

REQUEST FOR PROPOSAL

IOWA SUSTAINABLE BUILDING DESIGN & CONSTRUCTION TRAINING

IOWA DEPT. OF ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT DIVISION

SECTION A. — PURPOSE AND INTENT

The purpose of this request for proposals is to identify and select one or more parties to coordinate, develop, market, and deliver training to the buildings trade industry (i.e., architects, engineers, developers, builders, subcontractors, code officials, HVAC system installers, assessors) and building owners on sustainable building practices.

SECTION B. — DEFINITIONS

Applicant or Bidder-	An entity responding to this request for proposal.
Contract -	The RFP, any addenda thereto, the bidders proposal, and the contractual agreement entered into between the Department and the successful Bidder. The contract constitutes the entire agreement between the Department of Economic Development and the Contractor in connection with this RFP.
Evaluation Committee	Iowa Department of Economic Development staff. Representatives of some key training partners may be asked to review applications.
Application Period	Deadline to apply is 4:00 PM Central Time, September 12, 2008 . The application period may be reopened if no proposals are received or if all proposals received are rejected. Successful proposals may be awarded as received and reviewed. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to IDED mishandling.
IDED or Department –	Iowa Department of Economic Development

SECTION C. — INFORMATION TO BIDDERS

IDED is seeking a contractor to coordinate, develop, market, and deliver training statewide to the building construction trades industry (i.e., architects, engineers, developers, builders, subcontractors, code officials, HVAC system installers, assessors) on sustainable building

DRAFT

practices beginning in the fall of 2008. A training program that leads to establishment of an ongoing professional certification component is of interest to IDED. The contractor shall maintain a diverse team of impacted stakeholders, including experienced sustainable building design and construction professionals, to provide recommendations and feedback related to proposed and delivered training programs. The Community Development Division will place a strong emphasis on selecting a contractor(s) that submits a proposal demonstrating strong support and involvement of diverse partners.

The Community Development Division has established green building design and construction criteria for its programs that provide financial assistance support for building rehabilitation and new construction activities. The proposed green building training shall assist the impacted parties to meet the new Iowa Green Streets Criteria implemented by the department. The proposed green building training shall also be available to other members of the building construction trades industry throughout Iowa. Examples of construction and rehabilitation related activities impacted by the new Iowa Green Streets Criteria and similar green building principles include:

- Housing Fund projects in the form of new and rehabilitated multi-family unit projects and new single-family projects;
- Community Development Block Grant Community facility projects such as daycares, vocational rehabilitation centers, senior centers, public buildings;
- Main Street Challenge Grant projects such as façade restorations, infill, and upper story residential rehab and construction; and
- Community Attraction and Tourism and River Enhancement Community Attraction and Tourism projects.

Some examples of the expected training topics include:

- Design charettes
- Sustainable site planning
- Energy efficiency
- Renewable/alternative energy
- Sustainable landscaping
- Resource conservation
- Indoor environmental quality
- Water conservation
- Code compliance
- Advanced framing (Optimum Value Engineering)

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- Integrated pest management
- Promoting and marketing green buildings
- Assessor training on assessing the value of green buildings
- Building rating systems including: Iowa Green Streets Criteria, Energy Star, Green Communities, LEED
- Building commissioning, verification, testing
- Green operations and maintenance
- Incentive approaches to tenant energy efficiency
- Materials selection

Prior to submitting a proposal, applicants, should review examples of existing green building training programs including, but not limited to:

- Building a Sustainable Iowa Workshop - by Center on Sustainable Communities
- Leadership in Energy and Environmental Design (LEED™) Accreditation – by Green Building Institute
- Green Advantage Environmental Certification® – by Green Advantage

Scope of Work:

The selected contractor(s) scope of work shall include, at a minimum, the following:

1. Develop and implement a series of green building training workshops across Iowa that build the knowledge base of the Iowa building trades industry to implement sustainable building design and construction practices. While not required, applicants are strongly encouraged to address the potential for establishing a “Green Builder Certification” program, including how the applicant would propose to establish the certification program, what trades would be covered by the program, contents of the program, continuing education requirements, and suggestions for how to brand such a certification program.
2. Establish and lead a multi-disciplinary team responsible for advising the contractor and the department on developing and implementing the green building training and possible certification program. This team should be comprised of impacted stakeholders, partners critical to the success of the training programs, and training co-sponsors and should represent the variety of disciplines participating in the training. The team should be involved in advising on training speaker lists, training topics and content, organizing hands-on workshops, and shaping the overall program.

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3. Promote the green building training program and develop training materials. This may include:
 - (A) Developing, printing, and distributing “save-the-date” brochures and registration brochures, developing e-mail and mailing lists for distribution of training materials and training promotion.
 - (B) Developing a training program Web site with information on the training sessions and certification program, policies, and an on-line registration form.
 - (C) Creating training materials for attendees and interested parties. These and all other relevant materials collected from speakers and other sources shall be made available online to participants and other interested parties to minimize the amount of printing.
4. Coordinate any speaker and staff travel including airfare reservations, rental car, hotel room, train fare, etc.
5. Handle training registration and staffing the training itself.
6. Determine and implement strategies for making the conference carbon-neutral by minimizing production costs, seeking locally grown foods for meals and snacks, purchasing carbon offsets, and others. The contractor shall make every effort to locate training sessions in locations that support local businesses and the “Main Street” area of the community.
7. Track the impacts of the conference. This might include tracking changes in development decisions and building practices by training attendees and in communities from which representatives attended, determining the degree to which the conference presentations serve as a learning tool, and/or tracking dissemination of conference presentations and proceedings to appropriate audiences.

IDED will award one cooperative agreement, which will involve substantial state involvement. IDED expects to award up to **\$65,000** for Year 1 with the possibility of additional, incremental funding for future training coordination up to two additional years. Funding for future years is dependent on funding availability, agency priorities and applicant performance. Applicants should provide detailed descriptions of the activities proposed for the first-year under this competition, as well as a description of what activities would be conducted in subsequent years (years 2 and 3) if additional funding is available, performance is satisfactory, and the contract period is extended.

SECTION D. — PROPOSAL PROCESS

1. APPLICATION PERIOD

Deadline to apply is 4:00 PM Central Time, **September 12, 2008**. The application period may be reopened if no proposals are received or if all proposals received are rejected. Successful proposals may be awarded as received and reviewed. Proposals received after the submission deadline will be considered late and returned

DRAFT

to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to IDED mishandling. IDED reserves the right to reject any and all proposals and to select the proposal(s) that IDED believes is in the best interest of the state.

Please send proposals via e-mail to:

Jeff Geerts, Iowa Department of Economic Development
Jeff.geerts@iowalifechanging.com

Please send a single copy of a double-sided originally signed proposal along with a signed Assurances, Representations, and Authorization to Release Information form to Jeff Geerts, Iowa Department of Economic Development, 200 E. Grand Ave, Des Moines, IA 50309.

2. ELIGIBLE BIDDERS Non-profit, for-profit, institutions of higher learning, local government, state government, federal government organizations and individuals are eligible to apply.
3. SUBMISSION OF PROPOSAL One (1) copy of the proposal shall be submitted electronically either via e-mail to jeff.geerts@iowalifechanging.com or via electronic storage device such as a compact disk or flash drive to Jeff Geerts, Iowa Department of Economic Development, 200 E. Grand Ave, Des Moines, IA 50309. Another single copy of a double-sided originally signed proposal shall be mailed to the address above along with a signed Assurances, Representations, and Authorization to Release Information form. The proposal shall consist of the following parts as outlined in this RFP:
 - a) Applicant Information
 - b) Demonstrated Experience
 - c) Appropriate Representative
 - d) Proposed Approach
 - e) Budget Effectiveness
 - f) Leveraging and Using Matching Funds
 - g) Proposed Activity Time Lines
 - h) Measuring Project Results
 - i) Past Performance
 - j) Programmatic Capability
 - k) Carbon Neutral Conference

See #11 for specific evaluation criteria.

To be considered complete, a signed Assurances, Representations, and Authorization to Release Information form must accompany the response to this RFP.

DRAFT

4. REJECTION OF PROPOSALS. Proposals may be rejected and not reviewed by the Department for any of the following reasons:
 - a) The Bidder fails to respond to any part of this RFP or does not provide information in the format required.
 - b) The proposal is not signed by an authorized representative of the Bidder. Electronic signatures are acceptable.
 - c) There is evidence that the Bidder engaged in unfair bidding procedures.
 - d) Financial insolvency of the Bidder.
 - e) The Bidder fails to comply with the minimum eligibility requirements of Section D(2) above and is determined to be ineligible.
 - f) The Department has insufficient funding to support the proposed project.
5. LIMITATION This RFP does not commit the Department to award a contract or to pay costs incurred by bidder in the preparation of a proposal to this RFP. The Department may waive minor informalities, and award a contract based only on the written proposal without any discussions with bidder. Issuance of a contract will be subject to the approval of IDED's Board of Directors.
6. REQUESTS FOR CLARIFICATION. Bidders are invited to submit written questions and requests for clarifications regarding the RFP. Bidders may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received by the IDED Contact Person. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions, requests for clarifications, or suggestions will be sent on to vendors who received RFP's and posted on the IDED Web site, www.iowalifechanging.com. The Department's written responses will be considered part of the RFP.
7. AMENDMENTS TO RFP; DOWNLOADING FROM INTERNET.
 - (a) The Department reserves the right to amend the RFP at any time. The Bidder shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the receipt of a proposal, the Department may, in its sole discretion, allow Bidders to amend their bid proposals in response to the Department's amendment if necessary. The amendment must be in writing, signed by the Bidder. Bidders must notify the IDED Contact Person in writing if they wish to withdraw their proposals.
 - (b) All amendments will be posted on the Department's home page at www.iowalifechanging.com. Each Bidder is advised to check this home page periodically for amendments to this RFP, particularly if the Bidder downloaded the RFP from the Internet as the Bidder may not automatically receive amendments.

DRAFT

8. COPYRIGHTS. By submitting a bid proposal, the Bidder agrees that the Department may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The Bidder consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Department shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.
9. CONTRACT.
 - (a) The Department reserves the right to either award a contract without further negotiation or to negotiate contract terms with the selected Contractor if the best interests of the State would be served.
 - (b) The successful Bidder must, in a timely manner, enter into a contract with the IDED to implement the services contemplated by this RFP. This contract will include, but not be limited to terms and conditions that clarify the respective roles and responsibilities of the Bidder and IDED. Representative subjects that will be included in a final contract include, but are not limited to, the following provisions: payment limitations; work authorization procedures; default and termination terms; indemnification requirements; identification of key personnel; intellectual property rights; nonappropriation or reduction in funding; clarification that Iowa law will govern this contract.
 - (c) It is expected that a contract between the Bidder and IDED will be executed within approximately 30 days after the date of the notification of the award. Failure of the successful Bidder to agree to the terms of a contract within this time period may be grounds for the Department to award the contract to another Bidder.
10. RESTRICTIONS ON GIFTS AND ACTIVITIES. Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.
11. PROPOSAL REVIEW. The Department will initially review all proposals received for completeness. Completed proposals will be evaluated and rated by an appointed IDED evaluation committee comprised of individuals not competing for this award.

The following criteria and point evaluation will be used to evaluate **region initiatives**:

- I. **Demonstrated Expertise — 15 points**
Degree to which the applicant demonstrates expertise and experience in developing and implementing green building training programs associated with this RFP. Degree to which the applicant demonstrates hands-on experience in constructing high-performing, energy-efficient, safe, healthy and durable structures. The applicant needs to be at least a

DRAFT

statewide recognized resource on sustainable building design and construction. This expertise will ensure that a training coordinator, who can inspire partnerships and effective collaboration among organizations related to sustainable building design and construction, will be able to infuse the training events with the most innovative ideas and concepts.

II. Appropriate Representative —15 points

Degree to which the proposing organization is an appropriate representative for the issues dealt with in the assistance agreement, is likely to be viewed as an authority on the subject, or is partnering with an organization that meets these requirements. In evaluating this criterion, IDED will take into account the applicant's ability to reach a statewide audience with the tools, practices and techniques developed under the assistance agreement. For example, a successful applicant will have a demonstrated capacity to plan, organize and deliver green building related training events for a diverse group of participants.

III. Proposed Approach — 20 points

Degree to which the applicant demonstrates excellence with regard to the proposed approach for each scope of work activity area. This criteria aims at demonstrating success at accomplishing tasks associated with completing the scope of work in this RFP and the methodology proposed by the applicant for developing, promoting, and implementing green building training events and possible certification program for green builders that will become an industry recognized standard in Iowa. In terms of coalition building and partnerships to support development and implementation of the green building training, the applicant should illustrate how they have worked to build teams and consensus for events associated with delivery of green sustainable building training and how diverse stakeholders and partners will be infused into this project. The proposed approach should also address how the training will be made available throughout Iowa.

IV. Budget Effectiveness — 10

Degree to which the project budget effectively uses IDED funds. Provide a budget narrative and table describing the applicant's overall cost to complete the project. The information shall include a total cost, line item details of project costs, direct costs related to the applicant's time spent developing, promoting, implementing, and evaluating the green building training program, and indirect costs. The applicant shall also address any anticipated sponsorship revenue and the anticipated fees, if any, for building trades members to attend the various training events and to receive the professional certification. In evaluating budget effectiveness, IDED will take into account how much of the funding requested from IDED will be used for activities directly related to the project as opposed to overhead and indirect expenditures.

V. Leveraging and Using Matching Funds — 5 points

DRAFT

Degree to which the project effectively leverages and uses matching funds. Applicants shall provide a narrative describing approaches to leveraging state funds for training implementation via sponsorships, in-kind donations and other revenue sources that will result in no, low or moderate costs to attend the green building training events. Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of IDED funding with other state and/or non state sources of funds to leverage sponsors and additional resources to carry out the proposed project(s) and/or (ii) that IDED funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources and/or (iii) innovative approaches to reducing costs and increasing funding sources available to provide a low, moderate, or no cost registration fee for green building training.

VI. Proposed Activity Time Lines – 10 points

Degree to which proposed activity time lines are likely to result in a significant increase in building trades capacity to design and build sustainability in time to benefit IDED projects using the new Iowa Green Streets Criteria and to benefit disaster recovery efforts in Iowa. Provide a detailed time line for developing, promoting, implementing and evaluating the green building training program.

VII. Measuring Project Results – 5 points

Quality of approach to tracking and measuring project results. Under this criterion, IDED will evaluate the applicant's plan for tracking and measuring its progress towards achieving expected outputs and outcomes. In this context, "outputs" are activities, efforts, or work products that: (1) will be produced by a specific date; and (2) are directly related to development, promotion, implementation and evaluation of the green building training program. Outputs can be quantitative or qualitative and must be measurable. "Outcomes" are the results of carrying out a project. Outcomes may be environmental, behavioral, health-related or programmatic, and must be quantifiable.

IX. Programmatic Capability — 10 points

Level of programmatic capability. Applicants shall provide a narrative describing the applicant's experience and capabilities to complete the project requirements. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing state and/or federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under state and federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed

DRAFT

project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. If applicants have not received state or federal funding before, they must provide other information that demonstrates their experience in areas of past performance. Note: In evaluating applicants under this factor, the IDED will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant).

X. Carbon Neutral Conference — 5 points

Proposals will be evaluated based on creative and effective solutions for implementing policies that will reduce the carbon footprint associated with delivering the green building training.

12. PERIOD OF PERFORMANCE The period of performance will be one year from the award date and renewed annually for the next two years at the option of IDED. In the event that the contractor selected through this RFP does not complete the contract, due to termination or any other reason, IDED reserves the right to negotiate with the next highest-ranking bidder(s) to complete the contract period without releasing an additional RFP.
13. OPTION TO EXTEND. Based on the availability of funds, effective contract performance and the needs of the Department, the contract may be extended for up to two (2) years, in one year increments based on availability of funds.
14. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT.
 - a) The Department may treat all information submitted by a Bidder as public information following the conclusion of the selection process unless the Bidder properly requests that information be treated as confidential at the time of submitting the bid proposal.
 - b) The Department's release of information is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with chapter 22 before submitting a proposal. The Department will copy public records as required to comply with the public records laws.
 - c) Any request for confidential treatment of information must be included in the transmittal letter with the Bidder's bid proposal. In addition, the Bidder must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Bidder to respond to any inquiries by the Department concerning the confidential status of the materials. Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be

DRAFT

conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the Bidder.

- d) If the Bidder designates any portion of the RFP as confidential, the Bidder must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. The Department will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event the Department receives a request for information marked confidential, written notice shall be given to the Bidder seven calendar days prior to the release of the information to allow the Bidder to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.
- e) The Bidder's failure to request confidential treatment of material will be deemed by the Department as a waiver of any right to confidentiality, which the Bidder may have had.

- 15. DISPOSITION OF BID PROPOSALS. All proposals become the property of the Department and shall not be returned to the Bidder. At the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.
- 16. NONDISCRIMINATION The Department does not discriminate in the contract award process on the basis of sex, age, race, religion, color, national origin or disability.
- 17. SMALL BUSINESSES AND TARGETED SMALL BUSINESSES Under Iowa's targeted small business procurement program, State departments have established procurement goals for the purchase of goods and services supplied by small businesses and targeted small businesses. Certified targeted small businesses and small businesses are encouraged to respond to this RFP. The terms "small business" and "targeted small business" are as defined in Iowa Code (2003) section 15.102.
- 18. IDED CONTACT PERSON Any questions concerning this RFP should be directed to Jeff Geerts, at (515) 242-5907 or jeff.geerts@iowalifechanging.com.

SECTION E. — BASIC DATA ON BIDDER — Qualifications and Experience

All proposals must include the following basic data about the bidder:

- 1. Name, telephone number and address, including e-mail address, of bidder. Also include contact information of all partnering organizations.

DRAFT

2. Name and title of individual authorized to bind the bidder and submit the proposal.
3. Name, e-mail address and telephone number of person IDED may contact during the proposal evaluation process.
4. Form of business — Not-for Profit organization; for-profit organization; individual; 28E agreement; local, state, or federal government; organization agreement.
5. Whether the business is owned or controlled by a parent corporation. If yes, provide the name and address of the parent corporation, nearest offices and managing office where the project staff assigned to this project will be located.
6. A chart of the bidder's organization showing the level of organizational responsibility of key project staff member. Also chart how projects flow through the agency, using an example.
7. A list of personnel to be assigned to this RFP, their functions in the project, length of tenure, and a detailed resume of each.
8. Information concerning terminations, litigation and debarment. Bidder shall provide answers to the following questions:
 - (a) During the last five (5) years, has the Bidder had a contract for services terminated for any reason? If so, provide full details related to the termination.
 - (b) During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
 - (c) During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Bidder to perform the required services. The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the successful Bidder after the execution of a contract, must be disclosed in a timely manner in a written statement to the Department.
 - (d) During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Bidder on behalf of others? If so, describe the circumstances of irregularities.

SECTION F. — ADDITIONAL CONDITIONS

The successful bidder shall provide IDED with **monthly** reports relevant to the agreed upon scope of work. These reports shall be due by the 10th of month following the commencement of the contract and a final annual report at the contract year end detailing the year's work.

Please sign and date the next section to include with bid proposal.

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ASSURANCES, REPRESENTATIONS AND AUTHORIZATION TO RELEASE INFORMATION

The bidder, hereby assures and represents with respect to this proposal that:

1. It possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Bidder's governing entity authorizing the submittal of this proposal, including all assurances, representations contained herein, and directing and authorizing the person signing below to act in connection with the application and to provide additional information as may be required.
2. It will comply with all applicable federal and state equal opportunity and affirmative action requirements.
3. All statements and information made or furnished to the Iowa Department of Economic Development are true and correct in all material respects. Bidder has not knowingly made any false statements in its proposal. Bidder acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.
4. Bidder hereby authorizes the Department of Economic Development to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Proposal. It authorizes IDED to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.
5. The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the IDED or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.
6. The Bidder hereby releases, acquits and forever discharges the State of Iowa, IDED, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by IDED in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
7. The Bidder authorizes representatives of the IDED to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted,

DRAFT

or referenced in the undersigned's proposal submitted in response to this Request for Proposal.

8. The Bidder further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to DED in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
9. A photocopy or facsimile of this signed Authorization is as valid as an original.

Signature

Date

Type or Print Name, Title

This form must be signed by an authorized representative of the bidder and submitted to IDDED along with bidder's proposal.

RFP :	Jeff Geerts for the IDDED Business Development Division
DEPARTMENT :	Iowa Department of Economic Development
RFP RELEASE DATE:	March 2008