



Iowa Management of Procurement and Contracts System

Notice of Intent to Award and Finalizing the Solicitation

The Notice of Intent to Award slides familiarize users with the NOIA process in IMPACS. After approving the Award in IMPACS, the awarded vendor cannot be changed. It is recommended that you follow the steps outlined in this guide to delay the IMPACS approval process until after the five-day Appeal Period. This way, you can change the awarded vendor(s) if an issue arises. Unfortunately, this will disable the NOIA functionality in IMPACS, as the function is not enabled until the evaluation is approved. **NOIA will need to be emailed outside of the IMPACS system.**

The Iowa Management of Procurement and Contracts System (IMPACS) uses Jaggaer e-procurement software. You may see references to both IMPACS and Jaggaer when viewing the slides.

Once the Award has been **Finalized**, the banner will indicate **Finalized**.

The Buyer may also **Remove Finalized Award** and pick a different Award Scenario, or award to a different vendor.

DO NOT SUBMIT FOR APPROVAL at this time.

The five-day appeal period now begins. The solicitation will stay in **Under Evaluation** status until the appeal period has ended. See the next slides for The Notice of Intent to Award (NOIA).

Under Evaluation The response(s) from **SOIJAGGAERTEST** is Pending Award.

Award Scenario "Single Bidder Award - Lowest Price" for RFB Test 17011 **Finalized**

Load Saved Scenario Export **Finalize Award** Remove Finalized Award

Scenario Navigator Scenario Breakdown Scenario Savings

Sort Bids by: Total Bid Ascending Show Vendor

Awarded Scenario **SOIJAGGAERTEST** Pending Award

Finalizing the Evaluation

Now, email the awarded and participating vendors the NOIA from *your* email account.

The IMPACS system Award Notifications should **not** be used. The system-generated emails will not be active until the vendor is awarded and *approved*. Therefore, the system emails will not be available until after the five-day appeal period.

An optional template for the NOIA can be found on the next slide.

Date

Solicitation Number and Title: XXX-RFB-XXXX-20XX; Solicitation Name

The following vendors submitted responses to the above solicitation:

Participating Vendors

Responses were evaluated according to the criteria stated in the solicitation. The State of Iowa - Agency Name announces the intent to award to:

Awarded Vendor(s) Name

We would like to thank each vendor for your time and efforts in preparing a response to this solicitation.

This Notice of Intent to Award is subject to execution of the written contract. As a result, this notice does NOT constitute the formation of a contract between the State of Iowa and the successful respondent. If the apparent successful respondent fails to negotiate and deliver an executed contract, the State, at its sole discretion, may cancel the notice of intent to award and award the contract to the next ranked respondent or withdraw the solicitation. The State of Iowa reserves the right to cancel the award at any time prior to the execution of the written contract.

We invite you to contact the Issuing Officer if you would like additional information or have any questions about the evaluation process. A Respondent whose proposal or bid has been timely filed and who is aggrieved by the award of the department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104, and a copy to the Issuing Officer. The notice must be filed within five days of the date of the Intent to Award notice issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all issues being contested. A notice of appeal may not stay negotiations with the apparent successful Vendor. See the attached scoring summary. If there are any other questions or comments, please direct all communications to the Issuing Officer/Purchasing Agent listed on the solicitation.

We appreciate your interest in doing business with the State of Iowa - Agency Name.

NOIA Email Template

Go to: **Tools>Award Notifications>Public Site Award Attachments** to post your Notice of Intent to Award (NOIA) to the Public Site.

Skip the Award Notifications section, as you have sent the vendors the NOIA via your email system.

Public Site Award Attachments

Click **Add Attachment** to add the NOIA, Bid Tab and any other relevant attachments – then select **Publish**.

If you need to remove attachments from the Public Site, click **Unpublish**.

ALL CAMBRO CATALOG ITEMS

005-RFB-0691-2024

Type: **RFB - Request for Bids**
Event Status: **Awarded**

Settings and Content >

Vendor Responses >

Tools ▾

Internal Notes

Exports and Imports

Q & A Board

Approvals

Award Notifications

Award Notifications

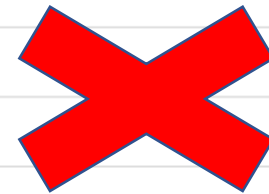
Event Actions ▾ | History | ?

Type	Status	Message	
Awarded Vendor Email	Pending	Default	Preview And Send ▾
Participating Vendor Email	Pending	Default	Preview And Send ▾
Award Comment	Pending		Preview and Publish

Public Site Award Attachments

Add Attachment

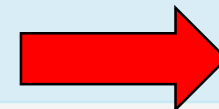
#	Attachment	Description	Date Uploaded	
1	005-RFB-0691-2024 Bid Tabulation 2024.xlsx		12/13/2023 9:45 AM CST	Unpublish
2	Notice of Intent to Award.docx		12/13/2023 9:47 AM CST	Unpublish



Now, navigate to **Workflow Actions** in the upper right-hand corner of the screen and select **Approve**.

The solicitation is now finalized and cannot be reopened to make changes. You can still see the solicitation, print it, or copy it.

This event is **Under Evaluation**. You may [View Responses](#).
You are reviewing a solicitation currently assigned to the approver **Julie Janssen**



Workflow Actions ▾

- Approve
- Assign To Myself
- Create New Quick Quote Stage
- Create New Stage
- Reopen
- Add Ad-Hoc Step

Statewide Prescription Eyewear

005-RFB-0540-2024

Type: **RFB - Request for Bids**
Event Status: **Under Evaluation**

Settings and Content >

Vendor Responses >

Tools ▾

Internal Notes

Exports and Imports

Q & A Board

Approvals

Award Notifications

Award Notifications

Type	Status	Message
Awarded Vendor Email	Pending	Default
Participating Vendor Email	Pending	Default

Public Site Award Attachments

Add Attachment

No attachments have been added.

Approve the Evaluation

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