Iowa Department of Administrative Services

Bid Opportunities and Contracts

User Guide

Introduction

This training guide supports the Iowa Department of Administrative Services Bid Opportunities and Contracts application.

User Pages

Bid Opportunity List

The page contains the list of active Bid Opportunities for the State of Iowa agencies.
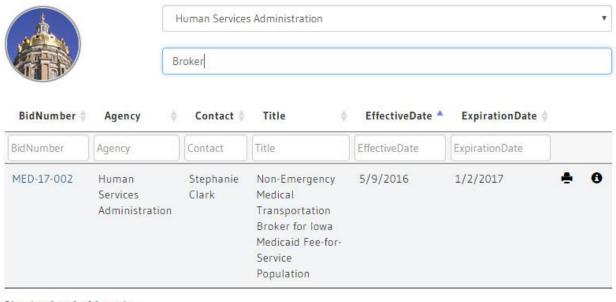
Search

Users can search the Bid Opportunities by agency as well as by finding keywords contained in the solicitation, description and keywords fields.

Search Active Bid Opportunity Listing

	All Agencies ⌄
	Keyword Search

The list automatically updates when an agency is selected and/or when the user types in the Keyword Search field.

Search Active Bid Opportunity Listing

	Human Services Administration ▾
	Broker

BidNumber ⇕	Agency ⇕	Contact ⇕	Title ⇕	EffectiveDate ▲	ExpirationDate ⇕		
BidNumber	Agency	Contact	Title	EffectiveDate	ExpirationDate		
MED-17-002	Human Services Administration	Stephanie Clark	Non-Emergency Medical Transportation Broker for Iowa Medicaid Fee-for-Service Population	5/9/2016	1/2/2017	🖨	ℹ

Showing 1 to 1 of 1 entries

Grid

Sorting

Users can sort on each individual column using the up/down arrows. The default for the Bid Opportunity list is to display the records added most recently at the top.

Filtering

Users can filter on each individual column to refine the search by typing in the text box in the column heading.

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

Hovering

Bid Opportunities contain a longer description that cannot be displayed in the grid but once the user hovers over a line in the grid a popup displays to show the description.

The state of Iowa will be conducting a bid for Individual Serving Drink Mix - Sugar Free - Fortified for the CDC Warehouse in Woodward Iowa. The bid may be viewed at the Iowa Vendor Self Service website link below. Vendors who would like to submit a bid will need to register on the Iowa Vendor Self Service website. https://vss.iowa.gov/webapp/VSS_ON/AltSelfService

Information

Users can either click on the Bid Opportunity number or the Info icon to take them to the Information page.

Printing

Users can open/download a PDF of the Bid Opportunity information to print by clicking on the Printer icon.
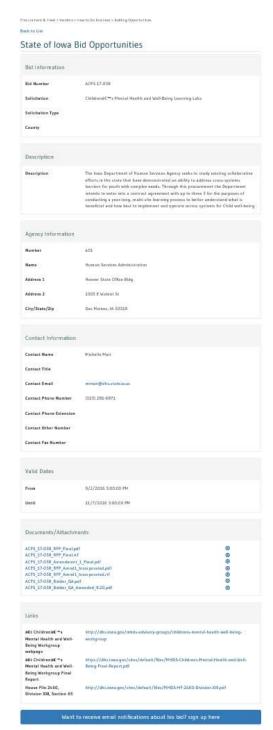

The PDF displays all of the same information that the user will see in the Information page.

Bid Opportunity Information

Users can review the Bid Opportunity information, documents and links. They can also sign up to be notified when changes are made to the Bid Opportunity.

Back to List

State of Iowa Bid Opportunities

Bid Information

Bid Number	ACFS 17-058
Solicitation	Children's Mental Health and Well-Being Learning Labs
Solicitation Type	
County	

Description

Description	The Iowa Department of Human Services Agency seeks to study existing collaborative efforts in the state that have demonstrated an ability to address cross-systems barriers for youth with complex needs. Through this procurement the Department intends to enter into a contract agreement with up to three 3 for the purposes of conducting a year-long, multi-site learning process to better understand what is beneficial and how best to implement and operate across systems for Child well-being.

Agency Information

Number	401
Name	Human Services Administration
Address 1	Hoover State Office Bldg
Address 2	1305 E Walnut St
City/State/Zip	Des Moines, IA 50319

Contact Information

Contact Name	Michelle Mair
Contact Title	
Contact Email	mmair@dhs.state.ia.us
Contact Phone Number	(515) 281-6871
Contact Phone Extension	
Contact Other Number	
Contact Fax Number	

Valid Dates

From	9/2/2016 3:00:00 PM
Until	11/7/2016 3:00:00 PM

Documents/Attachments

- ACFS_17-058_RFP_Final.pdf
- ACFS_17-058_RFP_Final.rtf
- ACFS_17-058_Amendment_1_Final.pdf
- ACFS_17-058_RFP_Amnd1_Incorporated.pdf
- ACFS_17-058_RFP_Amnd1_Incorporated.rtf
- ACFS_17-058_Bidder_QA.pdf
- ACFS_17-058_Bidder_QA_Amended_9.20.pdf

Links

• Children's Mental Health and Well-Being Workgroup webpage	http://dhs.iowa.gov/mhds-advisory-groups/childrens-mental-health-well-being-workgroup
• Children's Mental Health and Well-Being Workgroup Final Report	https://dhs.iowa.gov/sites/default/files/MHDS-Childrens-Mental-Health-and-Well-Being-Final-Report.pdf
House File 2460, Division XIII, Section 85	http://dhs.iowa.gov/sites/default/files/MHDS-HF-2460-Division-XIII.pdf

Want to receive email notifications about his bid? sign up here

Bid Information

Bid Information

Bid Number	ACFS 17-058
Solicitation	Children's Mental Health and Well-Being Learning Labs
Solicitation Type	
County	

Description

Description

Description	The Iowa Department of Human Services Agency seeks to study existing collaborative efforts in the state that have demonstrated an ability to address cross-systems barriers for youth with complex needs. Through this procurement the Department intends to enter into a contract agreement with up to three 3 for the purposes of conducting a year-long, multi-site learning process to better understand what is beneficial and how best to implement and operate across systems for Child well-being.

Agency Information

Agency Information

Number	401
Name	Human Services Administration
Address 1	Hoover State Office Bldg
Address 2	1305 E Walnut St
City/State/Zip	Des Moines, IA 50319

Contact Information

Contact Name	Michelle Muir
Contact Title	
Contact Email	mmuir@dhs.state.ia.us
Contact Phone Number	(515) 281-6871
Contact Phone Extension	
Contact Other Number	
Contact Fax Number	

Valid Dates

From	9/2/2016 3:00:00 PM
Until	11/7/2016 3:00:00 PM

Documents/Attachments

ACFS_17-058_RFP_Final.pdf
ACFS_17-058_RFP_Final.rtf
ACFS_17-058_Amendment_1_Final.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.rtf
ACFS_17-058_Bidder_QA.pdf
ACFS_17-058_Bidder_QA_Amended_9.20.pdf

Clicking on the document's name will attempt to open the document, if the User has the appropriate application installed they will be able to review the document immediately.

Documents/Attachments

ACFS_17-058_RFP_Final.pdf ←
ACFS_17-058_RFP_Final.rtf
ACFS_17-058_Amendment_1_Final.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.rtf
ACFS_17-058_Bidder_QA.pdf
ACFS_17-058_Bidder_QA_Amended_9.20.pdf

Clicking the Download icon will allow the User to save the document and open it at a later time.

Documents/Attachments

ACFS_17-058_RFP_Final.pdf   →
ACFS_17-058_RFP_Final.rtf
ACFS_17-058_Amendment_1_Final.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.pdf
ACFS_17-058_RFP_Amnd1_Incorporated.rtf
ACFS_17-058_Bidder_QA.pdf
ACFS_17-058_Bidder_QA_Amended_9.20.pdf

Links

Clicking the url will open the link in a new browser tab.

Notifications

Users that wish to be notified when changes are made to a Bid Opportunity can sign up by clicking on the button at the bottom of the page.

The User will then be taken to a popup to enter their name and e-mail information. An e-mail is sent to the User to confirm the request to receive notifications. Failure to confirm the request will result in the
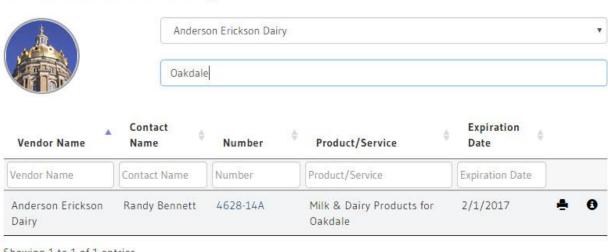
User not receiving notifications.

Notification sign up   ✕

First Name	
Last Name	
Email	

Sign Up   Cancel

Contract List

Search

Search Active Contract Listing

All Vendors ▼

Keyword Search

Search Active Contract Listing

Anderson Erickson Dairy ▼

Oakdale

Vendor Name ▲	Contact Name ⬍	Number ⬍	Product/Service ⬍	Expiration Date ⬍		
Vendor Name	Contact Name	Number	Product/Service	Expiration Date		
Anderson Erickson Dairy	Randy Bennett	4628-14A	Milk & Dairy Products for Oakdale	2/1/2017	🖨	❶

Showing 1 to 1 of 1 entries

Grid

Sorting

Users can sort on each individual column using the up/down arrows. The default for the Contract list is to display the vendor name in alphabetical order.

Vendor Name ▲	Contact Name	Number	Product/Service	Expiration Date		
Vendor Name	Contact Name	Number	Product/Service	Expiration Date		
3M ELECTRONIC MONITORING INC	Steve Oberbroeckling	4529-14	WSCA 00212 Electronic Monitoring 3M	12/31/2016	🖶	ⓘ
A-D Distributing Co Inc	David Cross	16313	U.S. and Iowa Flags	5/31/2017	🖶	ⓘ

Filtering

Users can filter on each individual column to refine the search by typing in the text box in the column heading.

Vendor Name ▲	Contact Name	Number	Product/Service	Expiration Date		
Accuracy	Contact Name	Number	Product/Service	Expiration Date		
Accuracy Inc	Steve Oberbroeckling	4948-15A	Ammunition for State Agencies	2/28/2017	🖶	ⓘ

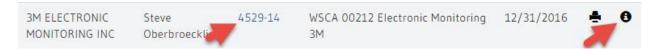Showing 1 to 1 of 1 entries (filtered from 692 total entries)

Hovering

Contracts contain a longer description that cannot be displayed in the grid but once the user hovers over a line in the grid a popup displays to show the description.
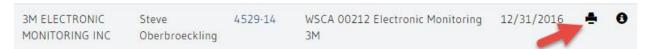
Vendor Name	Contact Name	Number	Product/Service	Expiration Date		
Vendor Name	Contact Name	Number	Product/Service	Expiration Date		
3M ELECTRONIC MONITORING INC	Steve Oberbroeckling	4529-14	WSCA 00212 Electronic Monitoring 3M	12/31/2016	🖶	❶
A-D Distributing Co Inc	David Cross	16313	U.S. and Iowa Flags	5/31/2017	🖶	❶
A-Tec Recycling Inc	DAVID KAILI	4602-14A	Lamp, Ballasts, and other Recyclables	6/30/2017	🖶	❶
ABATEMENT SPECIALTIES	RANDALL STAPP		Lamps, Ballasts and other Recyclables / Remediation(mold) Services	10/31/2016	🖶	❶

Information

Users can either click on the Contract number or the Info icon to take them to the Information page.

3M ELECTRONIC MONITORING INC	Steve Oberbroeckli	4529-14	WSCA 00212 Electronic Monitoring 3M	12/31/2016	🖶	❶

Printing

Users can open/download a PDF of the Contract information to print by clicking on the Printer icon.

3M ELECTRONIC MONITORING INC	Steve Oberbroeckling	4529-14	WSCA 00212 Electronic Monitoring 3M	12/31/2016	🖶	❶

The PDF displays all of the same information that the user will see in the Information page.

Bid Opportunity

Bid Information

Bid Number	IFA001
Solicitation	Physical Site Inspection Services
Solicitation Type	
County	
Agency	270
	Finance Authority
	1305 E. WALNUT ST
	Hoover Building 3rd Floor
	Des Moines, IA 50319

Contact Information

Contact Name	Karl Wendt
Contact Title	
Contact Phone Number	(515) 281-7073
Contact Email	Karl.Wendt@iowa.gov

Valid Dates

From	9/24/2016 8:00:00 AM
Until	10/21/2016 4:00:00 PM

Description

The purpose of this Request for Proposals is to solicit competitive proposals from eligible respondents capable of providing physical site inspection services.

Documents

Physical Inspections RFP.pdf

Links

Contract Information

Users can review the Contract information and documents.

Contract Information

Contract Information

Number	4602-14A
Product/Service	Lamp, Ballasts, and other Recyclables
Contact Name	DAVID KAILI
Contact Email	Dave.Kaili@iowa.gov
Contact Phone Number	(515) 281-4774

Description

Description	Lamps, Ballasts and other Recyclables

Departments

All State Agencies

Awarded To

Vendor Name	A-Tec Recycling Inc
Vendor Alias DBA	
Vendor Address 1	PO BOX 57580
Vendor Address 2	
City/State/Zip	PLEASANT HILL, IA 50317-001
Vendor Contact Name	Biff Moore
Vendor Contact Email	bmoore@a-tec-recycling.com
Vendor Contact Phone Number	(515) 263-3707
Vendor Contact Phone Extension	
Vendor Contact Other Number	
Vendor Contact Fax Number	

Documents/Attachments

MA4602-14Aextension.pdf

Payment Terms & Free On Board

Payment Term	Net 60
Free On Board	FOB Dest, Freight Prepaid

Contract Information

Contract Information

Number	4602-14A
Product/Service	Lamp, Ballasts, and other Recyclables
Contact Name	DAVID KAILI
Contact Email	Dave.Kaili@iowa.gov
Contact Phone Number	(515) 281-4774

Description

Description

Description	Lamps, Ballasts and other Recyclables

Departments

Departments

All State Agencies

Awarded To

Awarded To	
Vendor Name	A-Tec Recycling Inc
Vendor Alias DBA	
Vendor Address 1	PO BOX 57580
Vendor Address 2	
City/State/Zip	PLEASANT HILL, IA 50317-001
Vendor Contact Name	Biff Moore
Vendor Contact Email	bmoore@a-tec-recycling.com
Vendor Contact Phone Number	(515) 263-3707
Vendor Contact Phone Extension	
Vendor Contact Other Number	
Vendor Contact Fax Number	

Documents/Attachments

Documents/Attachments	
MA4602-14Aextension.pdf	⊕

Clicking on the document's name will attempt to open the document, if the User has the appropriate application installed they will be able to review the document immediately.

Clicking the Download icon will allow the User to save the document and open it at a later time.

Payment Terms & Free On Board

Admin Pages

Login

Security for the Admin section of the application uses the State of Iowa Authentication and Authorization (A&A) system. A User will not only require an A&A login to access the Admin functionality they will also need to be added to the list of Users for the application.
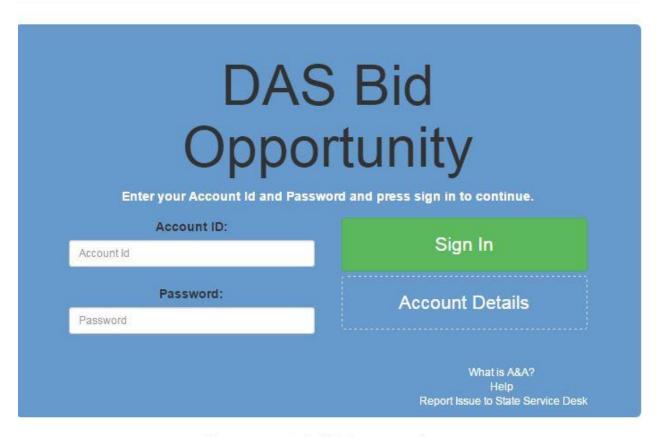
Menu

After the User logs into A&A and are authenticated within the application they are directed to the Admin menu. The menu options shown are dependent on the role of the user.

Users assigned to the User Role will have access to only the Bid Opportunities functionality. Additionally, the User Role will only have access to the records they have created or been assigned to.

Bid Opportunities

When a user clicks the Bid Opportunity Menu option the list of Bid Opportunities is displayed. The user has the ability to sear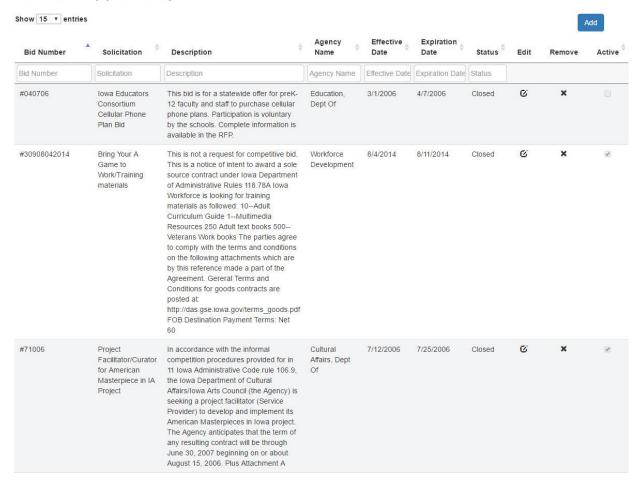ch and sort on the Bid Number, Solicitation, Description, Agency Name, Effective Date, Expiration Date and Status columns. The user can also Add, Edit or Remove records as needed. Removing a record will only set it to be Inactive and not remove it from the list.
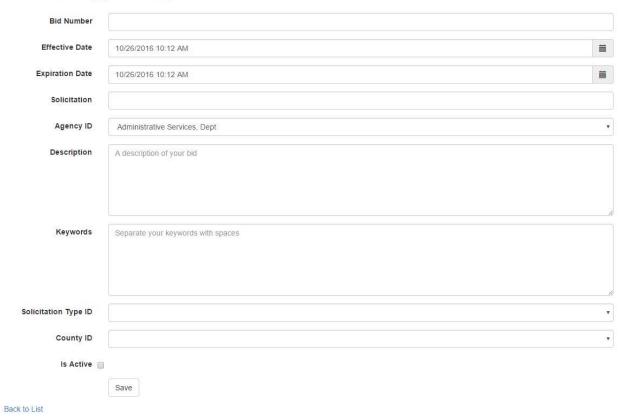
List Bid Opportunity

Show 15 ▼ entries   Add

Bid Number	Solicitation	Description	Agency Name	Effective Date	Expiration Date	Status	Edit	Remove	Active
Bid Number	Solicitation	Description	Agency Name	Effective Date	Expiration Date	Status			
#040706	Iowa Educators Consortium Cellular Phone Plan Bid	This bid is for a statewide offer for preK-12 faculty and staff to purchase cellular phone plans. Participation is voluntary by the schools. Complete information is available in the RFP.	Education, Dept Of	3/1/2006	4/7/2006	Closed	☑	✖	☐
#30908042014	Bring Your A Game to Work/Training materials	This is not a request for competitive bid. This is a notice of intent to award a sole source contract under Iowa Department of Administrative Rules 118.78A Iowa Workforce is looking for training materials as followed: 10--Adult Curriculum Guide 1--Multimedia Resources 250 Adult text books 500--Veterans Work books The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement. Gereral Terms and Conditions for goods contracts are posted at: http://das.gse.iowa.gov/terms_goods.pdf FOB Destination Payment Terms: Net 60	Workforce Development	8/4/2014	8/11/2014	Closed	☑	✖	☑
#71006	Project Facilitator/Curator for American Masterpiece in IA Project	In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 106.9, the Iowa Department of Cultural Affairs/Iowa Arts Council (the Agency) is seeking a project facilitator (Service Provider) to develop and implement its American Masterpieces in Iowa project. The Agency anticipates that the term of any resulting contract will be through June 30, 2007 beginning on or about August 15, 2006. Plus Attachment A	Cultural Affairs, Dept Of	7/12/2006	7/25/2006	Closed	☑	✖	☑

Add Bid Opportunity

When a user chooses to Add a new Bid Opportunity record they are taken to a page where they will fill out the information.
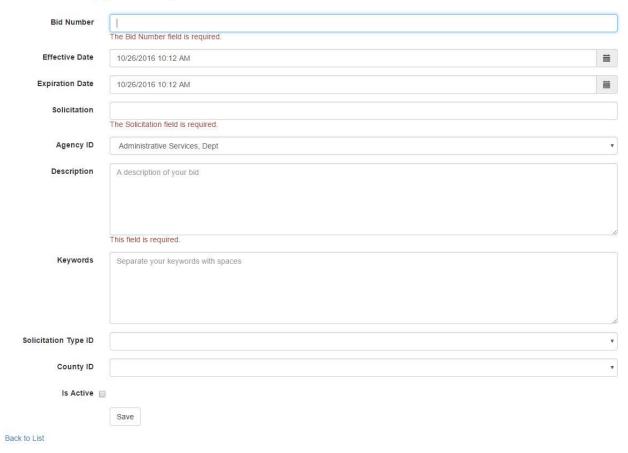
Add Bid Opportunity

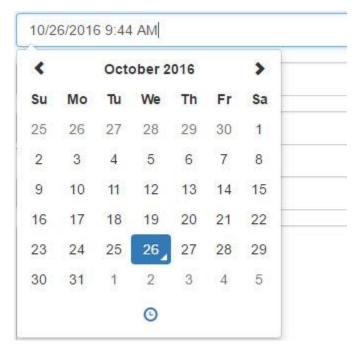| Field	Value
Bid Number	
Effective Date	10/26/2016 10:12 AM
Expiration Date	10/26/2016 10:12 AM
Solicitation	
Agency ID	Administrative Services, Dept
Description	A description of your bid
Keywords	Separate your keywords with spaces
Solicitation Type ID	
County ID	
Is Active	☐

Save

Back to List

The user must select an Agency and enter the Bid Number, Solicitation and Description before they can save the record.

Keywords can be used to enhance the Search functionality on the public facing Bid Opportunity page. Keywords must be separated by spaces in order for them to be found properly.
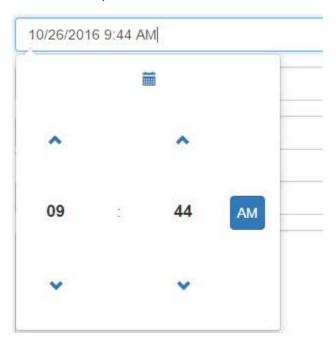
Add Bid Opportunity

Bid Number

The Bid Number field is required.

Effective Date   10/26/2016 10:12 AM

Expiration Date   10/26/2016 10:12 AM

Solicitation

The Solicitation field is required.

Agency ID   Administrative Services, Dept

Description   A description of your bid

This field is required.

Keywords   Separate your keywords with spaces

Solicitation Type ID

County ID

Is Active

Save

Back to List

The user can use the calendar control to select the Effective and Expiration date/times or they can just enter them manually. This is how they would choose a date.

10/26/2016 9:44 AM

‹		October 2016				›
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	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

This is how they would choose a time.

Edit Bid Opportunity

When a user chooses to edit a Bid Opportunity record they are taken to a page where the current information is already filled out and they can update it.

Edit Bid Opportunity

Bid Number	#040706
Effective Date	03/01/2006 12:00 AM
Expiration Date	04/07/2006 1:00 PM
Solicitation	Iowa Educators Consortium Cellular Phone Plan Bid
Agency ID	Education, Dept Of - Jamie Moran - (319) 268-7645
Description	This bid is for a statewide offer for preK-12 faculty and staff to purchase cellular phone plans. Participation is voluntary by the schools. Complete information is available in the RFP.
Keywords	Separate your keywords with spaces
Solicitation Type ID	
County ID	
Is Active	

Bid Opportunity Statistics

The Bid Opportunity Statistics section shows the when the record was created and who created it. It also shows when the record was last updated and who updated it. Finally, it shows the last time the Bid Opportunity was viewed on the website and the total number of times it has been viewed.

Bid Opportunity Notifications

The Bid Opportunity Notifications section displays a list of people that have requested notifications when the Bid Opportunity record is updated. The user has the ability to search and sort on the Email, Last Name and First Name columns. The user can also Add or Remove records as needed. Removing a record will remove the record from the database.

A Bid Opportunity Notification is sent when the Solicitation or Expiration Date fields are updated as well as when Documents and Links and added/removed.

When a user chooses to Add a new Notification record they are taken to a popup where they will fill out the information. The user is then sent an e-mail to confirm the notification request.

Bid Opportunity Links

The Bid Opportunity Links section displays a list of links that are displayed in the public site. The user has the ability to search and sort on the Title and URL columns. The user can also Add or Remove records as needed. Removing a record will remove the record from the database.
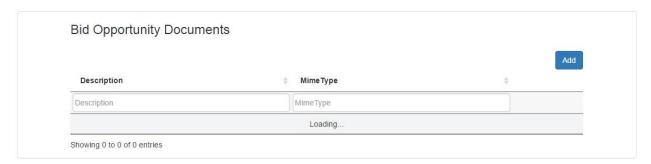

When a user chooses to Add a new Link record they are taken to a popup where they will fill out the information.
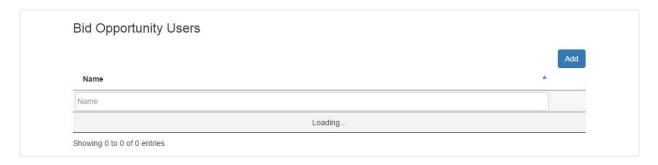

Bid Opportunity Documents

The Bid Opportunity Documents section displays a list of documents that are displayed in the public site. The user has the ability to search and sort on the Name, Description and Mime Type columns. The user can also Add or Remove records as needed. Removing a record will remove the record from the database.

Add Document

Name	
Description	
Upload File	Choose File No file chosen

Add

Bid Opportunity Users

The Bid Opportunity Users section displays a list of users that have access to the Bid Opportunity record in the Admin page. This allows Admin users to add another user that did not create the record so they can see the Bid Opportunity and make any changes necessary. The user has the ability to search and sort on the Name column. The user can also Add or Remove records as needed. Removing a record will remove the record from the database.

Bid Opportunity Users

Add

Name
Name
Loading...

Showing 0 to 0 of 0 entries

Add User

User	Select a user ▾

Add

Logout

When a user clicks the Logout Menu option they are logged out of the Admin section and are taken back to the public facing section.

Interfaces

Integrated Information for Iowa (I/3)

Bid Opportunity and Contract files are generated by the Integrated Information for Iowa (I/3) financial system and placed on an SFTP server. A windows service is run on the DAS server to download the files from the SFTP server and import the data.

Targeted Small Business (TSB)

The DAS website provides a RESTful web service that the TSB will use to query a list of Bid Opportunities that are currently active or will be active within the next 48 hours.