

KIM REYNOLDS, GOVERNOR
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ANNETTE DUNN
CHIEF INFORMATION OFFICER

July 23, 2020

To: All Potential Bidders

From: Steve Dawson, Issuing Officer

Subject: RFP #0720-701-01 – Independent Verification and Validation (IV&V) Services

Amendment One

Please amend the subject RFP to include answers to the attached timely received questions. This Amendment One shall supersede, modify and/or change all requirements to the contrary in the RFP and associated documents.

NOTE: Attachments #4 and #5 in the original RFP had an incorrect RFP number on them. Corrected versions of those attachments are included as part of this Amendment and will be posted to the OCIO Bid Opportunities page at <https://ocio.iowa.gov/bid-opportunities-and-contracts/independent-verification-and-validation-ivv-services>.

**AMENDMENT #1 to RFP #0720-129-01
INDEPENDENT VERIFICATION AND VALIDATION SERVICES**

	Section Number	Page Number	Text of Passage	Specific Question / Inquiry	Response
1	Cover Sheet	1	The web address given for Respondents to receive Amendments and Addenda to the RFP is incorrect.	OCIO updated its Bid Opportunities page at the same time this RFP was issued, but the new web address was not updated in the RFP doc.	The correct web address to receive updates, Amendments, and Addenda to the RFP is: https://ocio.iowa.gov/information-technology-procurement/open-it-bid-opportunities .
2	Coversheet	1	Proposals Due: July 30, 2020	Given the close proximity of the Q/A response to the response due date, is the State willing to extend the proposal due date past July 30, 2020?	No
3	Cover Sheet	1	Procurement Timetable	The RFP provides due dates but no times are listed. Can the State please clarify the due time?	Proposals are due by 5:00 PM, July 30, 2020
4	3.2	31-33	"The following documents and responses shall be included in the Technical Proposal in the order given below."	The order provided does not align with the Attachment 8 - Response Checklist, specifically the Attachments, which the Checklist requests we name in order A thru E. In addition, 3.2 does not include the section for "Value-Added Services and Deliverables." Can IDR please confirm the correct order of documents and proper location of the Value-Added Services and Deliverables response?	Please observe the order listed in Attachment 8.

5	4.2	11	No Additional Fees . Other than as permitted by Section 4.1 (Pricing/Compensation), the Agency shall not be obligated to pay any other compensation, fees, expenses, costs, charges or other amounts to Vendor in connection with this Agreement or any Purchasing Instrument(s). For the avoidance of doubt, there shall be no reimbursable expenses associated with this Agreement, and Vendor shall be solely responsible for all other costs, charges, and expenses it incurs in connection with this Agreement, including equipment, supplies, personnel, salaries, benefits, insurance, training, conferences, telephone, utilities, start-up costs, travel and lodging, and all other operational and administrative costs and expenses.	Does the agency envision IV&V contractors working onsite prior to the end of 2020?	IDR expects the work to be done remotely while restrictions are in place due to COVID 19. Following the removal of such restrictions, on-site work will be done on an as-needed basis.
6	4.3.1.7	36	Provide at least one dedicated Contractor Personnel that has specific experience as a subject matter expert in the implementation of an integrated tax system used by tax authorities such as Agency.	Does the agency envision the dedicated resource being on-site day-to-day post COVID-19?	IDR expects the work to be done remotely while restrictions are in place due to COVID 19. Following the removal of such restrictions, on-site work will be done on an as-needed basis.
7	4.3.1.7	36	Provide at least one dedicated Contractor Personnel that has specific experience as a subject matter expert in the implementation of an integrated tax system used by tax authorities such as Agency	Does Agency expect this person to be a full time on the project? Are you looking for continues IV&V where IV&V will be part of daily activities. For example on page 34, Contractor will be invited to all Program meetings. Will these meetings include daily scrum meeting?	All necessary information has been provided. Refer to the RFP.
8	4.4.2.2	36	Identify the Key Personnel that Respondent will assign to this engagement, including but not limited to, a project manager	Does the State require a full time IV&V Project Manager?	All necessary information has been provided. Refer to the RFP.

9	4.4.3	37	"e. The number of people on the team that completed the project;"	Can IDR please confirm whether this refers to the number of people on Respondent's project team, number of people on the client's internal project team, or total of both Respondent/Client project team members?	All necessary information has been provided. Refer to the RFP.
10	5.4	40	Technical Proposal Evaluation and Scoring	Can the State provide more detailed information regarding the scoring methodology (ie the number of total available points for each of the evaluation criteria)?	The scoring methodology will be released just prior to the RFP due date.
11	Attachment 1			In pricing proposal, do you need rates by labor categories? Is blended rate allowed?	All necessary information has been provided. Refer to the RFP.
12	Attachment 4	61	in response to the Iowa Department of Revenue ("Agency") for RFP #0620-701-01 for IV&V Services are true and accurate.	Please confirm that Attachment 4 has wrong RFP #0620-701-01 number listed.	The correct RFP number is #0720-701-01. A corrected version of Attachment 4 is included in this Amendment.
13	Attachment 5	1	"Re: RFP #0620-701-01 - AUTOHRIZATION TO RELEASE INFORMATION	It appears that the wrong RFP number has been inserted. Throughout the document this RFP is referred to as #0720-701-01.... Form clearly states that "alterations to this document are prohibited", since this is a signed form, can we clarify the correct RFP number?	The correct RFP number is #0720-701-01. A corrected version of Attachment 5 is included in this Amendment.
14	Attachment 5	1	"... a successful Respondent in response to RFP #0620-701-01"	It appears that the wrong RFP number has been inserted. Throughout the document this RFP is referred to as #0720-701-01.... Form clearly states that "alterations to this document are prohibited", since this is a signed form, can we clarify the correct RFP number?	

15	Attachment 6, Special Terms and Conditions - Insurance Requirements	Attachment 6, pages 61-63	Insurance Policies	The insurance policy amounts required in Attachment 6 to this RFP are significantly higher than is typical for similar IV&V services contracts, and may prevent otherwise qualified vendors from bidding on this RFP. Would the State be open to reducing the insurance requirements based on the nature of services requested in this RFP?	IDR will not amend the RFP to adjust the insurance amounts. However, Respondents may propose alternative insurance levels as part of their Exceptions to Terms and Conditions, as outlined in Section 3.2.10 of the RFP.
16	General Question			Can the State provide FAST proposal?	The file size of the proposal makes it impractical to include as part of this Amendment or as part of the original RFP. As stated in Section 2.8 of the RFP, please contact the Issuing Officer to obtain a copy of the proposal.
17	General Question			Will the work be done remotely while restrictions are in place due to COVID19? Will the State allow remote work after COVID19 restrictions are lifted?	IDR expects the work to be done remotely while restrictions are in place due to COVID 19.
18	General Question			Did any outside parties participate in the preparation of the RFP/ If so, are they allowed to bid on the IV&V services?	No outside parties were involved in the preparation of this RFP.
19	General Question			Are any outside parties part of the PMO and/or evaluation committee? If so, who are they?	No outside parties are part of the PMO and/or evaluation committee for this RFP.
20	General Question			Can you provide the budget for IV&V services?	All necessary information has been provided. Refer to the RFP.

Attachment 4
CERTIFICATION/DISCLOSURE LETTER

Alterations to this document are prohibited.

[Date]

Steve Dawson, Issuing Officer
Office of the Chief Information Officer
200 E. Grand Ave.
Des Moines, IA 50309
steve.dawson@iowa.gov

Re: **RFP #0720-701-01** — PROPOSAL CERTIFICATIONS

Dear Mr. Dawson:

I certify that the contents of the Proposal submitted on behalf of **[Name of Respondent]** _____ (Respondent) in response to the **Iowa Department of Revenue** (“Agency”) for **RFP #0720-701-01** for IV&V Services are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

Part I — Certification of Independence

I certify that I am a representative of Respondent expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of Respondent the following:

1. The Proposal has been developed independently, without consultation, communication, or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Proposal has been developed independently, without consultation, communication, or agreement with any other Respondent or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Proposal has not been and will not be knowingly disclosed, directly or indirectly, prior to Agency’s issuance of the Notice of Intent to Award the Contract.
4. No attempt has been made or should be made by Respondent to induce any other Respondent to submit or not to submit a Proposal for the purpose of restricting competition.
5. No relationship exists or will exist during the Contract period between Respondent and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Part II — Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to Iowa Code sections 423.2 and 423.5, a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a State agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under Iowa Code chapter 423 on all sales of tangible personal property, specified digital products, and enumerated services. The Code also requires Respondents to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Proposal in response to the (RFP), Respondent certifies the following (check the applicable box):

- Respondent is registered with the Agency, collects, and remits Iowa sales and use taxes as required by Iowa Code chapter 423; or
- Respondent is not a “retailer” or a “retailer maintaining a place of business in this State” as those terms are defined in Iowa Code subsections 423.1(47) and (48).

Part III — Certification/Disclosure of Criminal, Regulatory, and Performance Background

The undersigned hereby certifies that, to the best of their knowledge, neither Respondent nor any of its principals, officers, directors, shareholders, partners and managerial and supervisory personnel who should be involved in the performance of the Contract [check all applicable boxes]:

- are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal agency or State agency;
- have within a three (3) year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for:
 - commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes, etc.;
 - commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property, etc.;
- are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in this certification;
- have, within a three (3) year period preceding this Proposal, had one or more public transactions (federal, state, or local) terminated for cause;
- have had any damages or penalties assessed against or dispute resolution settlements entered into by Respondent under any existing or past contracts for goods and/or services similar to those sought pursuant to the RFP.
- are presently involved in any litigation or threatened litigation, administrative or regulatory proceedings, or similar matters.
- are the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements and specifications sought pursuant to the RFP.

If you were unable to check any of the above boxes, provide additional information about the circumstances surrounding your inability to check the applicable box in the space provided below. Include additional pages with further explanation if the space provided below is not sufficient.

Part IV — Certification/Disclosure of Financial Condition

The undersigned hereby certifies that [check all applicable boxes/supply all requested information]:

- Respondent is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.
Date of latest audit: _____
- Respondent has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- Respondent is current in all amounts due for payments of federal and state taxes required.
- Respondent has not, in the last three (3) years, undergone a sale or change of control of Respondent, including its business or substantially all its assets.

If you were unable to check any of the above boxes, provide additional information about the circumstances surrounding your inability to check the applicable box in the space provided below. Include additional pages with further explanation if the space provided below is not sufficient. Additionally, if your answers are based on any information of or related to any companies acquired by Respondent in the last three (3) years, include a description of how those companies’ financial histories/stability have been incorporated into your above certifications, and describe how any liabilities you may have incurred in connection with any acquisition affect your company’s overall financial stability.

These certifications/disclosures are a material representation of fact upon which the Agency has relied upon in determining which Respondent to award a Contract and in entering into a subsequent Contract. If it is later determined that Respondent knowingly rendered an erroneous certification or provided false, misleading, or incorrect information in this certification/disclosure, in addition to other remedies available, the Agency may reject the Proposal, declare Respondent’s Proposal or resulting Contract void,

terminate any subsequent Contract, or pursue available remedies including suspension, debarment, or damages for breach of contract.

The above certifications/disclosures are a continuing requirement of Respondent. Respondent shall provide written notification to the Agency of any such matter commencing or occurring after submission of a Proposal, and with respect to the successful Respondent, following execution of the Contract.

The Agency reserves the right to perform a criminal history check and background investigation(s) of Respondent, its officers, directors, shareholders, partners, and managerial and supervisory personnel who should be involved in the performance of the Contract in verifying the accuracy of the contents of this certification/disclosure and in determining whether Respondent is a Responsible Respondent. Failure to provide full or accurate information may result in disqualification.

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for/bind Respondent]

Attachment 5 - AUTHORIZATION TO RELEASE INFORMATION LETTER

Alterations to this document are prohibited, see RFP section 2.17 (Copyright Permission).

[Date]

Steve Dawson, Issuing Officer
Office of the Chief Information Officer
200 E. Grand Ave.
Des Moines, IA 50309
steve.dawson@iowa.gov

Re: **RFP #0720-701-01** — AUTHORIZATION TO RELEASE INFORMATION

Dear Mr. Dawson:

[Name of Respondent] _____ **(Respondent)** hereby authorizes the **Iowa Department of Revenue** ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, other agreements, other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to **RFP #0720-701-01**.

Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive Contract awards from the State or may otherwise hurt its reputation or operations. Respondent agrees to this risk.

Respondent hereby releases, acquits, and forever discharges the State of Iowa, the Agency, 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 the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

Respondent authorizes representatives of the Agency or the Evaluation Committee to contact any and all of the people, entities, and references, which are, directly or indirectly, listed, submitted, or referenced in Respondent's Proposal submitted in response to RFP.

Respondent further authorizes any and all people and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of Respondent's Proposal. Respondent 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 Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Signature

Name and Title of Authorized Representative

Date