

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF ENVIRONMENTAL HEALTH

REQUEST FOR PROPOSAL

58809007

**Plumbing and Mechanical Examining Board
Service Provider for Testing and Examinations**

RFP Table of Contents

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

- 1.01 Purpose
- 1.02 Project Period/Contract Term
- 1.03 Eligible Applicants and Service Delivery Area
- 1.04 Available Funds
- 1.05 Schedule of Events
- 1.06 Inquiries
- 1.07 Amendments to the RFP
- 1.08 Open competition
- 1.09 Withdrawal of proposals
- 1.10 Acceptance of Terms and Conditions
- 1.11 Costs of Proposal Preparation
- 1.12 Multiple Proposals
- 1.13 Oral Presentation
- 1.14 Rejection of Proposals
- 1.15 Restrictions on Gifts and Activities
- 1.16 Use of Subcontractors
- 1.17 Reference Checks
- 1.18 Criminal Background Checks
- 1.19 Information From Other Sources
- 1.20 Verification of Proposal Contents
- 1.21 Bid Proposal Clarification Process
- 1.22 Waivers and Variances
- 1.23 Disposition of Proposals
- 1.24 Public Records
- 1.25 Copyrights
- 1.26 Appeal of Award Decision
- 1.27 Definition of Contract
- 1.28 Construction of RFP

SECTION 2 – DESCRIPTION OF SERVICES

- 2.01 Description of Work and Services
- 2.02 Objectives
- 2.03 Staffing or Personnel Requirements
- 2.04 Budget
- 2.05 Required Reporting

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

- 3.01 Technical Requirements
- 3.02 Proposal Contents
- 3.03 Budget
- 3.04 Proposal Checklist
- 3.05 Business Organization
- 3.06 Litigation or Investigation

SECTION 4 -- EVALUATION PROCESS AND CRITERIA

- 4.01 Overview of Evaluation Process
- 4.02 Scoring of Proposals

SECTION 5 – CONTRACT

- 5.01 Conditions
- 5.02 Incorporation of Documents
- 5.03 Order of Priority
- 5.04 Contractual Payments

SECTION 6 – ATTACHMENTS

Attachments are posted in a separate file on the IDPH web page under *Grants, Bids and Proposals*: www.idph.state.ia.us

SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) 58809007 is to solicit proposals that will enable the Iowa Department of Public Health (IDPH) to select the most qualified applicant to provide the Plumbing and Mechanical Systems Examining Board competency testing and examination services for journey and master levels in all four disciplines including plumbing, HVAC, refrigeration, and hydronics.

1.02 Project Period/Contract Term

The project period shall be from March 6, 2009 to June 30, 2014.

IDPH expects the initial contract period to be a four (4) month term from March 6, 2009 to June 30, 2009. IDPH shall have the option to renew the contract for up to five additional one (1) year terms subject to review of the continuation application, contractor performance and compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by IDPH to award a contract.

1.03 Eligible Applicants and Service Delivery Area

Applicants who are nationally recognized for providing examinations in plumbing, HVAC, refrigeration, and hydronics and who can provide verifiable documentation that they are currently providing similar examinations in Iowa and the states surrounding Iowa are eligible to submit proposals in accordance with this RFP.

Service delivery area will be in multiple locations throughout the entire state of Iowa. IDPH anticipates over 5,000 apprentices who will eventually require journey level testing, as well as a portion of the anticipated 10,000 – 12,000 licensees who will require testing in both the master and journey levels in all four disciplines.

1.04 Available Funds

All costs associated with carrying out the duties of the service provider will be paid through fees the service provider collects from the pre-approved examination candidate. The service provider fees will be paid exclusively by the examination candidate or their employer, with the Board incurring no financial obligations to the service provider or the candidate. Any services to the Board, established in this RFP and subsequent contract, which are in addition to the delivery and scoring of the examination will also be paid by the examination candidate or their employer with the Board incurring no financial obligations to the service provider or the examination candidate.

1.05 Schedule of Events (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

RFP Issued	November 20, 2008
Applicant's Conference	NA
Written Questions Due	December 5, 2008
IDPH Responses to Written Questions Issued	December 10, 2008
Letters of Intent Due	December 12, 2008
Proposals Due	January 9, 2009
Issue Notice of Award	February 6, 2009

A. RFP Issued – November 20, 2008. IDPH will post the RFP on the IDPH Web page under *Grants, Bids and Proposals*:<http://www.idph.state.ia.us>. IDPH will email a notice of availability of the RFP to current program contractors. IDPH will send a copy of an RFP to any person or entity which requests the RFP.

B. Applicant's Conference -- An applicant's conference will not be held.

C. Written Questions Due – December 5, 2008. Written questions and comments related to the terms and conditions of the RFP must be received by John McMullen at the address below before 4:00 p.m. on December 5, 2008.

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
321 East Twelfth Street
Des Moines, Iowa 50319 – 0075
E-mail: JMcMulle@idph.state.ia.us
Fax: (515) 281-3789

Questions or comments must be submitted by mail, by electronic mail or by facsimile. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Oral questions will not be accepted.

D. Response to Written Questions Issued – December 10, 2008. IDPH will prepare written responses to all pertinent and properly submitted questions and post the written questions and responses on the IDPH Web page. IDPH's written responses will be considered part of the RFP.

E. Letters of Intent Due – December 12, 2008

An indication of the applicant's intent to compete for the funds must be received, in writing, by John McMullen at the address below on or before December 12, 2008. The letter of intent must be delivered via mail, delivery service, hand delivery, e-mail or fax to:

John McMullen Contract Administrator
Iowa Department of Public Health
Lucas State Office Building – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319
E-mail: JMcMulle@idph.state.ia.us
Fax: (515) 281-3789

The letter of intent must include the applicant's name, mailing address, electronic mail address, fax number, telephone number, a statement of intent to apply for this RFP, and an authorizing signature.

Applicants who choose to mail a letter of intent must allow ample mail delivery time to ensure timely receipt of the letter of intent by IDPH. Postmarking by the due date will not substitute for actual receipt of the letter of intent by IDPH. It is the applicant's responsibility to ensure that the letter of intent is date and time stamped as received by IDPH prior to the deadline.

Failure to submit a letter of intent to IDPH by the deadline specified will result in the rejection of the applicant's proposal.

F. Proposals Due – January 9, 2009. **Proposals must be received by John McMullen at the address below by 4:00 p.m. (local time) on January 9, 2009.** This requirement is a mandatory requirement and will not be subject to waiver as a minor deficiency.

One (1) original signed in non black ink and four (4) copies of the proposal shall be submitted to:

John McMullen, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building - 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319-0075

Proposals received by IDPH after the stated due date and time will be rejected, returned to the applicant, and not reviewed by IDPH.

Electronic mail and faxed copies of the proposal **will not** be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals by IDPH. Postmarking by the due date will not substitute for actual receipt of the proposal by IDPH. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received by IDPH prior to the deadline.

Any information submitted separately from the proposal will not be considered in the review process.

G. Release of Names of Applicants – February 6, 2009. The names of all applicants who submitted properly dated and time stamped proposals shall be released to all who have, in writing, requested such notification.

H. Notice of Award -- February 6, 2009. The successful and unsuccessful applicants will be notified in writing using the United States Postal Service, registered receipt return mail.

I. Contract Negotiations and Execution of the Contract – Following issuance of the notice of award, the successful applicant will receive a contract document. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with IDPH. If a contract has not been executed within ten (10) working days, IDPH reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by IDPH. IDPH may, at its sole discretion, extend the time period for negotiations of the contract.

1.06 Inquiries

During the period following release of this RFP and during the period of evaluation, applicants should contact only John McMullen in the manner provided for in section 1.05(C). Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on IDPH.

IDPH assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its proposal.

1.07 Amendments to the RFP

IDPH reserves the right to amend the RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, a written amendment will be posted on the IDPH Web site. The applicant is advised to check the IDPH Web site periodically for amendments to this RFP.

1.08 Open competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

1.09 Withdrawal of proposals

Proposals may be withdrawn, modified and resubmitted at any time prior to the stated due date and time for the receipt of proposals. An applicant desiring to withdraw its proposal after the submission time shall notify the Contract Administrator in writing.

1.10 Acceptance of Terms and Conditions

A. An applicant's submission of a proposal constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting a proposal, an applicant agrees that it will not bring any claim or have any cause of action against IDPH or the State of Iowa based on the terms or conditions of the RFP or the procurement process.

B. IDPH reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by IDPH, the successful applicant's exceptions may be rejected and IDPH may elect to terminate negotiations with that applicant. However, IDPH may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's proposal.

1.11 Costs of Proposal Preparation

All costs of preparing the proposal are the sole responsibility of the applicant. IDPH is not responsible for any costs incurred by the applicant which are related to the preparation or delivery of the proposal or any other activities undertaken by the applicant related in any way to this RFP.

1.12 Multiple Proposals

Only one proposal will be accepted from each applicant.

1.13 Oral Presentation

Applicants may be requested to make an oral presentation of the proposal. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of IDPH. If an oral presentation is required, applicants may clarify or elaborate on their proposals, but may in no way change their original proposal.

1.14 Rejection of Proposals

A. IDPH reserves the right to reject, in whole or in part, any or all proposals, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of IDPH.

B. Any proposal will be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to deliver the letter of intent if required by this RFP by the relevant dates and times stated in section 1.05.
2. The applicant fails to deliver the proposal by the relevant dates and times stated in section 1.05.

C. Any proposal may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the proposal format instructions or presents information requested by this RFP in a format inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.

4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the right of IDPH.
7. The applicant fails to respond to IDPH's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.15 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code chapter 722 provides that it is a felony offense to bribe a public official.

1.16 Use of Subcontractors

A. The applicant is permitted to subcontract for the performance of certain services required under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page at www.idph.state.ia.us under the *Grants, Bids and Proposals* link. Planned use of subcontractors by an applicant must be clearly explained in the proposal. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.

A. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.17 Reference Checks

IDPH reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the proposal.

1.18 Criminal Background Checks

IDPH reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.19 Information From Other Sources

IDPH reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other state contracts and contracts with private entities. IDPH may use any of this information in evaluating an applicant's proposal.

1.20 Verification of Proposal Contents

The contents of a proposal submitted by an applicant are subject to verification. Misleading or inaccurate responses shall result in rejection of the proposal pursuant to section 1.14.

1.21 Bid Proposal Clarification Process

IDPH may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the proposals. Clarifications may occur throughout the proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to IDPH within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its proposal if contacted by IDPH for this reason.

1.22 Waivers and Variances

IDPH reserves the right to waive or permit cure of nonmaterial variances in the proposal's form and content providing such action is in the best interest of IDPH. In the event IDPH waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of IDPH.

1.23 Disposition of Proposals

All proposals become the property of IDPH and shall not be returned to the applicant unless all proposals are rejected. In the event all proposals are rejected, applicants will be asked to send prepaid shipping instruments to IDPH for return of the proposals submitted. In the event the IDPH does not receive shipping instruments, IDPH will destroy the proposals.

If IDPH awards funds to an applicant, the contents of all proposals will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.24 Public Records

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the proposal is submitted.

Any request for confidential treatment of information must be included in the transmittal letter with the applicant's proposal. In addition, the applicant must enumerate the specific grounds in Iowa Code chapter 22 which support treatment of the material as confidential. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the applicant to respond to any inquiries by IDPH concerning the confidential status of the materials.

Any proposal submitted which contains confidential information must be conspicuously marked on as containing confidential information and must indicate which sections of the proposal should be treated as confidential. Identification of the entire proposal as confidential shall be deemed non-responsive and shall disqualify the applicant.

The applicant must submit one copy of the proposal from which the confidential information had been excised. 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 proposal as possible.

In the event IDPH receives a public request for RFP information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by IDPH as a waiver of any right to confidentiality which the applicant may have had.

1.25 Copyrights

By submitting a proposal, the applicant agrees that IDPH may copy the proposal for the purpose of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting the proposal, the applicant consents to such copying and warrants and represents that such copying will not violate the rights of any third party. IDPH shall have the right to use ideas or adaptations of ideas that are presented in the proposals. In the event the applicant copyrights its proposal, the department may reject the proposal as noncompliant.

1.26 Appeal of Award Decision

Applicants may appeal the award decision by filing a written appeal to IDPH within 10 working days of receipt of the award decision in accordance with 641 Iowa Administrative Code Section 176.8. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.27 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the IDPH.

1.28 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements.

SECTION 2 – DESCRIPTION OF SERVICES

2.01 Description of Work and Services

The service provider must be a nationally recognized service provider able to verify and list their successes in developing, administering, and updating examinations in the plumbing, HVAC, refrigeration, and hydronics disciplines at the journey and master levels. The Plumbing and Mechanical Systems Examining Board will review and approve all tests developed by the service provider that will be utilized in Iowa examinations.

Examination candidates will be pre approved by the Plumbing and Mechanical Systems Examining Board. All further communication concerning the examination will be conducted between the service provider and examination candidate. The service provider will be responsible for providing examinations in multiple locations throughout Iowa, providing list of resources, and proctoring the examination. The service provider will also assure that an examination candidate that retakes the examination will not receive an identical test. All costs associated with the examination will be between the service provider and examination candidate.

The specific code references for the plumbing test must be based on the current Uniform Plumbing Code adopted in Iowa Code; code references for the mechanical tests must be based on the current International Mechanical Code adopted in Iowa Code. Code revisions must be incorporated into the testing materials within 60 days upon adoption by Iowa legislation during the life of the contract.

The service provider will be responsible for scoring the examination and for communicating to the examination candidate whether they have passed or failed. Upon request, the service provider will also provide the areas of content that the examination candidate failed to pass. Test scores, attendance rosters, and other pertinent documents will need to be transmitted electronically through a secure file (SFTP file transfer protocol) and uploaded into the data base software being developed by IDPH within two days from date of availability of the results.

The service provider will develop a method to retain records to assist examination candidates who may need to confirm what examination that they passed. All associated records will be retained by the service provider and available upon request to the examination candidate and the Plumbing and Mechanical Systems Examining Board.

If an examination is appealed, the vendor will be responsible to appear and participate in court proceedings at no cost to IDPH.

2.02 Objectives

The purpose of the service provider is to conduct the required testing and examination requirements outlined in IA Code section 105 Licensing and Regulations of Plumbers and Mechanical Professionals and also outlined in rules Chapter 641-29 Plumbing and Mechanical Systems Professionals – Application, Licensure and Examination.

1. Testing and examinations need to be provided in multiple locations throughout the State of Iowa on an ongoing basis (minimum of 24 times a year).
2. The service provider must be able to develop and provide a comprehensive reference list to assist examination candidates studying for the exam.
3. The service provider must maintain a current and applicable bank of questions for plumbing, HVAC, refrigeration and hydronics disciplines. All questions will be reviewed and approved by the Board or its agent.
4. Test results, attendance rosters, and examination applications (serve as an example but should not be construed as an exhaustive list) need to be transmitted electronically by the service provider and be able to upload into data base software being developed by the Department within two business days from date of availability.

2.03 Staffing or Personnel Requirements

The service provider will provide appropriate accommodations for testing locations and a sufficient means for proctoring test to eliminate potential for cheating. The service provider will also maintain sufficient staff to respond adequately to customer service requests and also to meet the additional needs listed above in 2.01.

2.04 Budget

The source of funding is all costs associated with carrying out the duties of the service provider will be paid through fees the service provider collects from the pre-approved examination candidate. The service provider fees will be paid exclusively by the examination candidate or their employer, with the Board incurring no financial obligations to the service provider or the candidate. Any services to the Board, established in this RFP and subsequent contract, which are in addition to the delivery and scoring of the examination will also be paid by the examination candidate or their employer with the Board incurring no financial obligations to the service provider or the examination candidate.

2.05 Required Reporting

1. Test results, attendance rosters, and examination applications (serve as an example but should not be construed as an exhaustive list) need to be transmitted electronically by the service provider and be able to upload into data base software being developed by the Department within two business days from date of availability.
2. The service provider must maintain a current and applicable bank of questions for plumbing, HVAC, refrigeration and hydronics disciplines. All questions will be submitted to the Board or its agent for pre-approval.
3. An annual report identifying the examination candidates that have been sponsored and the number of times they have set for the test prior to passing.
4. Details about testing questions with information how many times they were answered correctly and how many times they were answered incorrectly.
5. A semi annual report detailing complaints received from Iowa examination candidates.
6. A semi annual report detailing income derived from all activities associated with providing the required services.
7. A semi annual report identifying the testing locations and number of examination candidates that have utilized each location during the reporting period.

SECTION 3 -- PROPOSAL FORMAT AND CONTENT

These instructions prescribe the format and content of the bid proposal and are designed to facilitate the submission of a proposal that is easy to understand, review, and evaluate. Failure to adhere to these requirements and proposal content may result in disqualification of the proposal.

3.01 Technical Requirements

Proposals must be typewritten on 8 ½ x 11 size paper and follow the format outlined below. Photocopies or exact computer generated replicas are permissible.

Aspect	Requirement
Font size	Narrative must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Margins	Must be a minimum of one inch on all sides.
Spacing	Narrative may be single- or double-spaced.
Pagination	Sequentially number the bottom of each page, including the cover page, maps, charts, budget pages, tables, and appendices.
Binding	The proposal shall be stapled in the upper left corner and submitted <u>without</u> folders or specially prepared binders.
Header	In the header on each page (when forms are not used) identify the applicant agency's name, date of submission, section name, item addressed and the item number.
Cover Page	The cover page must be complete and contain an <u>original signature</u> in non-black ink to easily distinguish the original.

One (1) original signed in non black ink and four (4) copies are required.

Proposals shall not contain promotional or display materials unless requested.

All questions posed by the RFP shall be answered concisely and clearly. All proposals shall include and describe in detail all integral elements necessary for successful implementation and operation of the required services.

3.02 Proposal Content

Proposal must provide written detail on how you will provide the required services identified below.

- A. Applicants experience and current projects.
 - 1. Describe your current success in providing exam types as described at the journey and master level for plumbing, HVAC, refrigeration, and hydronics in Iowa and the states surrounding Iowa. Include some specific locations, number of test candidates serviced, and identify if the examination is ongoing or considered a one time event.
- B. Development of testing bank, examinations, and testing protocols.
 - 1. Describe the process used in examination development to assure content and item validity, comprehensiveness, reliability, and fairness.
 - 2. Provide the number of questions that will be in the test bank, the number of questions on each examination.
 - 3. Describe the method to be used to update questions in response to changes in the Iowa laws, rules, or changes in technology.
 - 4. Identify the maximum wait time and method used for responding to a request from an examination candidate for information about sections failed.
 - 5. Describe how records will be retained for 62 years and how can IDPH access the retained records.
 - 6. Describe the method that would be used to assist in collecting and forwarding a photograph to the Board office to be used in the licensing and verification process if requested.
- C. Examination process (i.e. frequency, locations, and repetitive tests.)
 - 1. Describe the method applied to assure no examination candidate who retakes the exam obtains the same test.
 - 2. Identify the number of testing sites in Iowa, the city locations, and personnel that would be allocated to each test site. Provide the number of tests that will be given annually and the schedule.
 - 3. Provide the means of determining qualifications of applicants with needs for special accommodations; means of provisions of special accommodations and fee adjustment to bear associated costs.
- D. Provision of testing results.
 - 1. Describe the hardware and software that will be utilized to electronically transmit test results, attendance rosters, and examination applications (serve as an example but should not be construed as an exhaustive list) through a secure file (SFTP file transfer protocol) and uploaded into the database software being developed by IDPH
 - 2. Provide minimum and maximum time limit required to score the examination per individual to determine the pass/fail status and transmit the results to the board office

3. Describe the development, analysis, and provision of statistical reports to applicants and to the board.
- E. Development and provision of applicant reference guide.
1. Describe the method that will be used to provide a comprehensive reference list of test materials that will be available for examination candidates
- F. Fee structure and supporting cost analysis.
1. Provide the means that will be utilized for collecting fees and provide the cost per exam type described
 2. Provide a fee structure and supporting cost analysis.

3.03 Budget

This is a \$0 dollar contract with no lined item budget. The applicant shall provide a proposal fee structure per exam candidate based on costs of administering program. The proposal shall provide a supporting cost analysis for each exam candidate for each exam type. The cost associated with testing cannot exceed a maximum of \$150.00 per examination candidate.

3.04 Proposal Checklist

NA

3.05 Business Organization

Attach the information required in this section as a Business Organization Appendix to the proposal.

- A. Identify the legal structure of the applicant and the state of incorporation or registration, if applicable. Provide evidence of an Iowa business license and any necessary applicable professional licenses required by law.
- B. Identify and specify the location(s) of the applicant's offices or other facilities involved in provision of services under this proposal.
- C. Describe the history of the organization and the organization mission and vision statements.
- D. Include a table of organization. Describe the executive, management, technical, and professional staff who would perform duties related to this project. Include the number of staff, their roles, and their expertise and experience in providing these types of services.

E. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has defaulted on a contract. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.

F. Disclose if during the preceding three (3)-year period the applicant or any subcontractor identified in the proposal has terminated a contract prior to its stated term or has had a contract terminated by the other party prior to its stated term. List all such contracts, contact persons and telephone numbers for the other parties and provide a brief description of each incident.

G. Provide an audited financial statement for the preceding three (3)-year period. Nonprofit corporations whose previous funding level has not required an audited financial statement shall submit a year end operating statement and balance sheet for the preceding three (3) year period and a current operating statement in lieu thereof. Any applicant agency that currently holds a contract with the department and has previously submitted audit reports need not submit a copy with this proposal. Please specify in the proposal that audits are on file with the department

3.06 Litigation or Investigation

The applicant shall list and summarize pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters may result in rejection of the proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal must be disclosed in a timely manner in a written statement to the IDPH.

SECTION 4 -- EVALUATION PROCESS AND CRITERIA

4.01 Overview of Evaluation Process

Evaluation of proposals submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the IDPH staff of an applicant's compliance with the mandatory requirements for submitted proposals. Proposals which fail to satisfy technical requirements may be eliminated from the proposal review. These proposals will be returned to the applicant via United States Postal Service, first class mail. The IDPH reserves the right to waive minor variances at the sole discretion of the IDPH.

Phase II – Review Committee: Proposals determined to be compliant with technical requirements will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the IDPH. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate proposals in accordance with a point system. Each committee member will review the proposals and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the proposal pursuant to RFP section 1.13, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score (rounded to the nearest whole number) for each proposal and the proposals will then be ranked based on the average of the evaluation scores. IDPH staff may solicit additional input and recommendations from the review committee(s).

In the event competitive proposals receive an equal number of points, two division directors and the respective bureau chief administering the program may conduct a second review utilizing the same scoring process.

Phase III -- IDPH Review and Award: The third phase will be a final review. The IDPH will consider the submitted proposals and the review committee's scores and recommendations. The IDPH may also consider geographical distribution, budget information, any information received pursuant to sections 1.17 - 1.21 of the RFP, and any other information received pursuant to the procurement process. IDPH reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Proposals

A maximum of 100 points may be awarded to each proposal. A minimum average score of 60 or greater is required for the proposal to be considered for funding.

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as budget, project management plan and availability of staff.

Points will be assigned for each item listed as follows:

5 Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.

4 Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.

3 Applicant's proposal or capability is satisfactory and marginally meets expectations for this criterion.

2 Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.

1 Applicant's proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

<u>Proposal Component</u> <u>Maximum Score</u>	<u>Weight</u>	<u>Potential</u>
A. Applicant's experience and current projects.	4	20
B. Development of testing bank, examinations and testing protocol.	4	20
C. Examination processes (i.e. frequency, locations, repetitive tests).	3	15
D. Provision of testing results.	3	15
E. Development and provision of applicant reference guide.	3	15
F. Fee Structure and supporting cost analysis.	3	15
Total		100

SECTION 5 – CONTRACT

5.01 Conditions

Any contract awarded by the IDPH shall include specific contract provisions and the IDPH General Conditions effective February 1, 2007 as posted on the IDPH Web page www.idph.state.ia.us under *Grants, Bids and Proposals link*. The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the proposal submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and proposal unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the proposal, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Proposal.

5.04 Contractual Payments

N/A