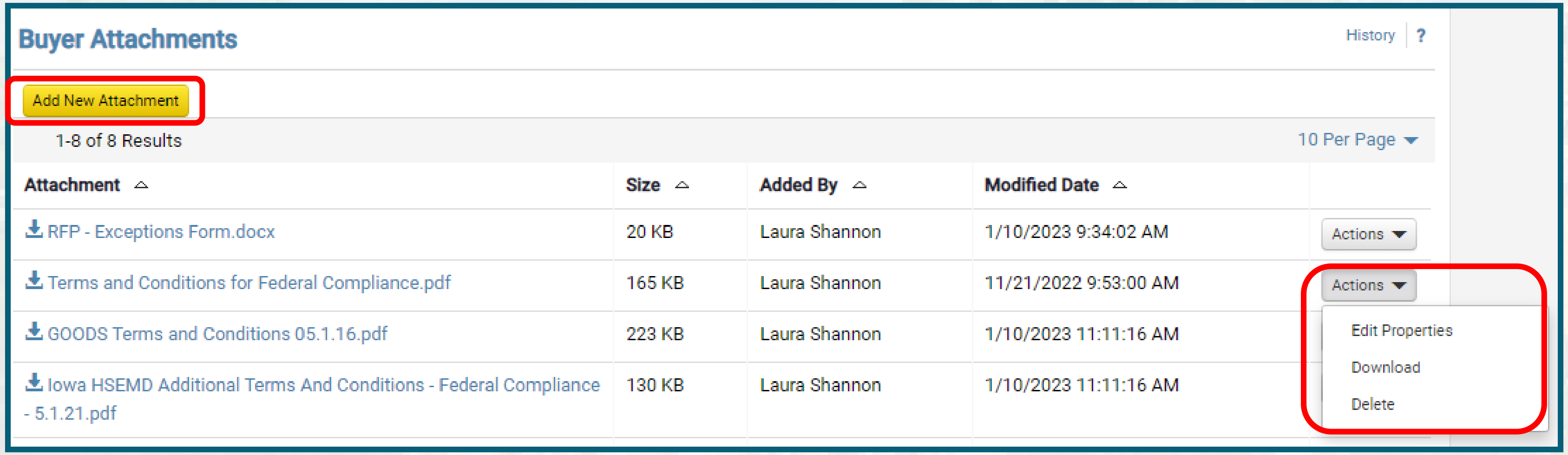
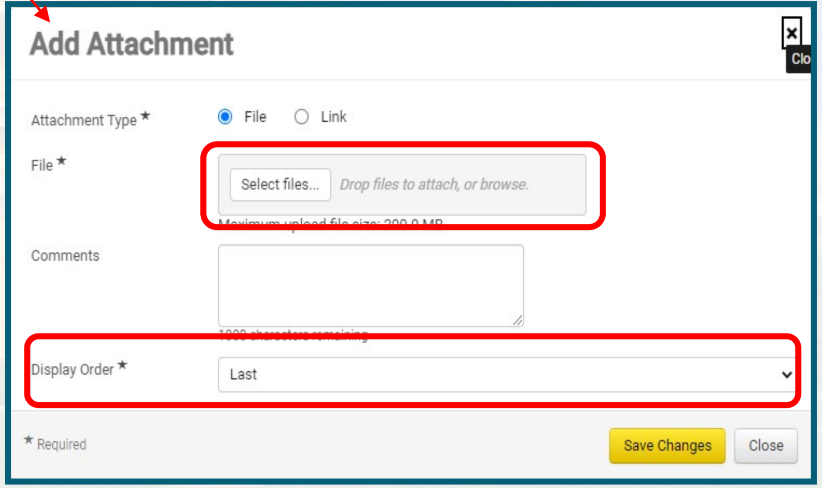
Buyer Attachments Section - This is where the Buyer will upload the RFP document.

Click on the **Add Attachment** button to add the RFP Document and any other relevant files or links. Click the **Add New Attachment** button to upload more attachments or links. Make the RFP document FIRST in the list by changing the **Display Order**.

Clicking the **Actions** button will allow you to Edit, Download or Delete the Attachment.







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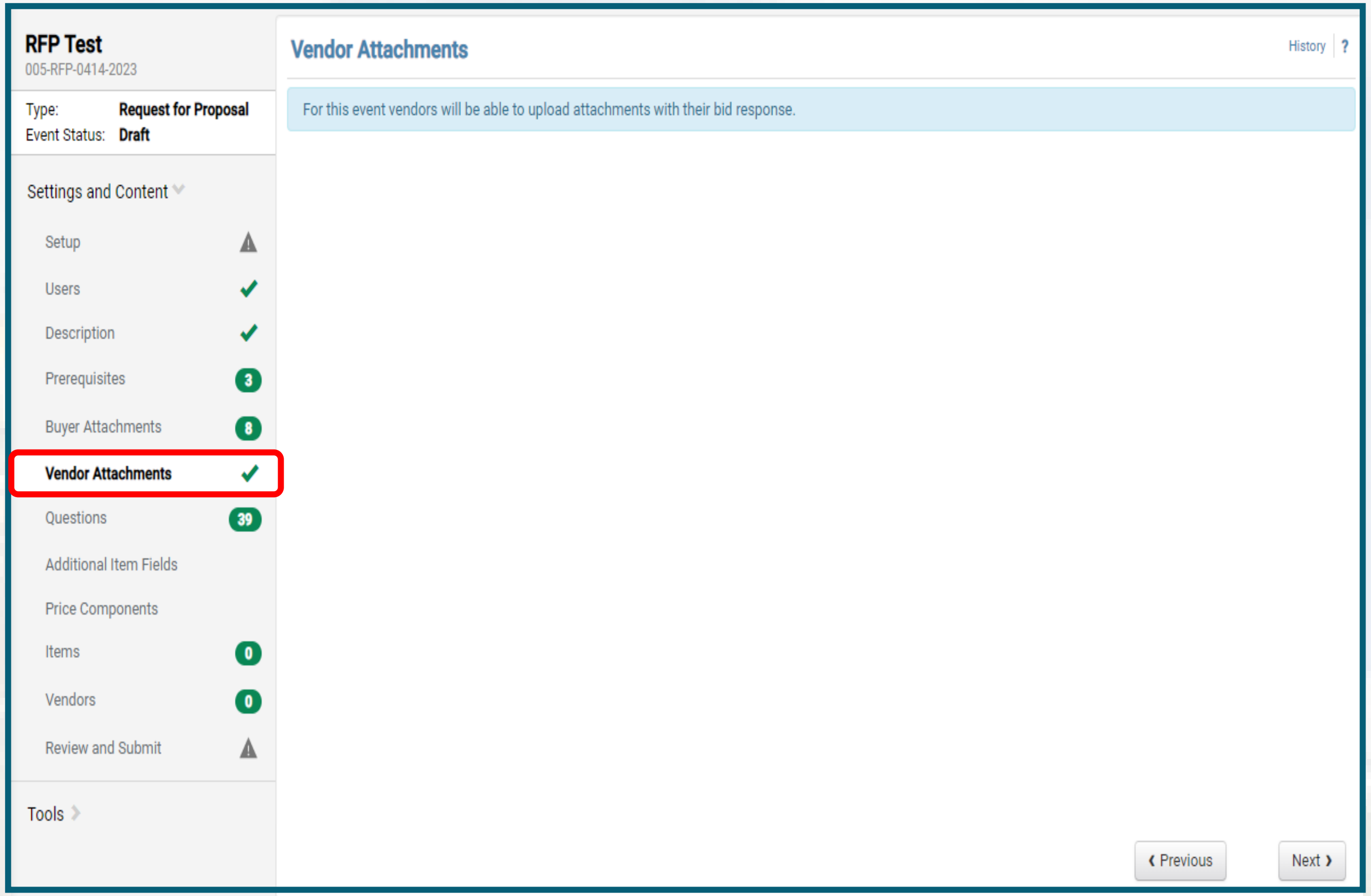
Buyer Attachments

Vendor Attachments

Vendor Attachments are where the Buyer will find any of the attachments you asked the Respondent (Vendor) to provide.



Vendor Attachments

Questions Section

The **Questions Section** has four (4) questions pre-populated. If the Respondent answers “Yes” to question 1.1 - Confidential Treatment of Information - then, question 1.2 becomes visible, and the respondent will follow the directions in the question and fill out Form 22.

Questions 1.3 and 1.4 are where the Respondent will upload their solicitation responses - Technical and Cost.

Questions

Event Actions | History | ?

Please enter your questions into groups below. Add or Import | Export Questions

★ Response is Required
Confidential Mode Enabled

Group 1

Manage Group | Delete Selected Questions

#	Question Text	Conditional Upon	Response Type		
1.1	Confidential Treatment of Information - Is Respondent requesting confidential treatment of specific information? ★	-	Yes/No	Edit	
1.2	A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION, and (4) submit a “Public Copy” from which the confidential information has been excised. ★	Confidential Treatment of Information - Is Respondent requesting confidential treatment of specific information?	File Upload	Edit	
1.3	Respondent must attach separate Technical Proposal file. ★	-	File Upload	Edit	
1.4	Respondent must attach separate Cost Proposal file. ★	-	File Upload	Edit	

Add Question

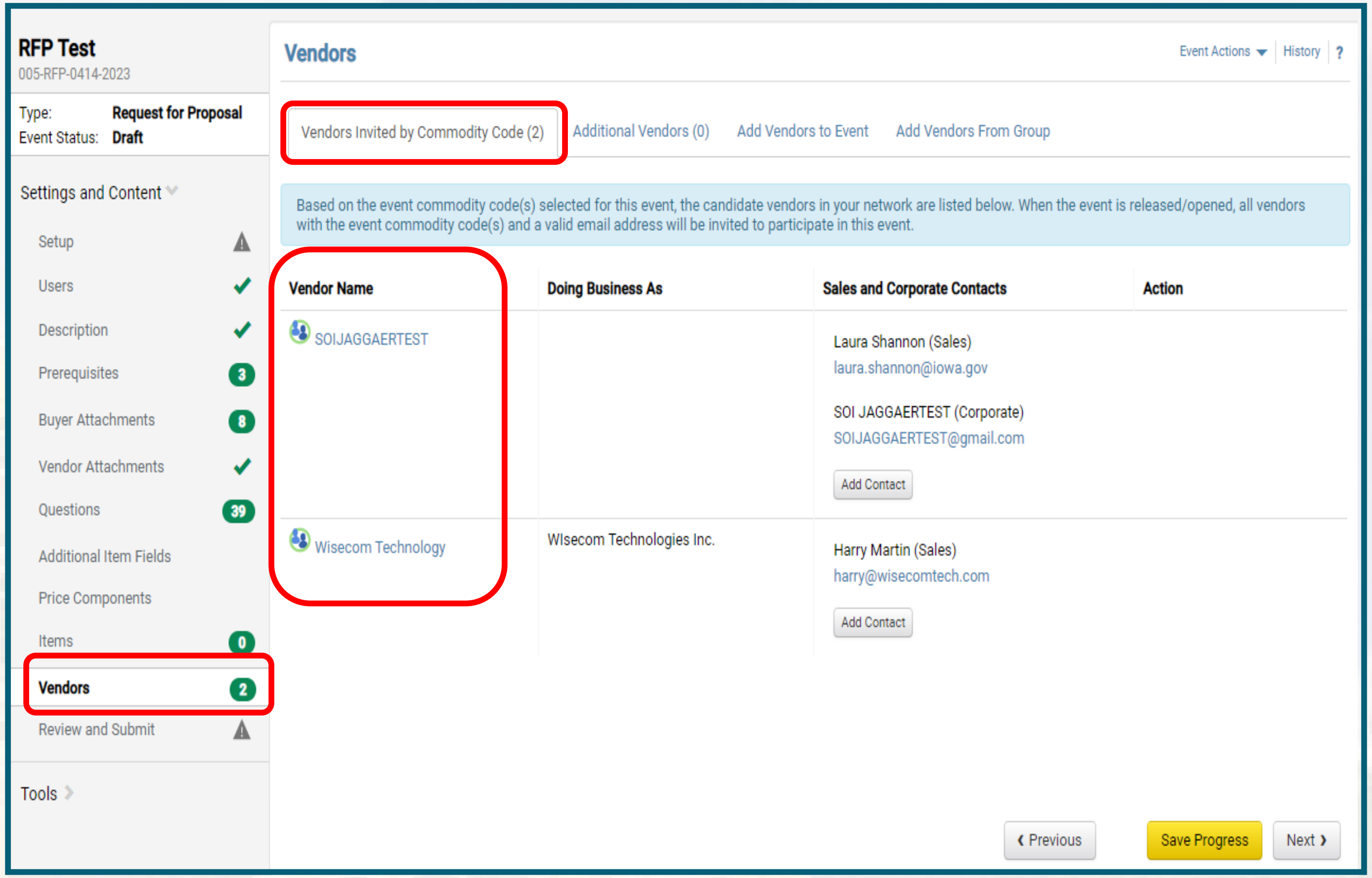
‹ Previous | Save Progress | Next ›

Vendors Section

Vendors Invited by Commodity Code

Add Vendors to the Event

If there are Vendors that have registered under the Commodity Codes that were entered earlier in the Setup Section, then you will see the number of Vendors that will be notified when the RFP opens.



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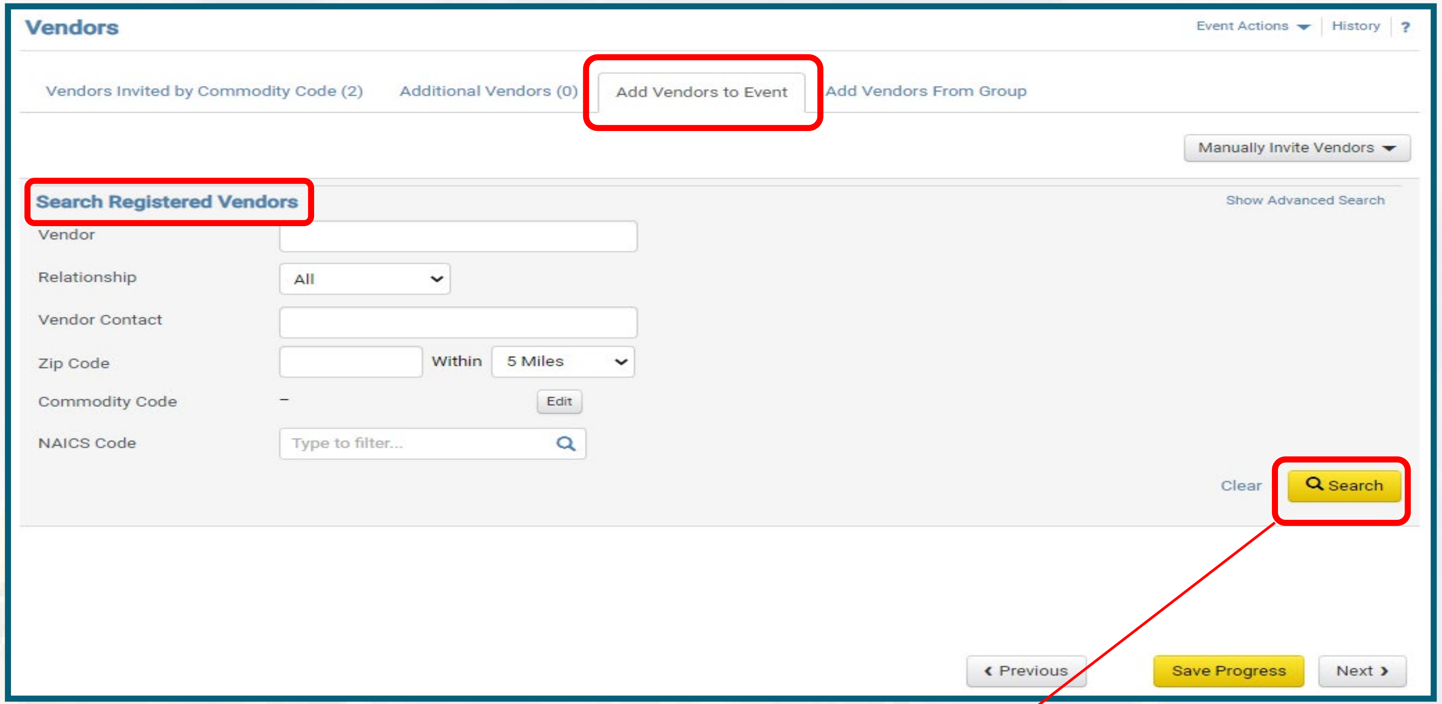
Vendors Invited by Commodity Code

Add Vendors to Event by Searching

The Buyer may add Vendors to be notified manually.

Under the **Add Vendors to Event** Tab, a Search Window opens, allowing the Buyer to search for Vendors registered in the IMPACS system.

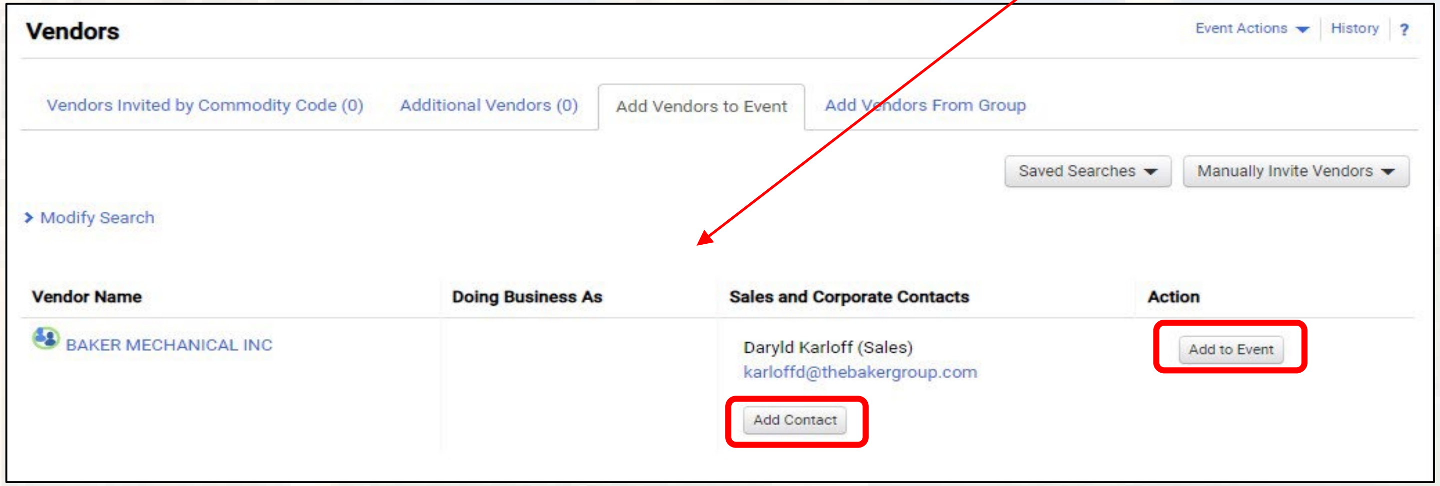
Enter the information and click **Search**.



If the Vendor is registered, then the results will show the Vendor's name and contact information.

(Optional) add a contact by clicking the Add Contact button.

Click **Add to Event** to add the Vendor. They will receive an email notification of the RFP.



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The Buyer may also fill out a pop-up window or a template with the names of the unregistered Vendors they would like to add to the RFP.

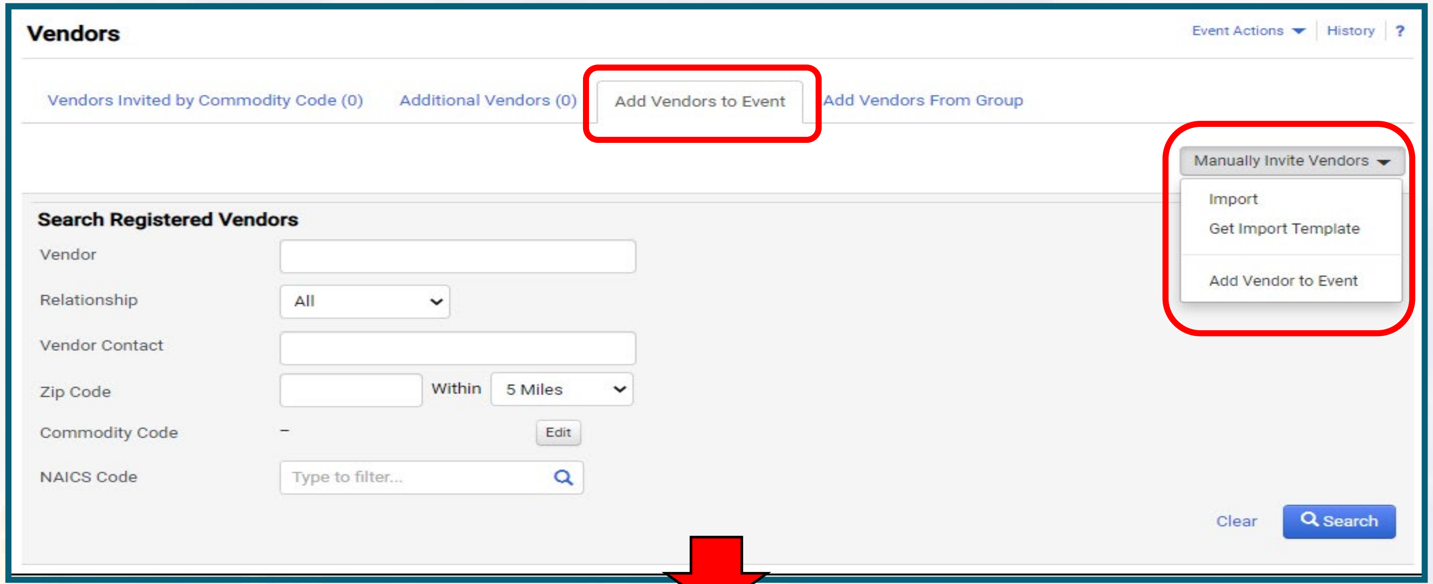
Click on the Manually Invite Vendors Dropdown box.

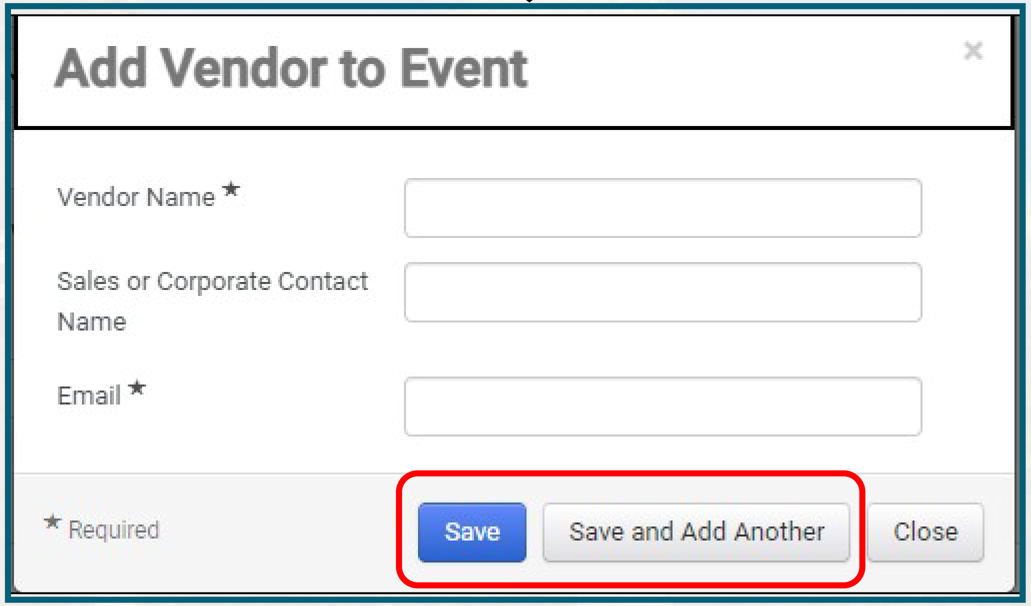
Select **Add Vendor to Event**

Repeat as necessary by clicking **Save and Add Another** or **Save** to move on.

If you have many unregistered vendors to add, then you may download the template, fill it out, and import it back to IMPACS.

Click the **Manually Invite Vendors** button and **Get Import Template**.





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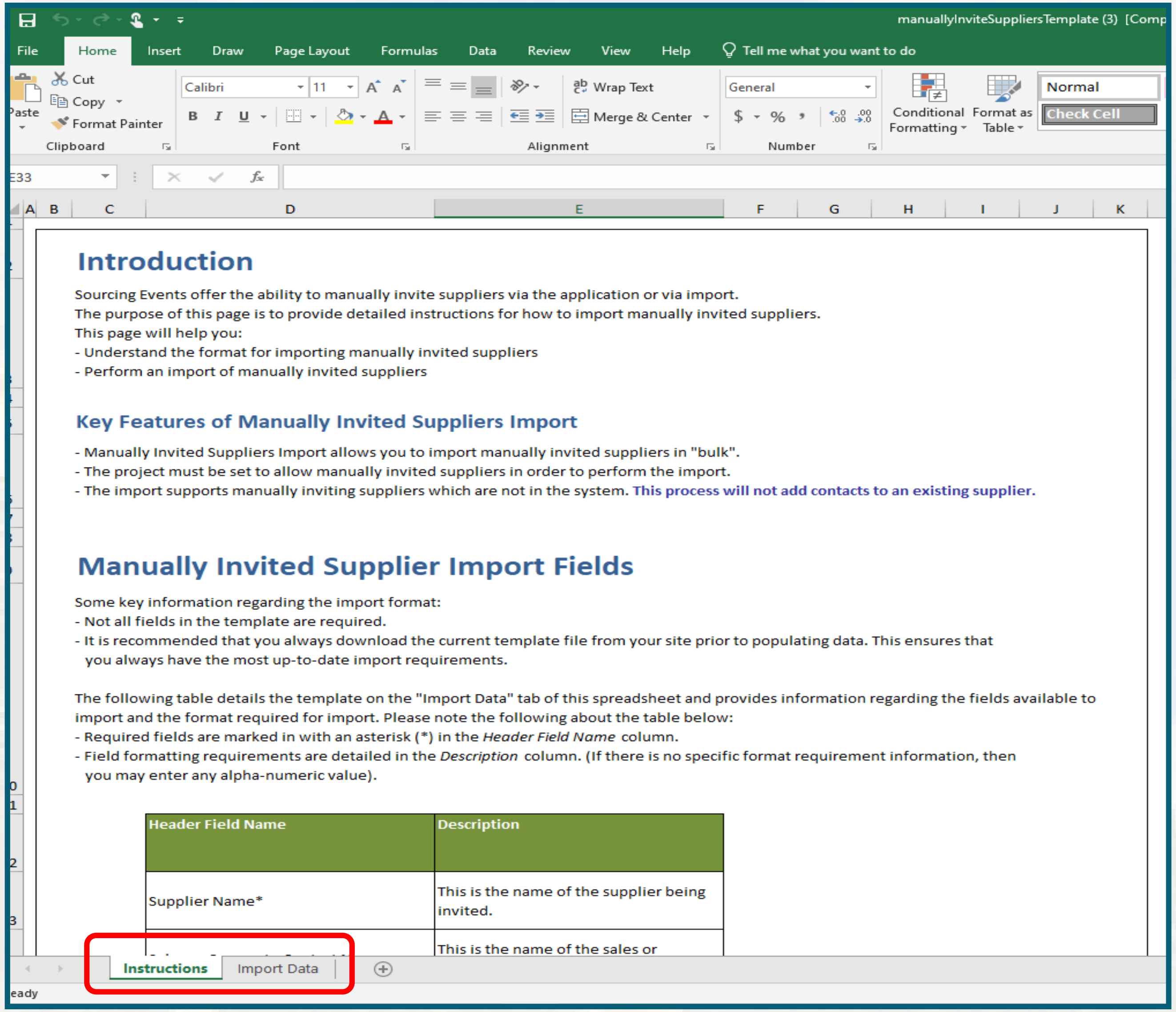
Add Vendors to Event – Manually Invite

Once the Template is downloaded, the Buyer will see an **Instructions Page** and the **Import Data Page**.

Fill out the **Import Data Page** with the Vendor information.



Add Vendors to Event – Manually Import

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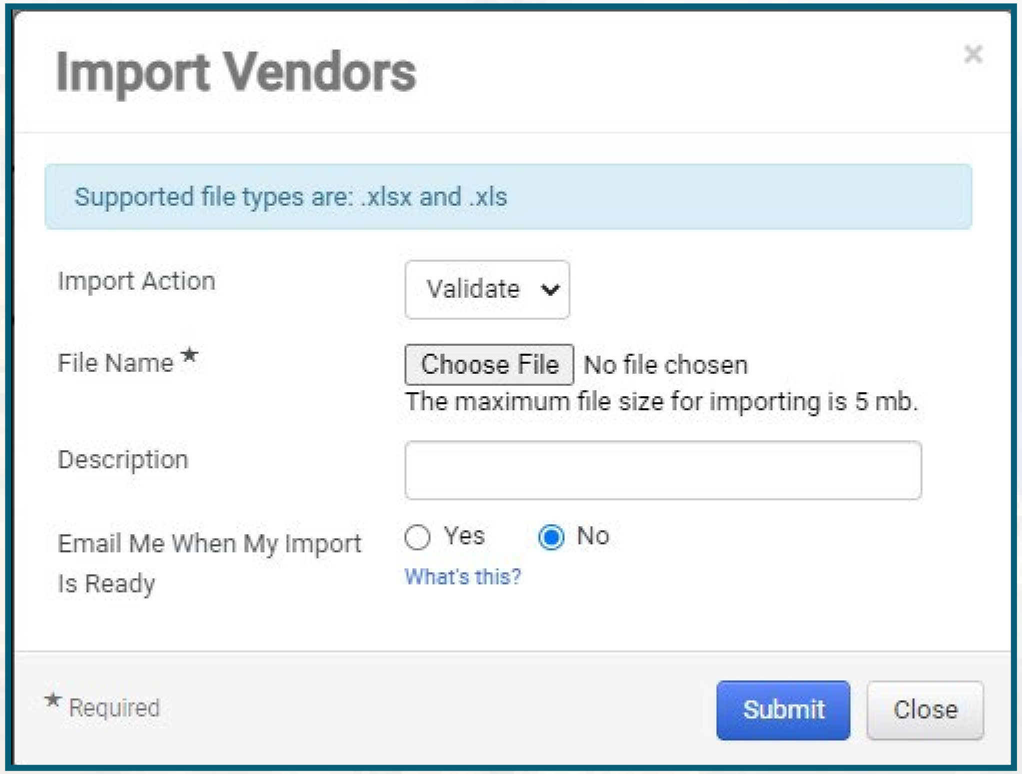
When the spreadsheet is ready, navigate back to the **Vendors** main page and select **Manually Invite Vendors - Import Vendors.**

For **Import Action**, Select **Validate.**

This action will validate the email address and make sure that it is a valid email address.

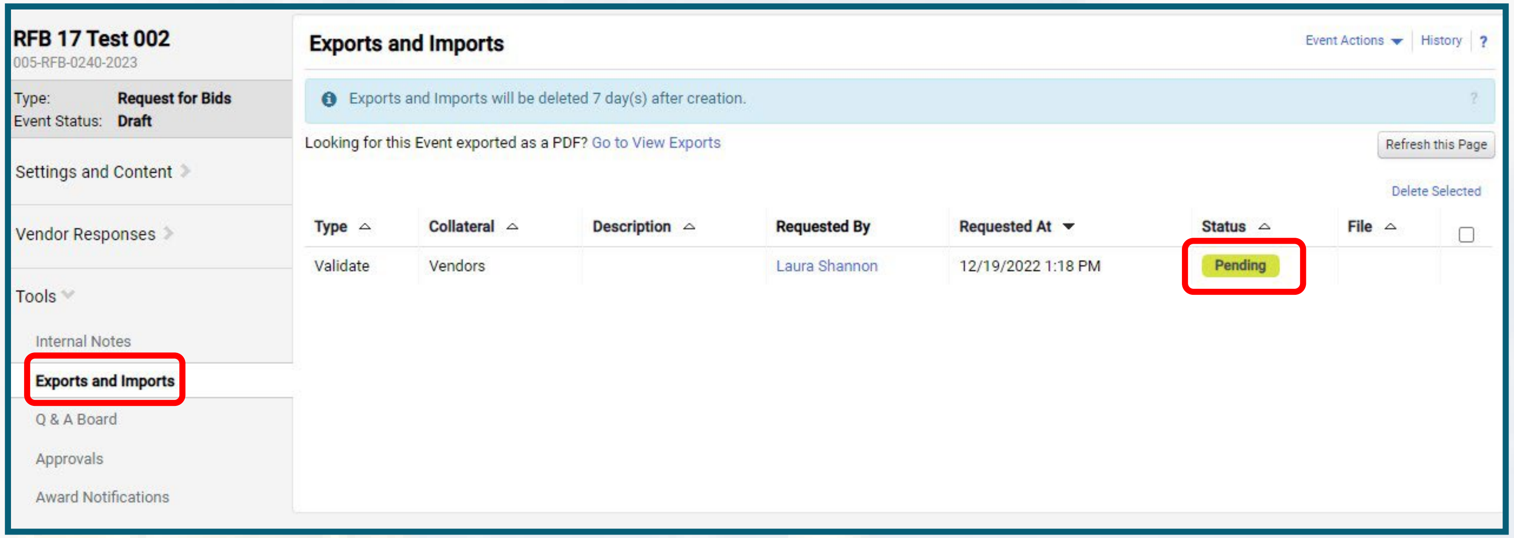


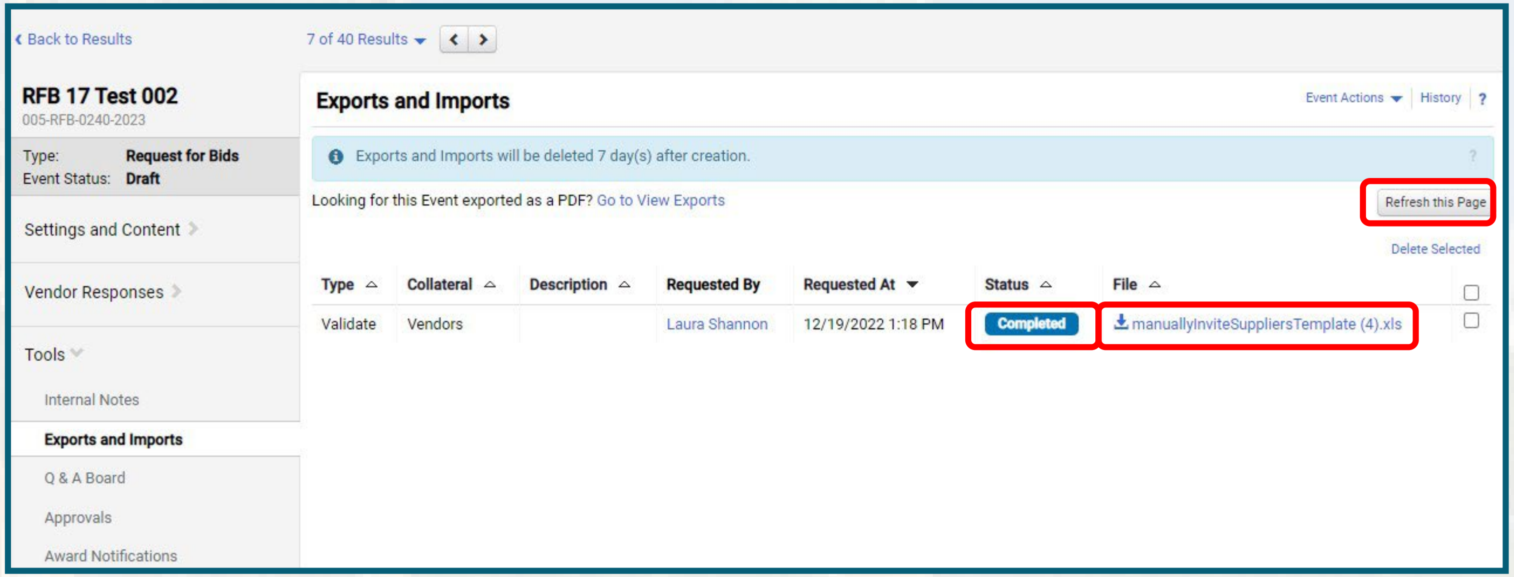
Add Vendors to Event – Manually Import

It might take a few minutes for IMPACS to validate the spreadsheet. You may track the progress of the validation process under the **Tools Menu – Exports and Imports** on the left side of the screen.

Refresh the page often.

Download the validated file and save it to your computer.





Add Vendors to Event – Manually Import

When the Buyer is ready to import the validated file, navigate back to the **Vendors** main page and select **Manually Invite Vendors - Import Vendors.**

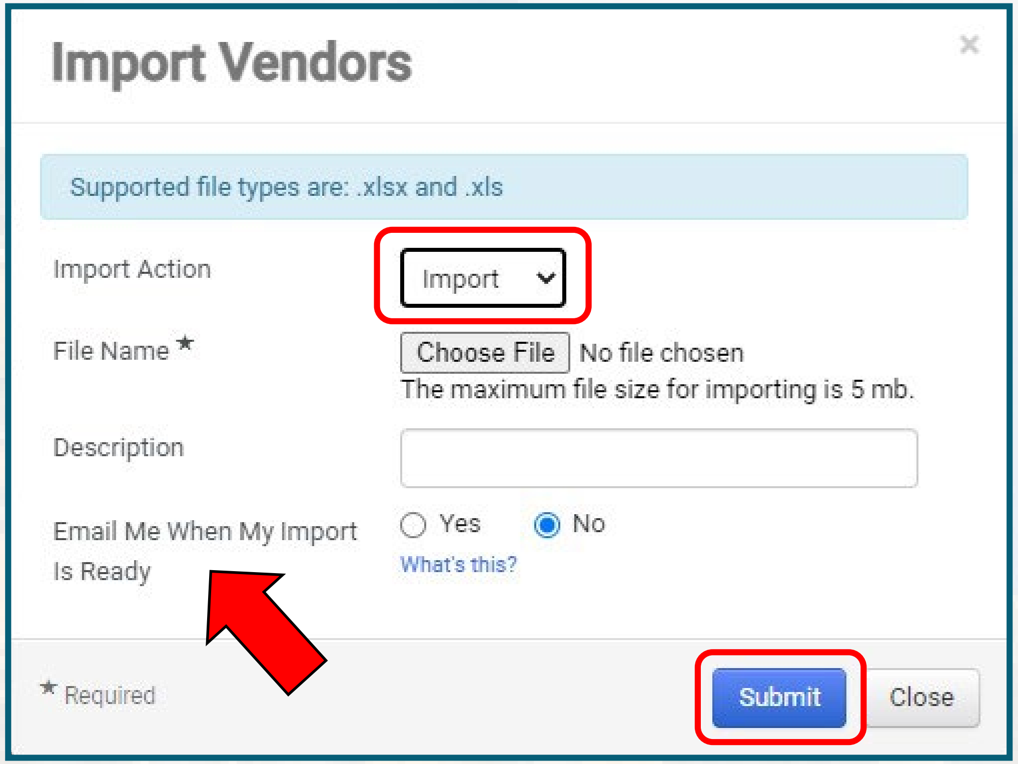
For **Import Action**, Select **Import.**

The Buyer may track the progress of the Validation Process under the **Tools Menu – Exports and Imports** on the left side of the screen.

Refresh the page often.

Or, you may select **Email Me When My Import Is Ready**, and the Buyer will receive an email when the file is ready.

Click **Submit.**

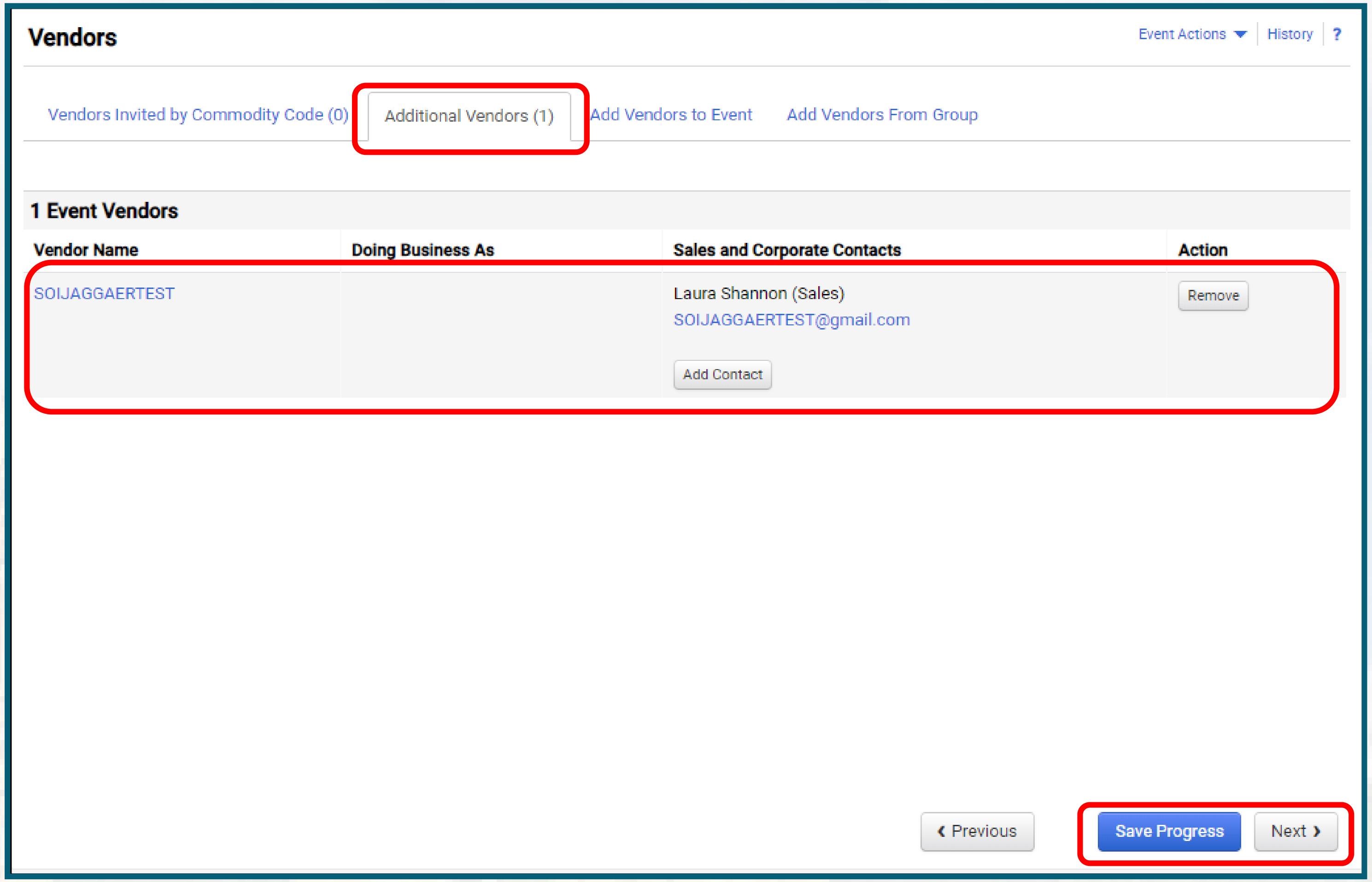


Add Vendors to Event – Manually Import

The number of additional Vendors – manually invited - will be indicated in parenthesis in the **Additional Vendors** tab.

The Vendor information will be listed under the tab. The Buyer may remove a Vendor here.

Save Progress or **Next**.



Add Vendors to Event

Review and Submit Section

Errors and Approval

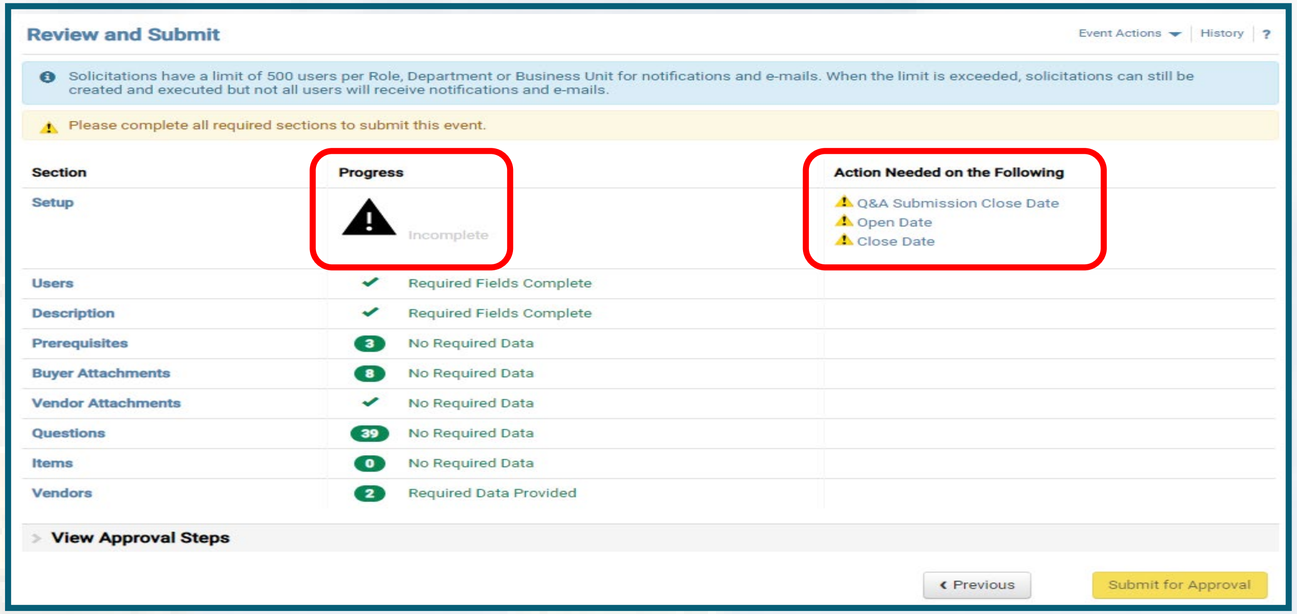
The last step is to **Review and Submit**.

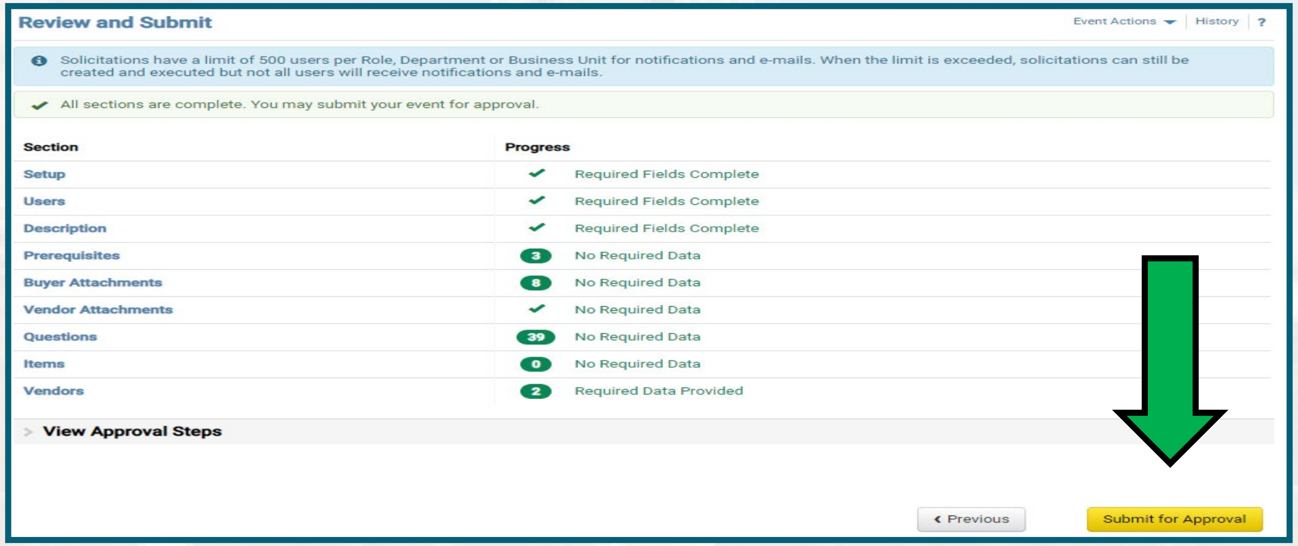
If there are errors, an error message will appear and indicate the error to be corrected. The error language is a link that will take you back to the item in question.

After the error is corrected, be sure to **Save Progress** on that page.

Once all errors have been addressed, click **Submit for Approval.**

The RFP will enter the approval workflow and the approver will either Approve or send the RFP back for revisions.





IOWA IMPACS
Iowa Management of Procurement and Contracts System

Review and Submit

Please contact purchasing.mailbox@iowa.gov

Or call 515-330-7325

Questions?