

State of Iowa OCIO -- RFP #1120-351-01

RFP Scoring Methodology

RFP Technical Proposal Section	Scored Specification	Points Available
General		
4.5.1	Describe your approach to providing an Ethics and Campaign Disclosure application, including product features/capabilities that align with the Iowa Ethics & Campaign Disclosure Board's goals, system design, user experience, and other information supporting the needs of IECDB.	318
4.5.2	Provide examples of past engagements, including goals, time frames, deliverables, milestones, and any other related information that further explains your approach.	170
4.5.3	Describe how your proposed solution meets the requirements and specifications outlined in Section 1.3 and 4.4.	311
4.5.4	Describe the organizational and operational structure to be utilized for the work described in the RFP.	67
4.5.5	Provide sample project documentation for a campaign disclosure application project or similar project.	155
4.5.6	Describe the aspects of your solution that facilitate ease of use and provide a user-friendly environment.	215
4.5.7	Explain how your proposed solution offers both IECDB and Public users a robust query tool, and reporting and extract capabilities to all users of the system.	259
4.5.8	Describe how the proposed solution will track account changes made as required by Section 4.4.5, and how the administrative users will be able to access those changes and receive a report.	155
4.5.9	Describe how your proposed solution allows administrative functions for monitoring of system status and performance, maintenance of system parameters and reference tables, and management reporting.	118
4.5.10	Describe how your proposed solution will present suggested payee or contributor names when a user enters an expenditure or contribution.	155

4.5.11	Describe your approach for incorporating free-form text entry (Notes) as required in Section 4.4.18.	163
4.5.12	Describe how your proposed solution can display all the notes from the main schedules to be viewable in one place (e. g. summary page) in a Committee's account, displayed in chronological order, and at a minimum display date and user.	170
4.5.13	Describe how your proposed solution would offer the Iowa Democratic Party, the Republican Party of Iowa, and any newly formed state central committee account to file an additional report that tracks otherwise prohibited contributions which are allowed to be used for building purposes (e.g. rent, insurance, utilities).	15
4.5.14	Describe how your proposed solution allows for automated personal emails.	200
4.5.15	Describe how your system can publish, update, and automate data sets directly from key on-premise and cloud-hosted source systems.	155
Solution		
4.5.16	Describe the approach for providing hosting and management services necessary to implement and maintain the IECDB web application as described in this RFP, beginning with the initial implementation, and continuing throughout the implementation and post-implementation.	222
4.5.17	Explain how the proposed solution provides users the ability to import and save data for Reports (at any given time) via a file upload, and the file types that would be allowable.	303
4.5.18	Describe the approach for providing automated report creation after a report is filed for committees with a standard reporting structure and / or ease the process for manually selecting the next reports to be filed.	215
4.5.19	Describe your approach for electronic file retrieval of reports filed prior to the implementation of the proposed system.	133
4.5.20	Describe the approach for providing administrative users the ability to view logs of user activity.	89

4.5.21	Describe how you would deploy a cross-reference feature in your solution where Staff can enter a Committee ID and be able to search for all transactions to and from that committee.	252
4.5.22	Describe how your solution provides a notification (e.g. pass/no pass or a green checkmark/red X) for administrator accounts on all entries to and from one Committee to another.	229
4.5.23	Describe your solution's method for uploading and storing supporting documents, including the types of files that can be used (including, but not limited to, these file types: PDF, DOC, JPEG, PNG, XLS) and through what type of program (e.g., Adobe, Microsoft, and comparable applications).	237
4.5.24	Describe your approach for presenting data to the public in graphical formats, pie chart and bar graphs, to reflect total contributions, total expenditures and total in-kind contributions as a summation of all Committees or broken down by Committee type and customizable by date.	30
4.5.25	Describe your approach to provide each Committee with a customized calendar.	7
4.5.26	Describe your approach to providing post-deployment ongoing support, maintenance, and upgrades.	296
4.5.27	Describe your approach to day-to-day operations, maintenance, and administration of the IECDB web application. Explain hours of operation and availability.	289
4.5.28	Describe your proposed Service Level Agreement (SLA).	266
4.5.29	Describe your approach to creating a new account if a name change is requested.	96
4.5.30	Describe your approach to creating analytics reporting for the web application for staff users.	81
Training		
4.5.31	Describe your approach to training for IECDB Staff on the use and administration of the system including, but not limited to, the provision of training materials.	126
Experience		
4.5.32	The Respondent must provide the following information regarding its experience.	244

4.5.33	Provide at least three reference contacts for a completed campaign disclosure or similar government web application where you served as the prime contractor for the engagement or similar services for a governmental entity (city, county, state agency, or federal agency) within the last four years.	67
Key Personnel		
4.5.34	The Respondent must provide resumes for all key personnel who will be involved in providing the goods and/or services contemplated by this RFP.	22
Technical Approach/Project Timeline		
4.5.35	Describe your approach to accomplishing the tasks/outcomes outlined in the Scope of Work.	281
4.5.36	Please include a proposed implementation schedule, including proposed delivery dates for key tasks/outcomes outlined in the Scope of Work and identified by you in response to the prior question, in the following format.	274
4.5.37	Describe the organizational and operational structure you intend to utilize for the work described in the RFP, and identify the responsibilities that will be assigned to staff.	67
4.5.38	Please describe your approach for integrating your proposed solution with the State's portal to facilitate this process.	37
Compliance and Information Security		
4.5.39	The Vendor will also be responsible for participating in periodic audits to ensure that compliance is successfully maintained by the Vendor over the duration of the Program.	37
4.5.40	Describe your general approach to information security and privacy compliance, and the general method by which compliance is addressed and achieved.	74
4.5.41	Describe any other Third Party certifications, tests, or Reports Respondent obtains on a recurring basis and that it will provide to the Agency at no cost upon request.	30

4.5.42	Describe authorized users' ability to access security logs and Reports relating to the System, including, at minimum, latency statistics, user access summaries, user access IP address summaries, and user access history and security logs.	155
Transition		
4.5.43	Describe your approach to managing a transition between the IECDB current contractor for similar services to your proposed service offering.	133
Safety Requirements/Risk Management		
4.5.44	Describe your approach to risk management and any programs you have in place to avoid hazards that are specific to the services provided.	81
	Total Possible Points for Technical Proposal	7000
	Cost Criteria	Possible Cost Points
RFP Attachment #1 Cost Proposal	The qualified Respondent with the lowest all-inclusive total cost will be awarded the maximum points. All other Respondents will receive a Cost Proposal score proportional to the lowest cost proposal.	3000
Total Possible Cost Proposal Points		