Electronic Services System

REQUEST FOR Quotes (RFQ)

COVER SHEET

Title Of RFQ:	Iowa Land Records Property Notification System	**RFQ No.:**	ESS-2026-1
Agency:	Electronic Services System (28E Organization) - ESS		
Agency seeks to purchase:	Software Development Services	**Available to Political Subdivisions and Other 28E Organizations?**	No
Number of mos. or yrs. of the initial term of the Work Authorization:	Six Months	**Number of possible annual extensions:**	NA
Anticipated initial Amendment/Work Authorization term start date:	March 1, 2026	**Anticipated initial Amendment/Work Authorization term enddate:**	September 30, 2026

ESS Issuing Officer:

Name: Phil Dunshee
Mailing Address: Project Manager
8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Phone: (515) 491-8939
Email: support@clris.com

PROCUREMENT TIMETABLE—There are no exceptions to any deadlines for Respondents; however, Agency reserves the right to change the dates/times, in its sole discretion.

Event or Action:	**Date/Time:**
ESS Issues RFQ to ESS website	February 3, 2026
Respondent's written questions, requests for clarification, and suggested changes due:	5:00 pm CST February 6, 2026
Agency's written response to RFQ questions, requests for clarifications, and suggested changes due:	11:59 pm CST February 10, 2026
Proposals Due:	3:00 pm CST February 17, 2026
Anticipated Date to issue Notice of Intent to Award:	February 19, 2026

Anticipated Date to execute Work authorization or contract or agreement amendment:		February 27, 2026
Important Websites:	**URL:**	
Website where any Amendments/ Addenda to this RFQ will be posted:	https://iowalandrecords.org/accountability-in-reporting/ Heading: Meeting Information & Reports	
Key Requirements:		
Number of Copies of Proposals Required to be Submitted:		1 Original, 1 Public (redacted) if necessary
Firm Proposal Terms The minimum Number of Days following the deadline for submitting proposals that the Respondent guarantees all proposal terms, including price, will remain firm:		60 Days

Table of Contents

1.1 Purpose 5
1.2 Definitions 5
1.3 General Project Description 6
1.4 One Service Providers 6
2.1 Read, Understand, and Comply 7
2.2 Reserved 7
2.3 Issuing Officer 7
2.4 Restriction on Bidder Communication 7
2.5 Downloading the RFQ from the Internet 7
2.6 Procurement Timetable 8
2.7 Pre-Proposal Conference 8
2.8 Questions, Requests for Clarification, and Suggested Changes 8
2.9 Costs of Preparing the Proposal 9
2.10 Submission of Proposals 9
2.11 Release of Claims 9
2.12 Disposition of Proposals 9
2.13 Form 22 - Request for Confidentiality 9
2.14 Copyright Permission 10
2.15 Amendment and Withdrawal of Proposal 10
2.16 Late Proposals 10
2.17 Proposal Opening 10
2.18 Rejection of Proposals 11
2.19 Immaterial Variances 12
2.20 Proposal Clarification Process 12
2.21 Respondent Presentations 13
2.22 Reference Checks 13
2.23 Criminal History and Background Investigation 13
2.24 Information from Other Sources 13
2.25 Verification of Proposal Contents 14
2.26 Evaluation of Proposals Submitted 14
2.27 Contract Managers as Evaluators 14
2.28 Preferences 14
2.29 Award Notice and Acceptance Period 14
2.30 Post Solicitation Debriefing 15
2.31 No Commitment to Contract/No Rights until Execution 15
2.32 Use of Subcontractors 15
2.33 Restrictions on Gifts and Activities 15
2.34 Respondent Continuing Disclosure Requirement 15
2.35 Appeals 16
2.36 Choice of Law and Forum 16
2.37 Order of Precedence 16
3.1 Instructions 17
RFQ Number: ESS-2026-1, Iowa Land Records Property Notification System 17
3.2 Proposal Contents 17

3.2.1 Transmittal Letter (Required) 17
3.2.2 Title Page 17
3.2.3 Table of Contents 18
3.2.4 Technical Proposal 18
3.2.5 Cost Proposal: Attachment 1 18
3.2.6 Authorization to Release Information Letter: Attachment 2 18
3.2.7 Form 22—Request for Confidentiality 18
4.1 Executive Summary 19
4.2 Respondent Background Information 19
4.3 Technical Specifications 20
4.4 Personnel 27
4.5 Mandatory Specifications 27
The Service Provider must: 27
5.1 Introduction 28
5.2 Evaluation Committee 28
5.3 Proposal Evaluation and Scoring 28
5.3.3 Minimum Proposal Score 29
5.4 Reserved 29
5.5 Preferences 29
6.1 Contract Terms and Conditions 30
Attachment #1 Cost Proposal 32
Attachment #2: Authorization to Release Information Letter 35
Attachment #3: Form 22 – Request for Confidentiality 36
Part 1 – No Confidential Information Provided 37
Part 2 - Confidential Treatment is Requested 38

SECTION 1 INTRODUCTION

1.1 Purpose

The Electronic Services System is an organization created under Chapter 28E of the Iowa Code, an intergovernmental organization sponsored by Iowa county governments. ESS administers Iowa Land Records, a statewide system for searching and retrieving land record information, and a system for electronically filing records with county governments in the State of Iowa. ESS also coordinates the operation of a point-of-sale payment system for participating Iowa counties. ESS is also authorized to provide other electronic services for Iowa counties and other public agencies.

The Electronic Services System Coordinating Committee, the governing board for the Iowa Land Records system, has undertaken an initiative to establish a property notification system as a companion service with its property search services.

It is anticipated that external technical services will be required to perform the necessary tasks associated with the development of the system including software design, development services, testing and implementation. The Committee wishes to invite existing qualified technical service providers to provide a quote for these services.

Specifically, companies which conform to the following criteria are eligible and invited to submit a proposal and quote for this project.

- Companies under contract for ESS Development & Technical Support Services as procured under RFQ ESS-2021-1 which have provided software development services to ESS under prior work authorizations.

  OR

- Companies which have both of the following qualifications:
  - Companies which have an active and operational Maintenance and Support Agreement with the Electronic Services System

    AND

  - Companies with direct experience in developing and implementing property information notification systems

The purpose of this Request for Qualifications and Quotes (RFQ) is to solicit proposals from Responsible Respondents to provide the goods and/or services identified on the RFQ cover sheet and further described immediately below and in Section 4 of this RFQ to the Agency identified on the RFQ cover sheet.

This RFQ is designed to provide Respondents with the information necessary for the preparation ofcompetitive Proposals. The RFQ process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection process. Each Respondent is responsible for determining all factors necessary for submission of a Proposal.

1.2 Definitions

In addition to any terms specifically defined elsewhere herein, for the purposes of this RFQ and any resulting Amendment or Work Authorization, the following terms shall mean:

"Agency" means the agency identified on the RFQ cover sheet that is issuing the RFQ and, as used and to the extent used in the Work authorization or contract or agreement amendment, any other

agency(ies) or governmental entity(ies) of the State that purchases from the Work authorization or contract or agreement amendment once executed.

"Contract" means the contract(s) or agreement(s) currently in force between the Electronic Services System and eligible companies as described in section 1.1.

"Service Provider" or **"Vendor"** means the successful Respondent(s) to this RFQ that ultimately enters into an amendment or work authorization as a result of this RFQ.

"Electronic Services System or ESS" means the 28E organization established by Iowa counties and under the authorization of the Code of Iowa.

"Proposal" means the Respondent's proposal submitted in response to the RFQ, as represented by the submitted scope of work, schedule and quotes for the cost of services to be provided.

"Respondent" means a potential Service Provider submitting a Proposal in response to this RFQ.

"Responsible Respondent" means a Respondent that has the capability in all material respects to perform the scope of work and specifications of an amendment or work authorization. In determining whether a Respondent is a Responsible Respondent, the Agency may consider various factors including, but not limited to: the Respondent's competence and qualifications to provide the goods or services requested; the Respondent's integrity and reliability; the past performance of the Respondent, Respondent's past contract terminations, litigation, or debarments; Respondent's criminal history; Respondent's financial stability; and the best interests of the Agency and the State.

"Responsive Proposal" means a Proposal that complies with the material provisions of this RFQ.

"RFQ" means this Request for Quotes and any attachments, exhibits, schedules or addenda hereto.

"State" means the State of Iowa, and any political subdivisions making purchases from the Work authorization or contract or agreement amendment as permitted by this RFQ.

"Terms and Conditions" means, whichever of the following is applicable:

a. The Terms and Conditions of an existing agreement for ESS Development & Technical Support Services as procured under RFQ ESS-2021-1; or

b. The Terms and Conditions of an existing agreement for Maintenance and Support Agreement with the Electronic Services System;

c. Any additional terms and conditions set forth in Section 6 (Work authorization or contract or agreement amendment Terms and Conditions & Administration).

"User" means any person who engages with Agency application(s), including but not limited to financial professionals, legal professionals and other professionals engaged in the real estate industry, and citizens.

1.3 General Project Description

The Electronic Services System ("Agency") seeks external technical and support services to assist with the design, development, testing and implementation of a property notification system as described in Section 4.

1.4 One Service Providers

The Electronic Services System ("Agency") seeks a qualified service provider who will be called

upon to perform the design, development, testing and implementation tasks for the creation of a property notification system and a platform for future notification services.

It is anticipated that one service provider will be selected to provide the necessary services, and then hand off day-to-day operational and maintenance services to the Electronic Services System internal technical team.

However, ESS reserves the option to select one or more service providers through this procurement process, who may then be assigned specific tasks under separate agreements and work authorizations.

SECTION 2 ADMINISTRATIVE INFORMATION

2.1 Read, Understand, and Comply

It is the Respondent's responsibility to read this entire document, review all attachments, and any addenda thereto, and to comply with all requirements specified herein, regardless of where such requirements appear within the collective documentation forming this RFQ.

2.2 Reserved

2.3 Issuing Officer

The Issuing Officer identified in the RFQ cover sheet is the sole point of contact regarding the RFQ from the date of issuance until a Notice of Intent to Award the Work authorization or contract or agreement amendment is issued.

2.4 Restriction on Bidder Communication

From the issue date of this RFQ until a Notice of Intent to Award the Work authorization or contract or agreement amendment is issued, Respondents may contact only the Issuing Officer. The Issuing Officer will respond only to written questions regarding the procurement process. Questions related to the interpretation of this RFQ must be submitted as provided in Section 2.8 (Questions, Requests for Clarification, and SuggestedChanges). Oral questions related to the interpretation of this RFQ will not be accepted. There may be no communication regarding this RFQ with any Agency employee other than the Issuing Officer, except at the direction of the Issuing Officer or as otherwise noted in the RFQ. Respondents may be disqualified if they contact any Agency employee other than the Issuing Officer about the RFQ. This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Respondent and the Agency.

2.5 Downloading the RFQ from the Internet

The RFQ document and any addenda to the RFQ will be posted at:

https://iowalandrecords.org/accountability-in-reporting/
Heading: Meeting Information & Reports

The posted version of the RFQ is the official version. The Agency will only be bound by the official version of the RFQ document(s). The Respondent is advised to check the website periodically for

amendments/addenda to this RFQ, particularly if the Respondent downloaded the RFQ from the Internet as the Respondent may not automatically receive addenda. It is the Respondent's sole responsibility to ensure that any previously downloaded documents are in fact the most up to date and to check for any addenda to posted documents.

2.6 Procurement Timetable

The dates provided in the procurement timetable on the RFQ cover sheet are provided for informational and planning purposes. The Agency reserves the right to change the dates. If the Agency changes any of the deadlines for Respondent submissions, the Agency will issue an addendum to the RFQ.

2.7 Pre-Proposal Conference

If the RFQ cover sheet indicates a pre-proposal conference will be held in conjunction with this RFQ, it will be held at the date, time, and location listed on the RFQ cover sheet. The purpose of the pre-proposal conference is to discuss with prospective Respondents the work to be performed and allow prospective Respondents an opportunity to ask questions regarding the RFQ. Oral discussions at the pre-proposal conference shall not be considered part of the RFQ unless confirmed in writing by the Agency and incorporated into this RFQ. The conference may be recorded. Questions asked at the conference that cannot be adequately answered during the conference may be deferred. A copy of the questions and answers will be sent to Respondents who submit a letter of intent to propose and will be posted at:

https://iowalandrecords.org/accountability-in-reporting/
Heading: Meeting Information & Reports

If the RFQ cover sheet indicates the pre-proposal conference is mandatory, the Agency may reject Proposals submitted by Respondents who do not attend the pre-proposal Conference.

Note: unless otherwise specified in an addendum to this RFQ, there is no plan for a pre-proposal conference.

2.8 Questions, Requests for Clarification, and Suggested Changes

Respondents are invited to submit written questions and requests for clarifications regarding the RFQ. Respondents may also submit suggestions for changes to the specifications of this RFQ. The questions, requests for clarifications, or suggestions must be in writing and received by the Issuing Officer on or before the date and time listed on the RFQ cover sheet. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFQ, Respondent shall reference the page and section number(s). The Agency will send written responses to questions, requests for clarifications, or suggestions received from Respondents on before the date listed on the RFQ cover sheet. The Agency's written responses will become an addendum to the RFQ. If the Agency decides to adopt a suggestion that modifies the RFQ, the Agency will issue an addendum to the RFQ. Failure to raise a question, request for clarification, or suggestion through this process shall constitute a waiver of any objection or argument as part of any subsequent vendor appeal; this waiver is intended to ensure the Agency is able to correct any material issues or errors in an orderly, efficient fashion and in a manner that is fair to all prospective Service Providers.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFQ through an addendum.

2.9 Costs of Preparing the Proposal

The costs of preparation and delivery of the Proposal are solely the responsibility of the Respondent.

2.10 Submission of Proposals

The Issuing Officer must receive all required copies of the Proposal at the email address identified on the RFQ cover sheet before the "Proposals Due" date and time listed on the RFQ cover sheet.

This is a mandatory requirement and will not be waived by the Agency. Any Proposal received after this deadline will be rejected and the Respondent notified. It is the Respondent's responsibility to ensure that the Proposal is received prior to the deadline.

Respondents must furnish all information necessary to enable the Agency to evaluate the Proposal. Oral information provided by the Respondent will not be considered part of the Respondent's Proposal unless it is reduced to writing.

2.11 Release of Claims

By submitting a Proposal, the Respondent agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided in the RFQ or concerning the Agency's failure, negligent or otherwise, to provide the Respondent with pertinent information in this RFQ.

2.12 Disposition of Proposals

Except as otherwise provided herein, all Proposals submitted in response to this RFQ become the property of the Agency and shall not be returned to the Respondent. Once the Agency issues a Notice of Intent to Award the Work authorization or contract or agreement amendment, the contents of all Proposals will be public records available for inspection by interested parties, except for information for which Respondent properly requests confidential treatment according to the process set forth below, in accordance with Form 22, and pursuant to applicable exceptions or grounds for confidential treatment provided in Iowa Code Chapter 22 or other applicable law.

2.13 Form 22 - Request for Confidentiality

The Agency's release of public records is governed by Iowa Code chapter 22 and corresponding fair information practices rules. Respondents are encouraged to familiarize themselves with Chapter 22 and applicable fair information practices rules before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information and materials submitted by a Respondent as non-confidential records unless Respondent requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein (including but not limited to in accordance with the terms, conditions, and requirements set forth in Form 22, attached hereto) AND the information ***does in fact qualify for confidential treatment*** under Iowa or other applicable law.

Failure to request that information or materials be treated as confidential in accordance with this section and/or Form 22 shall relieve the Agency personnel from any responsibility for maintaining the information or materials in confidence. Respondents may not request confidentialtreatment with respect to information or sections of their Proposals specifically identified by the Agency in the RFQ as being non-confidential or subject to public disclosure. A Respondent's request for confidentiality that does not comply with the terms, conditions, or requirements of this section or Form 22 is grounds for rejecting a Proposal or denying a request for confidential treatment. Blanket requests to maintain an entire Proposal as confidential will be categorically rejected.

If the Agency receives a request for information or materials related to a Proposal marked as confidential, or if a judicial or administrative proceeding is initiated to compel the release of such materials or information, Respondent shall, at its sole expense, appear in such action and defend its request for confidentiality. If, upon reasonable notice to Respondent, Respondent fails to appear to defend its request for confidentiality, the Agency may release the information or material, or otherwise bill the Respondent for any costs or expenses incurred in defending the same (including but not limited to the reasonable time and value of an attorney or law firm utilized by the Agency). Additionally, if the Respondent fails to comply with the confidentiality process set forth herein or in Form 22, Respondent's request for confidentiality is overbroad or unreasonable, Respondent fails to supply the Agency with sufficient information to determine whether Respondent's request for confidential treatment is founded, or Respondent rescinds its request for confidential treatment, the Agency may release such information or material with or without providing advance notice to the Respondent and with or without affording the Respondent the opportunity to obtain an order restraining its release from a court of competent jurisdiction. Respondent waives any claims it may have against the Agency related to the confidential treatment of any information or materials submitted as part of the RFQ process that result, in whole or in part, from any deficiencies with or related to compliance with this section or Form 22, or that otherwise result from Respondent's failure to comply with the terms, conditions, or requirements of this RFQor Form 22. Respondent further waives any claim for attorney's fees or other costs or expense incurred by Respondent in connection with Respondent's defense of any claim for confidential treatment of its Proposal or the contents thereof.

FORM 22 MUST BE COMPLETED AND INCLUDED WITH RESPONDENT'S PROPOSAL. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL BEING CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION.

2.14 Copyright Permission

By submitting a Proposal, the Respondent agrees that the Agency may copy the Proposal for purposes of facilitating the evaluation of the Proposal or responding to requests for public records.By submitting a Proposal, the Respondent consents to such copying and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in Proposals.

2.15 Amendment and Withdrawal of Proposal

The Respondent may amend or withdraw and resubmit its Proposal at any time before the Proposals are due. The amendment must be in writing, signed by the Respondent and received by the time set for the receipt of Proposals. Faxed amendments will not be accepted. Respondents must notify the Issuing Officer in writing prior to the due date for Proposals if they wish to completely withdraw.

2.16 Late Proposals

Late proposals, regardless of cause, will not be opened or considered for evaluation, and will be disqualified from further consideration. It is the Respondent's sole responsibility to ensure delivery at the stated location and time.

2.17 Proposal Opening

The Agency will open Proposals after the deadline for submission of Proposals has passed. The Proposals will remain confidential until the Agency has issued a Notice of Intent to Award a Work

authorization or contract or agreement amendment. *See Iowa Admin. Code r. 129—10.15*. However, the names of Respondents who submitted timely Proposals will be publicly available after the Proposal opening. The announcement of Respondents who timely submitted Proposals does not mean that an individual Proposal has been deemed technically compliant or accepted for evaluation.

2.18 Rejection of Proposals

The Agency may reject outright and not further evaluate a Proposal for reasons including, without limitation:

a) The Respondent fails to deliver the Cost Proposal in a separate email.

b) The Respondent acknowledges that a mandatory specification of the RFQ cannot be met.

c) The Respondent states that it will be unable to meet an aspect of the Scope of Work, or does not include information necessary to substantiate that it will be able to meet any Scope of Work, specification, requirement, or otherwise indicates it will be unable to provide any services or goods required by the RFQ.

d) The Respondent's Proposal changes a material specification of the RFQ or the Proposal is not compliant with the mandatory specifications of the RFQ.

e) The Respondent's Proposal limits, or attempts to limit, the rights of the Agency.

f) The Respondent, in the Agency's sole opinion, fails to include information necessary to substantiate that it will be able to meet a specification of the RFQ.

g) The Respondent fails to timely respond to the Agency's request for information, documents, or references.

h) The Respondent fails to include Proposal Security, if required.

i) The Respondent fails to include any signature, certification, authorization, stipulation, disclosure or guarantee as required by this RFQ.

j) The Respondent, in the Agency's sole opinion, presents the information requested by this RFQ in a format inconsistent with the instructions of the RFQ, including that Respondent fails to comply with the RFQ's formatting requirements so that Respondent's Proposal cannot be fairlycompared to other proposals, or otherwise fails to comply with the specifications or requirements of this RFQ.

k) The Respondent initiates an unauthorized contact regarding the RFQ with an Agency employee otherthan the Issuing Officer.

l) The Respondent, in the Agency's sole opinion, provides misleading or inaccurate responses.

m) The Respondent's Proposal is, in the Agency's sole opinion, materially unbalanced.

n) There is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the Respondent is a Responsible Respondent, including but not limited to information of or concerning Respondent's past performance; past contract terminations, litigation, or debarments; Respondent's criminal history; or financial stability.

o) Respondent proposes the use of a subcontractor for which there is insufficient evidence (including evidence submitted by the Respondent and evidence obtained by the Agency from other sources) to satisfy the Agency that the subcontractor would constitute a Responsible Respondent if the subcontractor were submitting the Proposal themselves, including but not

limited to information of or concerning the subcontractor's past performance; past contract terminations, litigation, or debarments; the subcontractor's criminal history; or financial stability.

p) The Respondent alters the language in any certification/disclosure or authorization forms attached hereto and required to be submitted as part of the process, including but not limited to Attachment 2: Authorization to Release Information Letter.

q) The Respondent is a "scrutinized company" included on a "scrutinized company list" created by a public fund pursuant to Iowa Code section 12J.3.

r) Respondent marks its entire Proposal as confidential; makes excessive, overbroad, or unreasonable claims for confidential treatment; fails to supply the Agency with sufficient information to determine whether Respondent's request for confidential treatment is founded; or identifies information or materials as confidential that the RFQ expressly identifiesas not entitled to confidential treatment (including pricing information in the Cost Proposal), or as being otherwise subject to public disclosure; Respondent otherwise fails to comply with the confidentiality process set forth herein or in Form 22.

s) Any other reason set forth as subjecting a Proposal to disqualification in the RFQ or any related attachments or addenda hereto.

2.19 Immaterial Variances

The Agency reserves the right to waive or permit cures of immaterial variances in the Proposal if, inthe judgment of the Agency, it is in the Agency's best interest to do so. Immaterial variances include but are not limited to, minor failures, informalities, or irregularities, or any other variance between the Proposal and the requirements of this RFQ which does not go to an essential requirement of the RFQ or has no effect or merely an inconsequential effect on total bid price, quality, quantity, or delivery of the supplies or performance of the work authorization or contract or agreement amendment, and the correction or waiver of such variances would not prejudice other Respondents. For the avoidance of doubt, financial information, past litigation/regulatory matters, or criminal history information shall be considered immaterial variances. In the event a Respondent omits information from its Proposal that would otherwise constitute an immaterial variance, the Agency shall be deemed to have waived the immaterial variance notwithstanding the absence of affirmative evidence or documentation demonstrating the waiver. In the event the Agency waives or permits cure of immaterial variances, such waiver or cure will not modify the RFQ specifications or excuse the Respondent from full compliance with RFQ specifications or other Work authorization or contract or agreement amendment specifications if the Respondent is awarded the Work authorization or contract or agreement amendment. The determination of materiality is in the sole discretion of the Agency.

2.20 Proposal Clarification Process

The Agency reserves the right to contact a Respondent after the submission of Proposals for the purpose of clarifying a Proposal. This contact may include written questions, interviews, site visits, a review of past performance if the Respondent has provided goods and/or services to the Agency or any other political subdivision wherever located, or requests for corrective pages in the Respondent's Proposal. The Agency will not consider information received from or through Respondent if the information materially alters the content of the Proposal or the type of goods and/or services the Respondent is offering to the Agency. An individual authorized to legally bind the Respondent shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Proposal.

2.21 Respondent Presentations

Respondents may be required to make a presentation. The determination as to need for presentations, and the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Respondent to illustrate the Respondent's Proposal. The presentation shall not materially change the information contained in the Proposal.

2.22 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the Proposal, to verify information contained in the Proposal, to discuss the Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal, or to otherwise determine whether Respondent is a Responsible Respondent.

2.23 Criminal History and Background Investigation

The Agency reserves the right to perform a criminal history check and background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Work authorization or contract or agreement amendment in determining whether Respondent is a Responsible Respondent. By submitting its Proposal, Respondent hereby explicitlyauthorizes the Agency to conduct criminal history and/or other background investigation(s) of the Respondent, its officers, directors, shareholders, partners and managerial and supervisory personnel who will be involved in the performance of the Work authorization or contract or agreement amendment, and will fully cooperate with the Agency in obtaining any required waivers or releases required to complete any such criminal history check and background investigation(s).

2.24 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning a Respondent, such as, by way of example only, the Respondent's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation or debarments, and other publicly available information. Such information may be used in evaluating Respondent's Proposal, verifying information contained in the Proposal, assessing Respondent's qualifications and the qualifications of any subcontractor identified in the Proposal, or to determine whether Respondent is a Responsible Respondent.

By way of example only, such other sources may include subject matter experts or information supplied by current contract managers. As another example, in evaluating each Respondent's Proposal, the evaluators may consider the evaluation committee members' own prior experiences with each bidder if relevant to what is being evaluated. Incumbent Service Providers often write about their prior work as an incumbent, and the Agency believes it would be inappropriate to evaluate an incumbent's proposal while ignoring the personal knowledge of the evaluators in this regard. In addition, certain aspects of an incumbent's scope of work will necessarily be different because of the incumbent's status. For instance, implementation and transition tasks will necessarily be different for an incumbent. Those Agency staff and/or Service Providers responsible for facilitating the scoring process will guard against the interjection of bias for or against any incumbent, but the Agency evaluators may consider their experiences with all respondents and any other extrinsic evidence if relevant to what is being evaluated. Further, considering incumbency is a neutral consideration and does not result in unfair bias or favoritism towards some Respondents over others because incumbency can be either a positive or a negative.

Finally, as a final example, the Agency may consider information elicited in or supplied in response to one section of the RFQ in evaluating Respondent's Proposals in the context of other sections of the RFQ.

2.25 Verification of Proposal Contents

The content of a Proposal submitted by a Respondent is subject to verification. If the Agency determines, in its sole discretion, that the content is in any way misleading or inaccurate, the Agency may reject the Proposal. If the Agency determines, in its sole discretion, that the content is in any way misleading or inaccurate after the original Notice of Intent to Award has been issued, the Agency may reject a Proposal, withdraw a prior Notice of Intent to Award, and/or issue a new Notice of Intent to Award to the next highest-scoring proposal. If the Agency determines, in its sole discretion, that the content is in any way misleading or inaccurate after a Work authorization or contract or agreement amendment has been executed between the Agency and Respondent, the Agency may declare the Respondent's Proposal or resulting Work authorization or contract or agreement amendment void, terminate any Work authorization or contract or agreement amendment, or pursue available remedies including but not limited to suspension, debarment, or damages for breach of contract.

2.26 Evaluation of Proposals Submitted

Proposals that are submitted timely and that are not rejected will be reviewed and evaluated in accordance with Section 5 (Evaluation and Selection) of the RFQ. The Agency will not necessarily award a Work authorization or contract or agreement amendment resulting from this RFQ to the Respondent offering the lowest cost. Instead, the Agency will award the Work authorization or contract or agreement amendment(s) to the Responsible Respondent(s) whose Responsive Proposal the Agency believes will provide the best value to the Agency.

2.27 Contract Managers as Evaluators

Contract managers, or other personnel who may have personal experience with prospective Respondents, may possess extraordinarily valuable program expertise, such that they are valuable, if not indispensable, assets to an evaluation committee. For that reason, among others, contract managers and such other personnel may serve on the evaluation committee in evaluating Proposals submitted in response to this RFQ. Contract managers and such other personnel serving as evaluators will guard against the interjection of bias for or against any incumbent, but, like all other evaluators, may consider their experiences with all Respondents and any other extrinsic evidence known to them if relevant to what is being evaluated.

2.28 Preferences

The Agency will make every effort to support Iowa-based businesses, Iowa products and services, American-made products, and American-based businesses when making a purchase. Tied bids will be decided in favor of the Iowa-based business or product and service, or the American-based business or product and service.

2.29 Award Notice and Acceptance Period

Notice of Intent to Award the Work authorization or contract or agreement amendment(s) will be sent to all Respondents submitting a timely Proposal and may be posted at the website shown on the RFQ cover sheet. Negotiation and execution of the Work authorization or contract or agreement amendment(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award or such other time as designated by the Agency. If the successful Respondent fails to negotiate and deliver an executed Work authorization or contract or agreement amendment by that date, the Agency, in its sole discretion, may cancel the award and

award the Work authorization or contract or agreement amendment to the remaining Respondent the Agency believes will provide the best value to the Agency.

2.30 Post Solicitation Debriefing

A debriefing is available to any Respondent who submitted a proposal in response to this RFQ. Respondent shall submit a written request for a debriefing to the Issuing Officer via email or other delivery method. All Respondents will be accorded fair and equal treatment with respect to its opportunity for debriefing. The debriefing shall be scheduled by the Agency as soon as practicable after receipt of a debriefing request.

2.31 No Commitment to Contract/No Rights until Execution

The Agency reserves the right to reject any or all Proposals received in response to this RFQ at any time prior to the execution of the Work authorization or contract or agreement amendment. Issuance of this RFQ in no way constitutes a commitment by the Agency to award a work authorization or contract or agreement amendment. No Respondent shall acquire any legal or equitable rights regarding the Work authorization or contract or agreement amendment unless and until the Work authorization or contract or agreement amendment has been fully executed by the successful Respondent and the Agency. *See* Section 6 (Contract Terms and Conditions & Administration) for additional information related to the contracting process and the terms and conditions governing any resulting Work authorization or contract or agreement amendment.

2.32 Use of Subcontractors

The Agency acknowledges that the successful Respondent may contract with third parties for the performance of any of the Service Provider's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any work authorization or contract or agreement amendment that may result from this RFQ.

2.33 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by public employees and requires certain individuals to disclose information concerning their activities with the government. Respondents are responsible for determining the applicability of this Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.34 Respondent Continuing Disclosure Requirement

To the extent that Respondents are required to report incidents when responding to this RFQ related to damages, penalties, disincentives, administrative or regulatory proceedings, or felony convictions, these matters are subject to continuing disclosure to the Agency. Incidents occurring after submission of a Proposal, and with respect to the successful bidder after the execution of a work authorization or contract or agreement amendment, shall be disclosed in a timely manner in a written statement to the Agency. For purposes of this subsection, timely means within thirty (30) days from the date of the incident, regardless ofany appeal rights. If a Respondent fails to disclose an incident, regardless of whether the incident occurred before or after submission of a Proposal, and the Agency subsequently learns of the incident and determines the omission is material, the Agency, in its sole discretion, may cancel theaward and award the Work authorization or contract or agreement amendment to the remaining Respondent the Agency believes will provide the best value to the Agency. If an omission is brought to the attention of an Agency as part of the appeal process set forth below, and the omission is determined to be potentially material, the appropriate remedy is for the applicable tribunal to remand the matter

back to the Agency for it to determine whether the omission was, in the Agency's sole discretion, material, and whether to cancel the award and award the Work authorization or contract or agreement amendment to the remaining Respondent the Agency believes will provide the best value to the Agency; reissue the RFQ; or proceed on another alternative path.

2.35 Appeals

2.35.1 Generally. A Respondent whose Proposal has been timely filed and who is aggrieved by the Notice of Intent to Award of the Agency may appeal the decision by filing a written Notice of Intent to Appeal to:

Electronic Services System
Attn: ESS Project Manager
8711 Windsor Parkway, Suite 2
Johnston, IA 50131
support@clris.com

The Notice of Intent to Appeal must be filed within five (5) days of the date of the Notice of Intent to Award issued by the Agency, exclusive of Saturdays, Sundays, and legal State holidays.

2.35.2 Reserved.

2.36 Choice of Law and Forum

All issues in any way related to this RFQ and any resulting Work authorization or contract or agreement amendment shall be governed in all respectsby, and construed in accordance with, the laws of the State of Iowa, without giving effect to the choice of law principles thereof. Any and all litigation or actions commenced in connection with this RFQ or any resulting Work authorization or contract or agreement amendment shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa, if jurisdiction is proper. However, if jurisdiction is not proper in the Iowa District Court for Polk County, but is proper only in a United States District Court, the matter shall be commenced in the United States District Court for the Southern District of Iowa, Central Division. By submitting its Proposal, Respondent irrevocably: (1) consents and agrees that any legal or equitable action or proceeding arising under, in connection with or arising out of this RFQ or any resulting Work authorization or contract or agreement amendment shall be brought and maintained exclusively in the aforesaid courts;
(2) submits to and accepts, with respect to any such action or proceeding, for it and in respect of its properties and assets regardless of the physical or legal situs thereof, generally and unconditionally, the jurisdiction of the aforesaid courts; and (3) waives any objection to such jurisdiction based on *forum non conveniens* or otherwise. This provision shall not be construed as waiving or altering any requirement that Respondent utilize or exhaust any administrative remedies or procedures as a precondition to judicial review. This provision shall not be construed as waiving any immunity to suit or liability, in state or federal court, which may be available to the Agency, including sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise.

2.37 Order of Precedence

If there is a conflict between a specific provision in this solicitation or those in any resulting work authorization or contract or agreement amendment documents the conflict shall be resolved according to the following priority, ranked in descending order: (1) the amendment or work authorization, (2) the existing Contract or Agreement; (2) the RFQ; (3) the Proposal.

SECTION 3 FORM AND CONTENT OF PROPOSALS

3.1 Instructions

These instructions prescribe the format and content of the Proposal. They are designed to facilitate a uniform review process. Failure to adhere to the Proposal format may result in the rejection of the Proposal.

3.1.1 The Proposal shall be sent in digital format via email to the Issuing Officer. Proposals must be formatted for printing on 8.5" x 11" paper. The Proposal shall be divided into two parts: (1) the Technical Proposal and (2) the Cost Proposal. The Technical Proposal and the Cost Proposal shall be labeled as such and emailed separately to the Issuing Officer. If multiple emails are required, each email shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. The subject line of the email shall read:

RFQ Number: ESS-2026-1, Iowa Land Records Property Notification System

The Issuing Officer shall provide confirmation of receipt of all parts of a proposal, upon request. The Agency shall not be responsible for failure to receive an email or for providing confirmation of receipt of an electronic submission if such confirmation is not requested.

3.1.2 One digital copy of the Technical Proposal shall be timely submitted to the `Issuing Officer in an email. One digital copy of the Cost Proposal shall be submitted in a separate email.

3.1.3 If the Respondent designates any information in its Technical Proposal as confidential pursuant to Section 2.13 (Form 22—Request for Confidentiality), the Respondent must submit one (1) copy of the Proposal from which confidential information has been excised as provided in Section 2 and which is marked "Public Copy." ***NOTE: Respondents MAY NOT seek confidential treatment of their Cost Proposal, in whole or in part.***

3.1.4 Proposals shall not contain promotional or display materials.

3.1.5 Attachments shall be identified in the body of the main Proposal.

3.1.6 If a Respondent proposes more than one solution to any RFQ specifications, each must be labeled and submitted in a separate Proposal, and each will be evaluated separately.

3.2 Proposal Contents

The following documents and responses shall be included in the Proposal in the order given below.

3.2.1 Transmittal Letter (Required)

An individual authorized to legally bind the Respondent shall sign the transmittal letter. The letter shall include the Respondent's mailing address, email address, and telephone number.

3.2.2 Title Page

Include company name, address, phone number, email address, and authorized representative along with the Proposal Number.

3.2.3 Table of Contents

The Respondent shall include a table of contents of its Proposal.

3.2.4 Technical Proposal

The Respondent shall submit a Technical Proposal, which shall include all information requested/required by Section 4 (Technical Proposal Contents) in accordance with the formatting requirements set forth above.

3.2.5 Cost Proposal: Attachment 1

The Respondent shall submit a Cost Proposal, which shall include all information requested/required in the Cost Proposal Addenda hereto (Attachment 1: Cost Proposal).

3.2.6 Authorization to Release Information Letter: Attachment 2

The Respondent shall sign and submit with the Proposal the document included as Attachment 3 (Authorization to Release Information Letter) in which the Respondent authorizes the release of information to the Agency by third parties.

3.2.7 Form 22—Request for Confidentiality

The Respondent shall complete and submit with the Proposal the document included as Attachment 4 (Form 22—Request for Confidentiality) in which the Respondent shall identify whether and to what extent it is requesting confidential treatment for aspects of its Proposal and provide justification for any such request. **FORM 22 MUST BE COMPLETED AND INCLUDED WITH RESPONDENT'S PROPOSAL REGARDLESS OF WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED.**

SECTION 4 Technical Proposal Contents

This Section lists the specifications/requirements related to this RFQ. By submitting a proposal, the Vendor agrees to meet all stated specifications/requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If a Respondent is unclear about a specification or requirement or believes a change to a specification or requirement would allow for the Agency to receive better proposals, the Respondent is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.8 (Questions, Requests for Clarification, and Suggested Changes). Failure to raise a question, request for clarification, or suggestion through that process shall constitute a waiver of any objection or argument as part of any subsequent vendor appeal. Items in this Section 4 will be considered in the evaluation and scoring of the Respondent's Technical Proposal:

4.1 Executive Summary

The Respondent shall prepare an executive summary and overview of the goods and/or services it is offering, including all of the following information:

4.1.1 Statements that demonstrate that the Respondent has read, understands and agrees with the terms and conditions of the RFQ, including all addenda and attachments hereto.

4.1.2 Confirmation that Respondent has read the Scope of Work set forth herein, and that Respondent understands the scope and nature of the services/products being solicited.

4.1.3 An overview of the goods and/or services Respondent is offering in response to this RFQ.

4.1.4 An overview of the Respondent's plans for complying with the specifications and requirements of this RFQ.

4.1.5 Any other summary information that demonstrates Respondent's added value or differentiation from competitors.

4.2 Respondent Background Information

The Respondent shall provide the following general background information:

4.2.1 Name, address, telephone number, fax number and e-mail address of the Respondent including all d/b/a's or assumed names or other operating names of the Respondent and any local addresses and phone numbers.

4.2.2 Name, address and telephone number of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.

4.2.3 Name, address and telephone number of the Respondent's representative to contact regarding scheduling and other arrangements.

4.2.4 Name, contact information and qualifications of any subcontractors who will be involved with this project the Respondent proposes to use and the nature of the goods and/or services the subcontractor would perform.

4.2.5 Respondent's systems for managing projects and project documentation.

4.3 Technical Specifications

The Agency, Electronic Services System, administers Iowa Land Records, a statewide system for searching and retrieving land record information and for electronically filing documents for recording in the State of Iowa. The following is a brief technical description of the system and the development environment.

- ESS operates in a Linux environment with VMware virtualized servers on a hosted system located in Iowa. The Linux environment is a hybrid of SUSE and Ubuntu
- The ESS System currently operates with a DB2 database platform.
- The primary programming platforms are in Java (OpenJDK) and JSON
- Applications are developed within the Spring Framework (Spring Boot)
- Code and other files are stored, managed, and shared in Bitbucket.
- Projects and tickets are tracked in JIRA
- Documentation is stored in Confluence
- JetBrains is used to boost productivity by providing Integrated Development Environments that understand code context and automate routine tasks
- APIs are developed with REST

The personnel proposed for these activities will work with and under the supervision of the ESS Technical Lead and other core members of the ESS development team. Proposed developers should have substantial experience with these platforms. Experience with breaking down specifications/use cases into individual tasks or subtasks and experience with associated open-source technologies such as Hibernate is desired.

Proposed Application Development

ESS and Iowa Land Records host a statewide database of more than 25 million public records from all 99 counties. The data and images can be accessed by real estate professionals and citizens through an online search application. There is no charge for the service, but user registration and authentication are required.

It has been proposed that a “notification” system be developed to advise users when documents are recorded with specified grantor or grantee names. It is expected that only contemporaneously recorded documents would be monitored, and if a match to a name was found, the user would receive an electronic notice - likely email. The “notice” is intended to be a service to allow users to monitor recording activity. It can be likened to notices provided for bank account or credit card transactions.

ESS and ILR propose to leverage its existing infrastructure and search application to build the service. The following is a basic summary of primary components.

Monitored Names

Monitored names would be focused on grantor or grantee names associated with and indexed for recorded documents. Each day counties transfer recently recorded documents to Iowa Land Records, and it is those documents and their associated indexes which would be contemporaneously reviewed. Older historical records (by recording date), even if recently uploaded to ILR, would be excluded.

Within the land records database a name can be in the form of a parsed human name (first name, middle name, last name), an unparsed human name (full name), or a company/organization name. It should be noted that unparsed human names and company/organization names are archived with the same data element and only differentiated by a human or nonhuman flag.

Participating users would be required to specify one or more names and to indicate whether the names are parsed human, full/human, or company/organization names.

Archive of Monitored Names

Names specified by a user will need to be archived and referenced regularly by the notification application. It is presumed that a table (or tables) will be created to hold the necessary information (user account, name profiles, county names). It is possible that some of the information may be in different tables, depending on the application configuration. The basic name table could be titled Grantor/Grantee Name Table (or Notification Name Table).

Notification Search Application

Once the profiles and archive of monitored names are established, an application would be created to periodically check for matching names. The application would be programmed to check "contemporaneously" recorded documents. Key data from search results may need to be temporarily archived (see Temporary Notification Information). Data extracted from the search results would include Unique document ID, recording reference number (when applicable), recording book/page (when applicable), date of recording, ILR document type, date/time of recording, matching name(s) (parsed human, unparsed human, company/organization (nonhuman) as applicable, and the profiler's (user's) name and email address. Connections of information stored in different tables may also be required here.

Note: Sometimes counties get behind on their indexing and transferring. If the previous day's recordings was the cutoff, some matching names and notifications might be missed. The "cutoff" may need to be a recording date no earlier than 30 calendar days included in the previous days "uploads". The Terms of Service disclaimer might need to cover anything outside of that range. Otherwise, an administrative mechanism might need to be created to flag certain older documents to be searched by the notification system. This will be studied further before specifications are finalized.

It is possible that the existing search application could in some way be leveraged to perform the search. A possible advantage of this is the use of the "starts with" coupled with a wildcard character (*) function. A possible drawback of this approach could be an unexpected "load" placed on the search application which might interfere with normal operations. Its use might also preclude the use of search methods other than character matching. The timing of the notification search could come into play.

It is expected that different options will be explored in the design of this application. The initial concept suggested that notification searches would be performed in "nonpeak" hours.

Temporary Notification Information

As noted above, the extraction of search results may need to be archived in a temporary table. The purpose of the table (and associated tables) would possibly be for two functions.

1. To serve as the source of information to be inserted into emails sent to notification users (when positive matches are found.
2. To serve as the source of information for adding to a user's profile so that they could examine some form of "history" of notifications received

Notification and Archive Utility

Once information has been assembled in a Temporary Notification Information table, a utility will be needed to perform the following tasks.

- Generate and distribute email messages to users with name profiles resulting in positive matches. The message format and content will need to be designed and developed. It would likely contain text such as "Recording Notification. A document has been recorded which matches your profile for the name <insert name>." The message would likely include the following data elements: Grantor/Grantee Name (parsed human, unparsed human, company/organization (nonhuman) as applicable), county name, recording reference number (when applicable), recording book/page (when applicable), date/time of recording, ILR document type, ILR Unique document ID. The message might also instruct the user to search for the document on ILR or to contact the county recorder for more information. Footnotes might specify the Terms of Service disclaimer.

  Additional functionality will need to be added to the ILR email application, along with the creation of the appropriate email template.

- For users of the ILR Search application, generate a notification message indicating that a recording with a matching name had been found. This would require the creation of a notification message function on the main ILR search landing page, and an associated page or other feature which would display the notification message. [This could be a future enhancement, outside the scope of this project.]

- Archive all positive notification search results in transitional and permanent Notification History tables. The intent would be to temporarily archive the positive search results in a transitional table and make it accessible to system users and ILR administrators and customer service representatives. Some form of retention policy would be defined (length to be determined but likely no more than one year) to make a history of recent notifications accessible. The intent of a permanent Notification History table is to maintain a static offline archive of the history of all notifications. History tables will need to be designed and developed and may require the management of information in multiple tables.

Purge Utility

Once the information was "used" for the notifications and placed in the "history" archives, the temporary notification information could be cleared, and the "temporary" table could be ready for use in the next cycle. A utility will be needed to remove information that had been temporarily stored, and to provide space for the next day's search results.

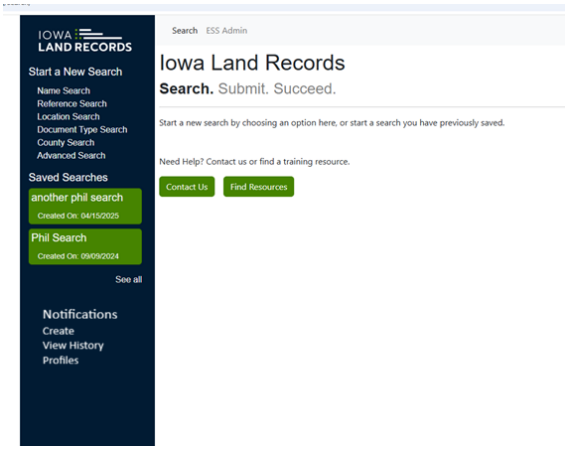
User Interfaces

To enable the service and make it functional, there are several user interfaces which will need to be created for both users and system administrators. Iowa Land Records provides search services to nearly 13,000 active registered users. Having authorization to search the land records is a first step of entry to examining recording activity because it provides an easy way to search records by grantor/grantee name. The notification system would enhance this capability by setting up a mechanism for "alerts" about records are recorded. Signing up for a "Search" account with ILR is easy and free! See: https://iowalandrecords.org/ess-individual-search-application/. For security

reasons, user authentication is required.

- **ILR Notification Application User Interface.** Access to the Notification function could be on the main Search landing page in the left navigation bar. The primary label might read "Notifications" followed by "Create or Edit Notifications", which would be an active link. Selection of the link could lead to a form on a page to specify criteria for and to name a notification search. The form would require the entry of a parsed name, full name or organization name, and notification profile name would be required. The format of the form may be patterned after the existing ILR Name Search but excluding the "date range" criteria. As noted elsewhere, a review of county selection option is expected. The action button could read as "Save Profile" or "Save Alert." The user would be required to name the profile.

  Other links under the "Notifications" heading, and associated pages would be "View Notification History," or "View Notification Profiles".



  Sample Illustration of Possible Notification Access

- **View Notification Profiles Page.** Create a link labeled "See Notification Profiles" which would be displayed in the left navigation bar of the Search application, and when selected, the Notification Profiles page would be displayed. Use the existing "Saved Searches - See all" page as the model for the notification profiles page. Instead of using the label "Saved Searches" use the label "Saved Notification Profiles". Alternatively: "Notification Profiles".

  Generally, format the display of the Saved Notifications as follows:
  - The title of each profile would be formatted as "Notification: [Insert Name Specified]"
  - Created On: [Date Profile Created]
  - Counties: [Specify Counties Selected or All]

  The trashcan icon may be retained and, if selected, the notification profile would be removed.

  The right arrow (as shown in "Saved Searches") would be removed and replaced with an "Edit" label. Selection of the Edit label would return the user to Interface where the user might alter the name or specify a different county or counties.

- **View Notification History Page.** Create a link labeled "See Notification History" which would be displayed in the left navigation bar of the Search application, and when selected, the Notification History page would be displayed. The page would present a table of

information about previous notifications sent to the user. The history might be time delimited, up to all notifications generated in the previous 12 months (rolling calendar). The default setting could be "current" month, with options for "previous month," "current year," and "custom" with the option to choose a date range no greater than the previous 12 months. A utility would be required to purge data in a user's notification history which has a creation date of greater than one year.

The data displayed in the initial view of the Notification History could display the date of the notification, the name of the notification profile, and if feasible the name of the grantor/grantee specified in the profile. Selection of a link in this columnar table could be set to open a page with more details about the notification.

The column headings for the Notification Details could be as follows.

Notification Profile Name: Displaying the Name given to the profile by the user
Grantor/Grantee name specified in the profile
Date of Notification
Recording Date
County Name
Document Type
Recording Reference Number
Recording Book /Recording Page (if applicable)
Unique Document Code Value [This potentially could be an active link to the document within the ILR Search application.

- **Notification Administration.** ESS and Iowa Land Records administrators and customer service representatives will require an interface to enable customer service functions for the notification service, and to perform research on notification usage. This will likely be incorporated with an existing set of tools for managing the Search application. Specifically, the following functions will be required.
    - Search for notification profiles by registered usernames, or names
    - Viewing notification profiles and profile attributes
    - Viewing the notification history for individual users
    - Generating reports for notification activity by notification date range, user, county(ies), profile name or username – see View Reports in ESS Admin. Reports should be exportable in different formats. ESS Admin View Reports supports exports to text, csv, Excel or PDF.

  Other specific administrative functions may need to be added to other components of ESS Admin including user management. [To be defined.]

- **Alternative Method for Profile Specifications.** Another means of selecting the specifications for notification profiles may be the search application itself. Experience suggests that the best practice may be to perform various methods of name searching and examining the search results. Some name forms may produce better results than others and could be very helpful in choosing the "name" associated with a notification profile. When viewing search results in Iowa Land Records, a user has the option to create a saved search based on the search just performed. It may be possible in a subsequent version of an ILR Notification System to run a search and then save a notification profile using the same search criteria. Selection of a "Create Notification" button could be a simple action

to create and save a named notification profile. A notification profile would be created based on the name (person, organization, or full name) and the counties selected for the search that had just been performed. [This alternative is beyond the scope of the current project, except to insure that the architecture of the notification system would not inhibit its development in the future.

Miscellaneous Requirements and Variations

- The ILR Search application limits a user to up to 9 "saved search" profiles. A similar limitation may be applicable to an individuals users notification profiles. There will likely need to be a view of each saved notification profile. Selection of a profile may be the action required to edit or delete a notification profile.
- It will be necessary to specify the exact criteria for which records are searched. A variation could be recently recorded documents (documents with recording dates no more than 30 days prior) and made public by ILR on the previous day. Choosing the best criteria may require some trial and error exploration. As noted previously, this should be created as a property within the ILR ESS Admin application.

  Note: a "property or setting" in the applications may need to be created to allow for an adjustment of these settings.
  Note: It is possible that information about a document could be "reuploaded" to ILR during the 30 day window – which could result in duplicate notifications. Options for preventing this need to be explored. An example might be to check the document code values to see it had previously generated a notification.
- Consideration will be given to allowing a name search to apply to all 99 counties or only to specified counties. Currently ILR allows a name search on no more than five counties at a time. Load on ILR systems may be the determining factor. This may also be a parameter that is set up as an application property.
- The planned notification system does not contemplate allowing unauthenticated user to self-register and set up notification profiles. ILR believes that the system will be more secure and less subject to abuse if only authenticated users are allowed access. Setting up an ILR user account is easy to do and provides the user with the added benefit of being able to independently search for records.
- The standard search/notification user would not be required to use multi-factor authentication (MFA) at this time.
- The ILR central authentication system requires MFA for certain users with administrative or payment privileges. Tokens are currently sent via email. ILR is not currently set up to send multifactor authentication tokens via SMS. This may become an option in the future, but it is not within the scope of this project.
- It is expected that notification emails will contain some standard text accompanied by the user's applicable information. The information could be embedded in the body of the message as a table. Essentially, the message would notify the user that recently recorded documents were found matching the name criteria they provided. No email message would be generated to users with no matching results.
- While not within the scope of this project, an associated administrative task will be to

update the ESS and ILR Terms of Service to ensure that no warranty is offered and that the "free" service is provided and accepted "as is".

- For security reasons, if a user's ILR account becomes inactive because they haven't logged in for a period of time, the account is deactivated. The user would not be able to log in and perform a search. However, it is possible that the notification system could retain the notification profiles and continue to send email notification when name matches were found with recently recorded documents. Deactivated users would not be able to view notification history, create or edit notification profiles, or perform other search functions. Retention policies will be reviewed, but for the purposes of initial planning the following regime is suggested.
    - Notification profiles will remain fully active as long as the user account is active. This simply requires periodic logins to the system.
    - Notification profiles associated with a deactivated user account would remain partially active for a period of one year following the account deactivation. A deactivated user would continue to receive notification emails but could not access other system features. After one year, the notification profiles associated with the deactivated user would be deleted. A deactivated user wishing to opt out of the notification service during the one-year period would be required to contact ILR support for assistance. (An administrator may need a function to discontinue a notification profile prior to the end of the year.) A purge utility would need to be created to remove notification profiles one year after a user's last login. Inactive email accounts, as represented by failed delivery notices, may result in both deactivation and removal of notification profiles.
    - Authenticated users would be allowed to set up a new account at any time, subject to the Terms of Service.
    - Generally, in the case of the deactivation of user's account, the standard course of action will be to work with the user to set up a new account. This may require some users to choose a new username. It would also require users to set up new save searches and notification profiles.
    - As a method for encouraging users to keep their accounts active, the scope of work for this project will include the creation of an email reminder protocol when the deactivation date of an account due to inactivity is approaching.

System Architecture Options

While beyond the scope of the current project, there are several future notification system enhancements that may be considered. To the extent practicable, the architecture and design of the notification system should contemplate the possible addition of the following functionality.

1. The creation of a companion land record notification application based on document associations. An associated document is one which has a relationship with a antecedent or contemporaneous document. For example, a mortgage document and a satisfaction of mortgage document are related, and recording indexes should include an associated reference between each. A user could flag the original mortgage document and ask the system to send a notification if another document is recorded which is related to it. In other words, a "watch" request on an original document could be establish and a notification could be trigger if any subsequent

document with an association to it is recorded. This could be another specific type of notification profile. The notification should account for this possibility in its design.

2. There are other types of transactional activity that could leverage the notification system, once created. The application could be connected to databases of other documents or other types of public transactions which could benefit professionals and citizens with their work and life activities. The design of the notification system should contemplate the addition of notifications regarding other activities.

4.4 Personnel

For the activities, skill sets, and experiences described in sections 1.3 and 4.3, identify the personnel within the organization who best align with these activities, skills, and experiences and who may be available to work on related ESS systems and projects. Alternatively, or in addition to an organization's internal personnel, identify any subcontractor personnel who would likely be available for assignment to ESS systems and projects through the Service Provider organization. For each individual identified in this response, provide a brief biographical summary, a summary of their core technical skills and competencies, and any pertinent information about how an individual is suited for one of more of the identified focus areas.

4.5 Mandatory Specifications

The Respondent shall answer "yes" or "no" as to whether it will comply with each specification in this Section. Where the context requires more than a "yes" or "no" answer, or the specification so indicates, Respondent shall explain how it will comply with the specification. In that case, merely repeating a mandatory specification may be considered non-responsive and result in the rejection of the Proposal.

Proposals must identify any deviations from the specifications of the RFQ or specifications the Respondent cannot satisfy. If the Respondent deviates from or cannot satisfy the specification(s) of this section, the Agency may reject the Proposal without further consideration.

The Service Provider must:

General

4.5.1 Demonstrate the capability to provide the personnel, equipment, tools, test equipment, and expertise to meet the objectives described in this RFQ.

4.5.2 Demonstrate the capability to provide supplementary services in support of the created software and system(s), if needed, over time.

4.6 Firm Offer. Respondent shall guarantee that the goods or services offered in the Proposal are currently available and that all Proposal terms, including price, will remain firm for the number days indicated on the RFQ cover sheet following the deadline for submitting Proposals.

SECTION 5 EVALUATION AND SELECTION

5.1 Introduction

This section describes the evaluation process that will be used to determine which Proposal(s) provides the greatest benefit to the Agency. The Agency will not necessarily award the Work authorization or contract or agreement amendment to the Respondent offering the lowest cost to the Agency. Instead, the Agency will award to the Respondent whose Responsive Proposal the Agency believes will provide the best value to the Agency. Proposals will generally be evaluated according to completeness, content, experience, ability and responsibility of the Respondent and its staff, and cost.

5.2 Evaluation Committee

The Agency will conduct a comprehensive, fair, and impartial evaluation of Proposals received in response to this RFQ. The Agency will use an evaluation committee to review and evaluate the Technical Proposals. The evaluation committee will recommend an award based on the results of their evaluation to the Agency or to such other person or entity who must approve the recommendation.

5.3 Proposal Evaluation and Scoring

5.3.1 All Technical Proposals will first be reviewed to determine if they comply with the requirements set forth in the RFQ, and to determine whether Respondent is a Responsible Respondent. By way of example only, the Issuing Officer will review Respondent's Technical Proposal for responsiveness, compliance with the requirements of the RFQ, and responsibility, including review of:

5.3.1.1 Respondent's Technical Proposal to ensure it satisfies the Form and Content requirements of Section 3 (Form and Content of Proposals).

5.3.1.2 Respondent's Technical proposal to ensure Respondent has agreed that it will comply with or otherwise satisfy any Mandatory Specifications set forth in Section 4 (Technical Proposal Contents).

5.3.1.3 Respondent's Technical Proposal to ensure Respondent has completed and submitted all necessary attachments in accordance with all applicable instructions and requirements

5.3.1.4 Not Applicable.

5.3.1.5 Respondent's Technical Proposal and all other attachments (other than the Cost Proposal, which shall only be opened and reviewed as set forth below) to determine whether the Proposal should otherwise be rejected pursuant to Section 2.18 (Rejection of Proposals) or is a non-Responsive Proposal.

5.3.2 If a Respondent is determined to be a Responsible Respondent, the Proposals will then be evaluated and scored by the evaluation committee based on the evaluation categories identified herein.

5.3.2.1 The Service Provider's overall background, qualifications, experience and track record in producing similar work products for other clientele.

(Up to 100 Points)

5.3.2.2 The thoroughness, completeness and comprehension level of required service provider(s) responses to the requirements specified in Section 4.

(Up to 250 Points)

5.3.2.3 The extent to which the capabilities of a service provider(s) fit one or more of the described areas of focus described in Section 1.3 or the Technical Specifications described in Section 4.3, and provide the necessary expertise to effectively assist the Agency in achieving its associated goals.

(Up to 150 Points)

5.3.2.4 The overall value and cost effectiveness of a Service Provider's proposal as indicated by one or more of the following:

The overall value of the service when examined in comparison with proposals for similar services offered by other Service Providers.

The cost of the services, when examined in comparison with proposals for similar services offered by other Service Providers.

(Up to 300 Points)

5.3.3 Minimum Proposal Score

Proposals must receive at least 500 of the available points in order to be eligible to be awarded the work authorization or contract or agreement amendment. Proposers who do not receive at least 500 points available for the will not be eligible for further consideration in the RFQ.

5.4 Reserved

5.5 Preferences

5.5.1 When selecting a Service Provider(s), an Iowa-based Respondent will receive preference.

5.5.2 Second preference will be given to Respondents based in the United States over Respondents based outside the United States.

SECTION 6 CONTRACT TERMS, CONDITIONS, AND ADMINISTRATION

6.1 Contract Terms and Conditions

The Work authorization or contract or agreement amendment(s) that the Agency expects to award as a result of this RFQ shall comprise the specifications, terms and conditions of the RFQ, written clarifications or changes made by the Agency to the RFQ through an amendment to the RFQ in accordance with the provisions of the RFQ, the Terms and Conditions, the offer of the successful Respondent contained in its Proposal, and any other terms deemed necessary by the Agency. No objection or amendment by a Respondent to the provisions or terms and conditions of the RFQ or the Terms and Conditions shall be incorporated into the Work authorization or contract or agreement amendment unless the Agency has explicitly accepted the Respondent's objection or amendment in writing.

The Work authorization or contract or agreement amendment terms and conditions in this Section 6, the General Terms and Conditions to the extent referenced and linked to on the RFQ cover page, and/or any Terms and Conditions attached to and accompanying this RFQ as an attachment hereto, will be incorporated into the Work authorization or contract or agreement amendment. The Terms and Conditions may be supplemented at the time of work authorization or contract or agreement amendment execution and are provided to enable Respondents to better evaluate the costs associated with the RFQ specifications and the Work authorization or contract or agreement amendment. All costs associated with complying with such Terms and Conditions should be included in any pricing quoted by the Respondent.

With respect to companies under contract for ESS Development & Technical Support Services as procured under RFQ ESS-2021-1 and which have provided software development services to ESS under prior work authorizations, the provisions of that Agreement remain applicable including but not limited to the following:

- Definitions
- Services and Deliverables
- Ownership and Intellectual Property
- Indemnification
- General Provisions

With respect to companies which have an active and operational Maintenance and Support Agreement with the Electronic Services System the provisions of that Agreement remain applicable including but not limited to the following:

- Section 2. Definition of Terms
- Section 3.1 Software License Agreement
- Section 6. General Provisions
- Section 7. Limitation of Liability

Software development or software engineering creating new code or systems will be considered Developments or Deliverables or Customer-Owned Deliverables and as such are works for hire and owned by ESS. Software development or engineering using code or systems previously created by the Service Provider or Vendor are Derivative Works owned by the Service Provider and may be subject to a license agreement with a nonexclusive, perpetual, and full paid-up right to use or modify the Derivative Works. It is the responsibility of the Service Provider to identify any Derivative Works proposed for use when developing the notification system.

The purpose of this Request for Qualifications and Quotes (RFQ) is to solicit proposals from Responsible Respondents to provide the goods and/or services identified on the RFQ cover sheet

and further described in Section 1.3 and in Section 4 of this RFQ to the Agency identified on the RFQ cover sheet.

By submitting a Proposal, Respondent acknowledges its acceptance of the terms and conditions of the RFQ and the Terms and Conditions without change except as otherwise expressly stated in its Proposal. If the Respondent takes exception to a provision, it must identify it by page and section number, state the reason for the exception, and set forth in its Proposal the specific RFQ or Terms and Conditions language it proposes to include in place of the provision. If Respondent's exceptions or proposed responses materially alter the RFQ, or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein, the Agency may reject the Proposal, in its sole discretion.

The Agency will evaluate all Proposals without regard to any proposed modifications to any terms and conditions of the RFQ or Terms and Conditions by Service Provider. Once a Proposal has been identified as one for which an Award recommendation has been made, but prior to notifying Respondents of the decision, the Agency, in its sole discretion, may consider any proposed modifications to the terms and conditions of the RFQ or Terms and Conditions identified in that Proposal. The Agency reserves the right to either award a Work authorization or contract or agreement amendment(s) without further negotiation with the successful Respondent or to negotiate Work authorization or contract or agreement amendment terms with the successful Respondent if the best interests of the Agency would be served. As such, if any proposed modifications are not determined to be in the best interests of the Agency, or appear to pose a substantial impediment to reaching agreement, the Agency may, in its sole discretion:

6.1.1 Issue a Notice of Intent to Award in favor of the successful Respondent(s), but decline to agree to or further negotiate any proposed modifications to terms and conditions identified by the Respondent in its Proposal;

6.1.2 Issue a Notice of Intent to Award in favor of the successful Respondent(s), and identify in the Notice proposed modifications to terms and conditions identified by the Respondent in its Proposal with which the agency will or will not agree or further negotiate;

6.1.3 Enter open-ended negotiations with the successful Respondent; provided, that any such negotiations shall be limited to the proposed modifications to terms and conditions identified by Respondent in its Proposal;

6.1.4 Change the Agency's recommendation for Award and issue a Notice of Intent to Award to a Respondent whose proposal does not pose as great of a challenge to the Agency.

Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the primary contract for ESS Development & Technical Support Services or Maintenance and Support Agreement, shall be construed strictly in favor of the Agency. Only those proposed modifications identified in the Notice of Intent to Award issued by the Agency as terms and conditions with which the agency will or will not agree or further negotiate shall be part of the Work authorization or contract or agreement amendment, and the Agency may ignore all proposed modifications, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a final Work authorization or contract or agreement amendment between the parties. By executing and submitting its Proposal in response to this RFQ, Respondent understands and agrees that the Agency may exercise its discretion not to consider any or all proposed modifications Respondent may request and may accept Respondent's proposal under the terms and conditions of this RFQ and the Terms and Conditions.

Attachment #1 Cost Proposal

I. Payment Terms

The Agency is allowed at least sixty (60) days to pay an invoice submitted by a Vendor.

II. Payment Methods

The Agency, in its sole discretion, will determine the method of payment for goods and/or services as part of any Work authorization or contract or agreement amendment.

Please indicate in your Cost Proposal all of the payment methods you will accept.

III. Professional Services/Personnel Costs

Respondent's Cost Proposal shall identify by position name and title the hourly rate charged for each individual proposed for the requested professional services.

IV. Travel or Trip Charges

Respondent's Cost Proposal shall include any and all ancillary fees or charges associated with the services of an individual including but not limited to trip charges or travel expenses. This information should be described in an addendum to the Cost Proposal

V. Other Costs

The Cost Proposal shall include any and all fees or charges associated with the delivery of the services proposed by the Respondent.

The following template is required. Please use additional pages to provide any additional narrative support for the cost information. Functional areas are listed as examples only. Identify a function role for each named individual and position title.

Respondent's Company Name: _____ Street Address: _____
City, State, & Zip Code: _____
Telephone Number: (___)_____ FAX Number: (___)_____
Email Address: _____
Federal ID Number: _____ (Attach W9 form)
Date: _____

Personnel/ Position Title	Function Area	Hourly Rate	Comments or Summary Narrative
	1. Technical Lead	$0.00	
	2. Software Development or Engineering		
	3. Business Analysis		
	4. User Experience		
	5. Project Manager		
	6. Delivery Lead		
	7. Database Management		
	8. User Management		
	9. Data Integration		
	10. Data Analytics		
	11. Email Management		
	12. Other		
	13. Other		
	14. Other		

	15. Other		
	16. Other		

[Add additional rows as necessary]

Signature Date

Printed Name Title

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

Attachment #2: Authorization to Release Information Letter

Alterations to this document are prohibited, see section 2.14.14.

[Date]

Phil Dunshee, Issuing Officer
Electronic Services System
8711 Windsor Parkway, Suite 2
Johnston, IA 50131

Re: RFQ Number: ESS-2026-1 - AUTHORIZATION TO RELEASE INFORMATION

Dear Mr. Dunshee:

[Name of Respondent]_____(Respondent) hereby authorizes the Electronic Services System ("Agency") or a member of the Evaluation Committee 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 Respondent in response to RFQ Number: ESS-2026-1.

The Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive work authorization or contract or agreement amendment awards from the Agency or may otherwise hurt its reputation or operations. The Respondent is willing to take that risk.

The 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 RFQ.

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

The Respondent further authorizes any and all persons 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 the Respondent's Proposal. The 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 the 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 RFQ.

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

Sincerely,

_____

Signature

_____ _____

Name and Title of Authorized Representative **Date**

Attachment #3: Form 22 – Request for Confidentiality
SUBMISSION OF THIS FORM 22 IS REQUIRED

THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR PROPOSAL. THIS FORM 22 IS REQUIRED WHETHER THE PROPOSAL DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF PROPOSAL DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF PROPOSAL DOES CONTAIN CONFIDENTIAL INFORMATION.

1. Confidential Treatment Is Not Requested

A Respondent not requesting confidential treatment of information contained in its Proposal shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Proposal.

2. Confidential Treatment of Information is Requested

A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a "Public Copy" from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Respondent: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Respondent to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFQ. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Proposal as possible.

Failure to request information be treated as confidential as specified herein shall relieve Agency personnel from any responsibility for maintaining the information in confidence. Respondents may not request confidential treatment with respect to pricing information and transmittal letters. A Respondent's request for confidentiality that does not comply with this form or a Respondent's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting Respondent's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.

If the Agency receives a request for information that Respondent has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Respondent shall, at its sole expense, appear in such action and defend its request for confidentiality. If Respondent fails to do so, Agency may release the information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Respondent fails to comply with the request process set forth herein, if Respondent's request for confidentiality is unreasonable, or if Respondent rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Respondent and with or without affording Respondent the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Part 1 – No Confidential Information Provided

Confidential Treatment Is Not Requested

Respondent acknowledges that the proposal response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this proposal response.

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal.

- ***Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

Company	RFQ Number	RFQ Title
Signature (required)	Title	Date

(Proceed to the next page only if Confidential Treatment is requested.)

Part 2 - Confidential Treatment is Requested

The below information is to be completed and signed <u>ONLY</u> if Respondent is requesting confidential treatment of any information submitted in its Proposal.

NOTE:

- ***Completion of this Form is the sole means of requesting confidential treatment*.**
- ***A Respondent MAY NOT REQUEST that pricing information in proposals be held in confidence.***

Completion of the Form and Agency's acceptance of Respondent's submission does not guarantee the agency will grant Respondent's request for confidentiality. The Agency may reject Respondent's Proposal entirely in the event Respondent requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Proposal that are improper under the RFQ.

Please provide the information in the table below. Respondent may add additional lines if necessary or add additional pages using the same format as the table below.

RFQ Section :	Respondent must cite the specific grounds in *Iowa Code Chapter 22* or other applicable law which supports treatment of the information as confidential.	Respondent must justify why the information should be kept in confidence.	Respondent must explain why disclosure of the information would not be in the best interest of the public.	Respondent must provide the name, address, telephone, and email for the person at Respondent's organization authorized to respond to inquiries by the Agency concerning the status of confidential information.

This Form must be signed by the individual who signed the Respondent's Proposal. The Respondent shall place this Form completed and signed in its Proposal. A copy of this document shall be placed in all Proposals submitted including the Public Copy.

- ***If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Respondent's submittal to request confidentiality or rejection of the Proposal as being non-responsive.***
- ***Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Proposal. If signing this Part 2, do not complete Part 1.***

Company	RFQ Number	RFQ Title
Signature (required)	Title	Date

Attachment #4: Response Checklist

RFQ REFERENCE SECTION	RESPONSE INCLUDED		LOCATION OF RESPONSE
	Yes	No	
Digital Copy of the Proposal 3.1			
If confidential treatment requested, one (1) Public Copy with Confidential Information Excised 3.1.3			
Transmittal Letter 3.2.1			
Title Page 3.2.2			
Table of Contents 3.2.3			
Technical Proposal:			
Executive Summary, including statement that Respondent agrees to and understands services/goods being solicited 4.1			
Respondent Background Information 4.2			
Technical Specifications 4.3			
Personnel 4.4			
Mandatory Specifications 4.5			
Firm Offer 4.6			
Cost Proposal (Attachment #1):			
Payment Terms I			
Payment Methods II			
Personnel Costs III			
Cost Proposal 3.25			
Additional Attachments:			
Authorization to Release Information (Attachment #2) 3.2.6			
Form 22—Request for Confidentiality (Attachment #3) 3.2.7			