



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.

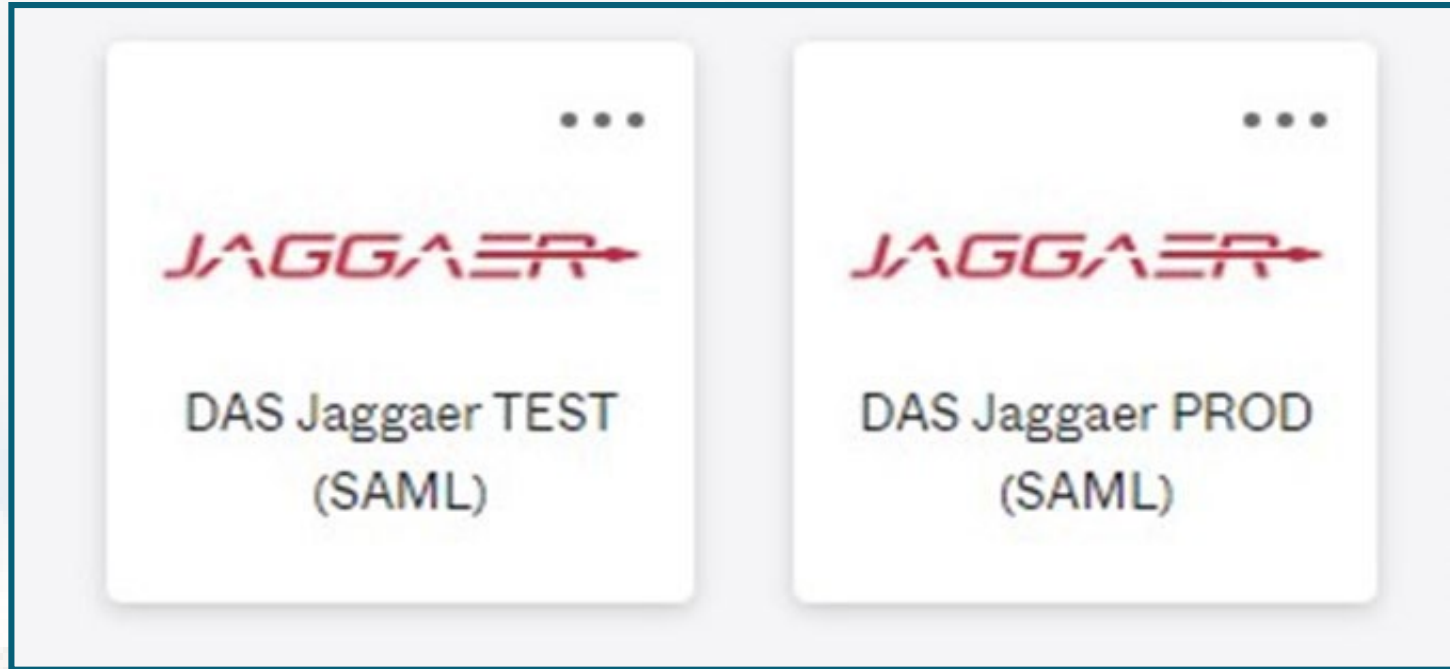
The competitive sealed RFP process includes the following steps:

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.

Menu

- Home
- Shop
- Orders
- Contracts
- Accounts Payable
- Vendors
- Sourcing
- Reporting
- Administer
- Setup
- Menu Search
- ←

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



Iowa Management of Procurement and Contracts System

TEST

All Search (Alt+Q) 2,674.81 USD

Dashboards • Shop Dashboard - LS

Shop Dashboard - LS Solicitations Dashboard - LS Solicitations Home Test (Unsaved)

Shop

Simple Advanced Go to: Favorites Forms Non-Catalog Item Service Item Quick Order Browse: Vendors Categories Contracts

Search for products, vendors, forms, part number, etc.

Showcases

PunchOut Catalogs

amazon business	BH	CDWG	DELL
FASTENAL	NAPA	GRAINGER	GraybaR

My Draft Carts

Showing Results 1 - 4 of 4

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3663824	2022-12-05 laura.shannon@iowa.gov 01	My Drafts	12/5/2022	2,674.81 USD
3647507	2022-11-08 laura.shannon@iowa.gov 01	My Drafts	11/8/2022	19,456.64 USD
3647535	Copy of RFB 17 Test 001	My Drafts	11/8/2022	1,595.00 USD

Powered by JAGGAER | Privacy Policy

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

The screenshot displays the IMPACS interface. On the left is a dark sidebar menu with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Reporting, Administer, and Setup. The 'Sourcing' menu item is highlighted with a red box. A sub-menu is open over 'Sourcing', listing options like Solicitations, Approvals, Templates and Libraries, Reports, Requests, and Sourcing Administration. The 'Solicitations' sub-item is also highlighted with a red box, and its own sub-menu is open, showing 'Create New Event...' highlighted with a red box. The main content area shows a 'Dashboards' breadcrumb, 'Solicitations Dashboard - LS', and a table of events. The table has columns for Event Number, Event Status, and Event Title. One event is in 'Draft' status, and two others are in 'Under Evaluation' status.

Event Number	Event Status	Event Title
005-RFB-0159-2022	Draft	Rehabilitation and In System (CMS)
005-RFB-0254-2023	Under Evaluation	RFB Test010
005-RFB-0255-2023	Under Evaluation	RFB Test 17011

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 Solicitation ✕

About the Solicitation *(Step 1 of 2)* ?

Event Title *****

Department ***** 

***** Required Next 

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

Select the arrow next to the appropriate Department tree.

Departments ×

- ▶ Elected Officials
- ▶ INACTIVE
- ▶ Schools
- ▶ State of Iowa Cabinet Agencies
 - ▶ State of Iowa Non-Cabinet Agencies

Selected Value

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.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'Elected Officials' option is selected with a radio button and is highlighted with a red box. Underneath it, 'Agriculture and Land Stewardship - IDALS' is expanded with a chevron icon and is also highlighted with a red box. A red arrow points to the chevron icon. A red bracket highlights the list of sub-departments under IDALS. At the bottom, there is a 'Selected Value' field containing 'No Value Selected' and two buttons: 'Save Changes' (highlighted with a red box) and 'Close'.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'State of Iowa Cabinet Agencies' option is selected with a radio button and is highlighted with a red box. At the bottom, there is a 'Selected Value' field containing 'No Value Selected' and two buttons: 'Save Changes' and 'Close'.

The screenshot shows a 'Departments' window with a search bar at the top. Below it, a list of departments is displayed. The 'State of Iowa Non-Cabinet Agencies' option is selected with a radio button and is highlighted with a red box. At the bottom, there is a 'Selected Value' field containing 'No Value Selected' and two buttons: 'Save Changes' and 'Close'.

Select the Department

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

Select **Request for Proposal**

Create Solicitation

About the Solicitation (Step 2 of 2) ?

Event Type * ⓘ 🔍

Create from Template 🔍

★ Required ◀ Previous Create Solicitation

Create Solicitation

About the Solicitation (Step 2 of 2) ?

Event Type * ⓘ 🔍

Create from Template 🔍

- Invitation to Qualify
- Request for Bid - Construction
- Request for Bids
- Request for Information
- Request for Proposal**
- Request for Quote



★ Required ◀ Previous Create Solicitation


About the Solicitation

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**.

Create Solicitation

About the Solicitation (Step 2 of 2) ?


Event Type *  

Create from Template  **#1**

* Required

#3

Solicitation Templates



Name	
Generic RFP	<input type="button" value="Select"/>

Selected Value

#2

Setup Wizard

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

Generic RFP Test
005-RFP-0311-2023

Type: **Request for Proposal**
Event Status: **Draft**

Settings and Content

- Setup ⚠️
- Users ✓
- Description ✓
- Prerequisites 2
- Buyer Attachments 0
- Vendor Attachments ✓
- Questions 4
- Additional Item Fields
- Price Components
- Items 0
- Vendors 0
- Review and Submit ⚠️

Tools >

Setup

Event Title * Generic RFP Test

Event Type ⓘ Request for Proposal

Department Administrative Services

Event Number * 005-RFP-0311-2023 ✎

Stage Title

Commodity Codes

Reporting Commodity Code - Edit

Additional Commodity Codes - Edit

Forced Vendor Invitation by Commodity Code Yes

Payment

Currency US Dollar

Estimated Value USD

Payment Terms

Bid and Evaluation

Sealed Bid ⓘ Yes

Respond by Proxy ⓘ Yes No

Use Evaluation Committee ⓘ Yes No

Auto Score Yes No

★ Required

Event Actions History ?

Save Progress Next >


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.

Setup Event Actions History ?

Event Title [★] #1

Event Type ⓘ Request for Proposal

Department Administrative Services

Event Number [★] 005-RFP-0311-2023  #2

Stage Title #3

Commodity Codes

Reporting Commodity Code - #4

Additional Commodity Codes -

Forced Vendor Invitation by Commodity Code Yes

Payment

Currency US Dollar

Estimated Value USD

Payment Terms

Bid and Evaluation

Sealed Bid ⓘ Yes

Respond by Proxy ⓘ Yes No

Use Evaluation Committee ⓘ Yes No

Auto Score Yes No

[★] Required

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>

Commodity Codes

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Commodity Code	Description	
1000	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	<input type="button" value="Select"/>
10000	BARRELS, DRUMS, KEGS, AND CONTAINERS	<input type="button" value="Select"/>
10004	Baskets, All Types (Not Otherwise Classified)	<input type="button" value="Select"/>
10005	Boxes, Crates, Baskets (Inactive, effective January 1, 2016)	<input type="button" value="Select"/>
10006	Containers, Plastic, All Purpose)	<input type="button" value="Select"/>
10007	Containers, Recycling	<input type="button" value="Select"/>
10008	Covers, Drum, All Types and Sizes	<input type="button" value="Select"/>
10009	Casks, All Types	<input type="button" value="Select"/>
10010	Drum Spigots, Metal or Plastic	<input type="button" value="Select"/>
10011	Crates, Plywood	<input type="button" value="Select"/>
10015	Drums, Miscellaneous	<input type="button" value="Select"/>
10020	Flip-top Cap Closures	<input type="button" value="Select"/>
10021	Freight and Cargo Containers, Shipping, (See Class 640 For Boxes)	<input type="button" value="Select"/>
10025	Gaskets, All Types: Barrels, Drums, Kegs, and Pails	<input type="button" value="Select"/>
10030	Hazardous Material Containment and Storage,	<input type="button" value="Select"/>

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 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

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.

Commodity Codes

Reporting Commodity Code -

Additional Commodity Codes -

Forced Vendor Invitation by Commodity Code Yes

Payment

Currency US Dollar

Estimated Value USD

Payment Terms

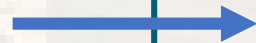
0% 0, Net 10
0% 0, Net 15
0% 0, Net 30
0% 0, Net 45
0% 0, Net 60
1% 10, Net 60
1% 15, Net 60
2% 30, Net 60

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.



▼ Bid and Evaluation

- | | | |
|--|---------------------------|-------------------------------------|
| Sealed Bid ? | Yes | |
| Respond by Proxy ? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Use Evaluation Committee ? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Auto Score | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Cost Analysis ? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Alternate Items ? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Allow Split Item Quantity in Evaluations ? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Enforce Minimum Price | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Enforce Maximum Price | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

▼ Display and Communication

- | | |
|--------------------------------|--|
| Visible to Public | Yes |
| Public Event Short Description | <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>200 characters remaining</p> |
| Restrict Buyer Notifications | Yes |

200 characters remaining



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

Time Zone



Release Date ⓘ  

Open Date ★  

Close Date ★  

Sealed Bid Open Date ★ Same as Close Date

Show Sealed Bid Open Date to Vendor Show Sealed Bid Open Date to Vendor

Q&A Submission Close Date ★ Same as Close Date  

★ Required

[Save Progress](#)

December 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

December 5, 2022

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.

Dates

Time Zone: CDT/CST - Central Standard Time (US/Cent)

Open Date * [Calendar icon] [Clock icon]
mm/dd/yyyy hh:mm a

Close Date * [Calendar icon] [Clock icon] ← #1
mm/dd/yyyy hh:mm a

Sealed Bid Open Date * Same as Close Date ← #2

Show Sealed Bid Open Date to Vendor Show Sealed Bid Open Date to Vendor

Q&A Submission Close Date * Same as Close Date ← #3
[Calendar icon] [Clock icon]
mm/dd/yyyy hh:mm a

★ Required

Save Progress Next >

#4

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.

Generic RFP Test
005-RFP-0311-2023

Type: **Request for Proposal**
Event Status: **Draft**

Settings and Content ▾

- Setup ▲
- Users** ✓
- Description ✓
- Prerequisites 2
- Buyer Attachments 0
- Vendor Attachments ✓
- Questions 4
- Additional Item Fields
- Price Components
- Items 0
- Vendors 0
- Review and Submit ▲

Tools >

Users Event Actions History ?

Event Creator * Shannon, Laura

Event Owners * Event Owners have full control over this event: Edit Users

Shannon, Laura

Event Managers on this Department have full control over this event:

Role: Admin (2 users)
Role: Procurement (0 users)
Department: Department of Administrative Services (005) (13 users)

Contacts * Contact information for these users is shown to vendors: Edit Users

Shannon, Laura

Stakeholders Stakeholders can view the event and responses: Edit Users

No User Selected

Notification Recipients * Only Notification Recipients will be eligible to receive system-generated event notifications. Edit Users

Shannon, Laura

★ Required

Previous Save Progress Next

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.

User Search

< > Page 1 of 91 1-10 of 906 Results 10 Per Page ▾

Name	
Brennan, Kelli A	<input type="button" value="Select"/>
Buyer, Betty	<input type="button" value="Select"/>
Test, Buyer	<input type="button" value="Select"/>
Removed_7970691 (inactive)	<input type="button" value="Select"/>
Jacobus, Todd	<input type="button" value="Select"/>
Fitzgerald, Michael	<input type="button" value="Select"/>
Woolery, Dale	<input type="button" value="Select"/>
Pate, Paul	<input type="button" value="Select"/>
Strawn, Matthew	<input type="button" value="Select"/>
Bayens, Stephan	<input type="button" value="Select"/>

< > Page 1 of 91 1-10 of 906 Results 10 Per Page ▾

Selected Values

Description Section

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**.

The screenshot shows the 'Iowa Management of Procurement and Contracts System' interface. The main content area is titled 'RFB Test 014' (005-RFB-0267-2023) and is in 'Draft' status. A left-hand navigation menu lists various sections: Setup, Users, Description (highlighted with a red box), Prerequisites (2), Buyer Attachments (1), Vendor Attachments, Questions (35), Additional Item Fields, Price Components, Items (2), Vendors (0), and Review and Submit. The 'Description' field is expanded, showing a rich text editor with a toolbar containing options for Format, font, size, bold, italic, underline, text color, background color, link, and unlink. The text in the description field is highlighted in green and reads: 'Buyer must edit or delete the highlighted text below'. Below this, there are two paragraphs of text. The first paragraph describes the purpose of the RFB, and the second paragraph describes the RFB process. A red circle highlights a slide icon at the bottom of the description field. Below the description field is the 'Stage Description' section, which is currently empty. At the bottom right of the interface, there are navigation buttons: 'Previous', 'Save Progress' (highlighted with a red box), and '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.

Description

Event Actions | History | ?

Copy from Library

Please enter a description for this event, or copy from library. *

Paragraph | Arial, Helvetica, sans-s | 3 (12pt) | **B** | *I* | U | abc | A | [List Icons] | [Link Icon] | [Image Icon]

x₂ | x² | [Table Icon] | </>

Issuing Officer must edit or delete the highlighted text below

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Respondent opens their proposal after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Respondent must approve and resubmit their proposal after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Respondent only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your proposal again (if previously submitted).

Insert Background information:

Contract Term

The term of the contract will begin [redacted] and end on [redacted].

Option 1: The Contract may be renewed by mutual agreement of both parties for [redacted].

Option 2: The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to [redacted] annual extensions. **The resulting contract will be available to all State Agencies.**

Description of Goods or Services:

Sales History, Agencies/Facilities that use, Other information

Site visit?

Description

Prerequisites Section

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.

Prerequisites History ?

Add New Prerequisite ★ Required to Enter Bid

Instructions to vendor	Prerequisite Content	
Respondent shall read and make certifications of their Proposal. ★	Certification of Proposal	Actions ▾
Respondent shall read and authorize to release information for their Proposal. ★	Authorization to Release Information	Actions ▾
Mandatory Respondents Conference - The State will hold a mandatory Respondents conference in conjunction with this RFP.	Mandatory Respondents Conference	Actions ▾

Save Progress

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

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

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

The screenshot shows the 'Prerequisites' management interface. At the top, there is a 'History' link and a star icon indicating 'Required to Enter Bid'. A yellow button labeled 'Add New Prerequisite' is visible. Below this is a table with two columns: 'Instructions to vendor' and 'Prerequisite Content'. The table lists three prerequisites: 'Respondent shall read and make certifications of their Proposal', 'Respondent shall read and authorize to release information for their Proposal', and 'Mandatory Respondents Conference - The State will hold a mandatory Respondents conference in conjunction with this RFP'. An 'Actions' dropdown menu is open for the first prerequisite, showing 'Edit Properties' and 'Delete' options. A red arrow labeled '#1' points to this menu.

An 'Edit Prerequisite' modal is open in the foreground. It contains the following fields and options:

- 'Instructions to vendor *': A text area containing 'Respondent shall read and make certifications of their Proposal.' with a character count of 936. A red arrow labeled '#2' points to this text area.
- 'Prerequisite Content *': A dropdown menu with 'Enter text directly (or copy and paste)' selected. A red arrow labeled '#3' points to this dropdown.
- 'Type *': A dropdown menu with 'Required to Enter Bid' selected. A red arrow labeled '#4' points to this dropdown.
- 'Certification Text *': A text area containing 'I certify that the contents of the Proposal submitted' with a character count of 424. A red arrow labeled '#5' points to this text area.
- 'Vendor Must Also Upload a File': An unchecked checkbox.
- 'Show Display Position Options': A link to expand options.
- 'Save Changes': A yellow button at the bottom right of the modal, highlighted with a red box. A red arrow labeled '#6' points to this button.

A 'Save Progress' button is also visible in the background interface.

Buyer Attachments

Location for Purchasing Agent/Issuing Officer Attachments to the Respondents. [Attach RFP Document here](#)

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.

Buyer Attachments Event Actions History ?

Add Attachment ▼

Attachment ▲	Version ▲	Size ▲	Added By ▲	Modified Date ▲	Actions ▼
IMPACS Generic RFP Template.update 120823.docx	1	70 KB	Laura Shannon	1/3/2024 1:54:57 PM	

◀ Previous **Save Progress** Next ▶

Buyer Attachments History ?

Add New Attachment

1-8 of 8 Results 10 Per Page ▼

Attachment ▲	Size ▲	Added By ▲	Modified Date ▲	Actions ▼
RFP - Exceptions Form.docx	20 KB	Laura Shannon	1/10/2023 9:34:02 AM	
Terms and Conditions for Federal Compliance.pdf	165 KB	Laura Shannon	11/21/2022 9:53:00 AM	
GOODS Terms and Conditions 05.1.16.pdf	223 KB	Laura Shannon	1/10/2023 11:11:16 AM	
Iowa HSEMD Additional Terms And Conditions - Federal Compliance - 5.1.21.pdf	130 KB	Laura Shannon	1/10/2023 11:11:16 AM	

Add Attachment Close

Attachment Type ★ File Link

File ★ Select files... Drop files to attach, or browse.

Comments

Display Order ★ Last ▼

* Required **Save Changes** Close

Vendor Attachments

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

The screenshot displays the 'RFP Test' interface for event 005-RFP-0414-2023. The event is a 'Request for Proposal' in 'Draft' status. A sidebar menu on the left lists various configuration options, with 'Vendor Attachments' highlighted in red and marked with a green checkmark. The main content area is titled 'Vendor Attachments' and contains a light blue informational banner stating: 'For this event vendors will be able to upload attachments with their bid response.' At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Item	Status/Count
Setup	▲
Users	✓
Description	✓
Prerequisites	3
Buyer Attachments	8
Vendor Attachments	✓
Questions	39
Additional Item Fields	
Price Components	
Items	0
Vendors	0
Review and Submit	▲

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	<input type="checkbox"/>
1.1	Confidential Treatment of Information - Is Respondent requesting confidential treatment of specific information? ★	-	Yes/No	<input type="checkbox"/>
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	<input type="checkbox"/>
1.3	Respondent must attach separate Technical Proposal file. ★ 🔒	-	File Upload	<input type="checkbox"/>
1.4	Respondent must attach separate Cost Proposal file. ★ 🔒	-	File Upload	<input type="checkbox"/>

Add Question ▾

← Previous Save Progress Next →

Questions Section

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.

RFP Test
005-RFP-0414-2023

Type: **Request for Proposal**
Event Status: **Draft**

Vendors Invited by Commodity Code (2) Additional Vendors (0) Add Vendors to Event Add Vendors From Group

Based on the event commodity code(s) selected for this event, the candidate vendors in your network are listed below. When the event is released/opened, all vendors with the event commodity code(s) and a valid email address will be invited to participate in this event.

Vendor Name	Doing Business As	Sales and Corporate Contacts	Action
SOIJAGGAERTEST		Laura Shannon (Sales) laura.shannon@iowa.gov SOI JAGGAERTEST (Corporate) SOIJAGGAERTEST@gmail.com Add Contact	
Wisecom Technology	Wisecom Technologies Inc.	Harry Martin (Sales) harry@wisecomtech.com Add Contact	

Setup ⚠
Users ✓
Description ✓
Prerequisites 3
Buyer Attachments 6
Vendor Attachments ✓
Questions 39
Additional Item Fields
Price Components
Items 0
Vendors 2
Review and Submit ⚠

Tools >

Event Actions History ?

◀ Previous Save Progress Next ▶

Vendors Invited by Commodity Code

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.

Vendors Invited by Commodity Code (2) Additional Vendors (0) **Add Vendors to Event** Add Vendors From Group

Manually Invite Vendors

Search Registered Vendors Show Advanced Search

Vendor: _____

Relationship: All

Vendor Contact: _____

Zip Code: _____ Within 5 Miles

Commodity Code: - Edit

NAICS Code: Type to filter... Search

Clear

Previous Save Progress Next

Vendors Invited by Commodity Code (0) Additional Vendors (0) Add Vendors to Event Add Vendors From Group

Saved Searches Manually Invite Vendors

Modify Search

Vendor Name	Doing Business As	Sales and Corporate Contacts	Action
BAKER MECHANICAL INC		Daryld Karloff (Sales) karloffd@thebakergroup.com Add Contact	Add to Event

Add Vendors to Event by Searching

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**.

Vendors Event Actions History ?

Vendors Invited by Commodity Code (0) Additional Vendors (0) **Add Vendors to Event** Add Vendors From Group

Search Registered Vendors

Vendor

Relationship

Vendor Contact

Zip Code Within

Commodity Code

NAICS Code

Add Vendor to Event ×

Vendor Name *

Sales or Corporate Contact Name

Email *

* Required

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.

Introduction

Sourcing Events offer the ability to manually invite suppliers via the application or via import. The purpose of this page is to provide detailed instructions for how to import manually invited suppliers. This page will help you:

- Understand the format for importing manually invited suppliers
- Perform an import of manually invited suppliers

Key Features of Manually Invited Suppliers Import

- Manually Invited Suppliers Import allows you to import manually invited suppliers in "bulk".
- The project must be set to allow manually invited suppliers in order to perform the import.
- The import supports manually inviting suppliers which are not in the system. **This process will not add contacts to an existing supplier.**

Manually Invited Supplier Import Fields

Some key information regarding the import format:

- Not all fields in the template are required.
- It is recommended that you always download the current template file from your site prior to populating data. This ensures that you always have the most up-to-date import requirements.

The following table details the template on the "Import Data" tab of this spreadsheet and provides information regarding the fields available to import and the format required for import. Please note the following about the table below:

- Required fields are marked in with an asterisk (*) in the *Header Field Name* column.
- Field formatting requirements are detailed in the *Description* column. (If there is no specific format requirement information, then you may enter any alpha-numeric value).

Header Field Name	Description
Supplier Name*	This is the name of the supplier being invited.
	This is the name of the sales or

Instructions Import Data

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.

Import Vendors

Supported file types are: .xlsx and .xls

Import Action

File Name [★] No file chosen
The maximum file size for importing is 5 mb.

Description

Email Me When My Import Is Ready Yes No
[What's this?](#)

[★] Required

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.

The screenshot shows the 'RFB 17 Test 002' page with the 'Exports and Imports' section active. The left-hand 'Tools' menu has 'Exports and Imports' highlighted with a red box. The main table shows a single entry with a 'Pending' status, also highlighted with a red box.

Type	Collateral	Description	Requested By	Requested At	Status	File
Validate	Vendors		Laura Shannon	12/19/2022 1:18 PM	Pending	

The screenshot shows the 'RFB 17 Test 002' page with the 'Exports and Imports' section active. The left-hand 'Tools' menu has 'Exports and Imports' highlighted with a red box. The main table shows a single entry with a 'Completed' status, also highlighted with a red box. A download link for the file 'manuallyInviteSuppliersTemplate (4).xls' is also highlighted with a red box. A 'Refresh this Page' button is also highlighted with a red box.

Type	Collateral	Description	Requested By	Requested At	Status	File
Validate	Vendors		Laura Shannon	12/19/2022 1:18 PM	Completed	manuallyInviteSuppliersTemplate (4).xls

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**.

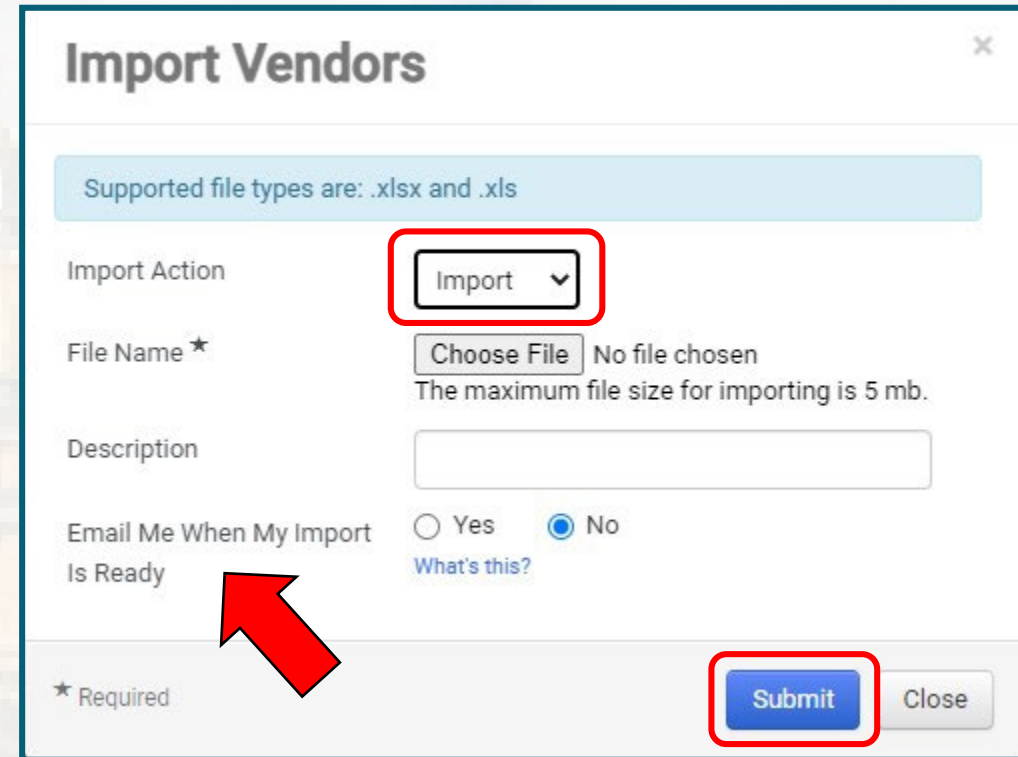
For **Import Action**, Select **Import**.

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**.



The screenshot shows a web form titled "Import Vendors" with a close button (X) in the top right corner. A light blue banner at the top states "Supported file types are: .xlsx and .xls". The form contains the following fields and controls:

- Import Action:** A dropdown menu with "Import" selected, highlighted by a red box.
- File Name ***: A "Choose File" button next to the text "No file chosen". Below it, a note says "The maximum file size for importing is 5 mb."
- Description:** An empty text input field.
- Email Me When My Import Is Ready:** Radio buttons for "Yes" and "No", with "No" selected. A link "What's this?" is below the "No" option. A red arrow points to this section.
- Footer:** A "Submit" button (highlighted with a red box) and a "Close" button. A legend indicates that the asterisk (*) denotes a required field.

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.

The screenshot shows a web interface for managing vendors. At the top, there's a header 'Vendors' with 'Event Actions', 'History', and a help icon. Below the header, there are two tabs: 'Vendors Invited by Commodity Code (0)' and 'Additional Vendors (1)'. The 'Additional Vendors (1)' tab is selected and highlighted with a red box. Below the tabs, there are two buttons: 'Add Vendors to Event' and 'Add Vendors From Group'. The main content area is titled '1 Event Vendors' and contains a table with the following columns: 'Vendor Name', 'Doing Business As', 'Sales and Corporate Contacts', and 'Action'. The table has one row with the vendor name 'SOIJAGGAERTEST'. The 'Sales and Corporate Contacts' column for this vendor lists 'Laura Shannon (Sales)' and 'SOIJAGGAERTEST@gmail.com', with an 'Add Contact' button below. The 'Action' column has a 'Remove' button. At the bottom right, there are three buttons: 'Previous', 'Save Progress', and 'Next'. The 'Save Progress' button is highlighted with a red box.

Vendor Name	Doing Business As	Sales and Corporate Contacts	Action
SOIJAGGAERTEST		Laura Shannon (Sales) SOIJAGGAERTEST@gmail.com Add Contact	Remove

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.

Event Actions | History | ?

Solicitations have a limit of 500 users per Role, Department or Business Unit for notifications and e-mails. When the limit is exceeded, solicitations can still be created and executed but not all users will receive notifications and e-mails.

Please complete all required sections to submit this event.

Section	Progress	Action Needed on the Following
Setup	Incomplete	Q&A Submission Close Date Open Date Close Date
Users	✓ Required Fields Complete	
Description	✓ Required Fields Complete	
Prerequisites	3 No Required Data	
Buyer Attachments	8 No Required Data	
Vendor Attachments	✓ No Required Data	
Questions	39 No Required Data	
Items	0 No Required Data	
Vendors	2 Required Data Provided	

> View Approval Steps

◀ Previous Submit for Approval

Event Actions | History | ?

Solicitations have a limit of 500 users per Role, Department or Business Unit for notifications and e-mails. When the limit is exceeded, solicitations can still be created and executed but not all users will receive notifications and e-mails.

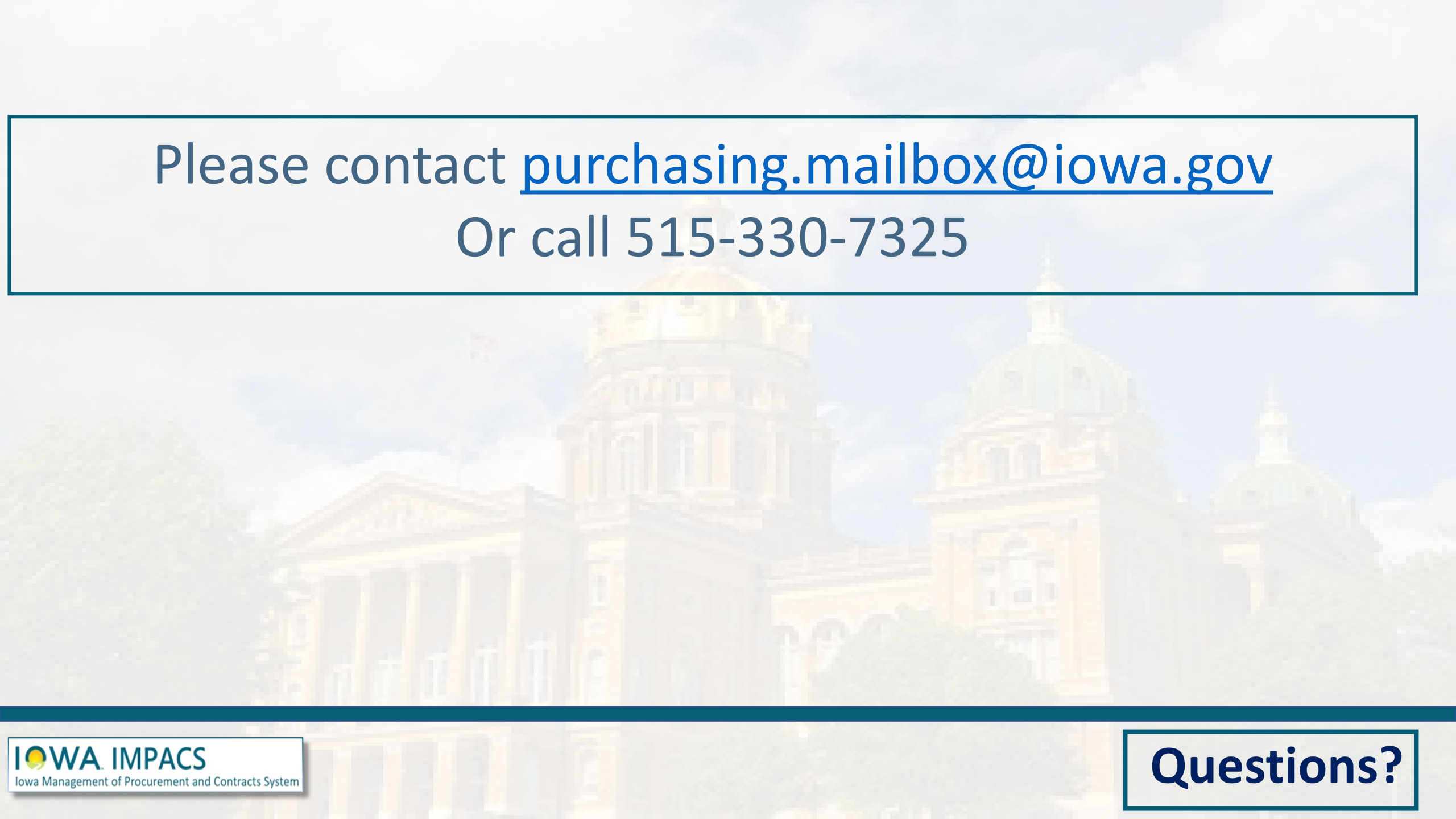
✓ All sections are complete. You may submit your event for approval.

Section	Progress
Setup	✓ Required Fields Complete
Users	✓ Required Fields Complete
Description	✓ Required Fields Complete
Prerequisites	3 No Required Data
Buyer Attachments	8 No Required Data
Vendor Attachments	✓ No Required Data
Questions	39 No Required Data
Items	0 No Required Data
Vendors	2 Required Data Provided

> View Approval Steps

◀ Previous Submit for Approval





Please contact purchasing.mailbox@iowa.gov
Or call 515-330-7325