

STATE OF IOWA
IOWA DEPARTMENT OF EDUCATION
INFORMAL COMPETITIVE BID POSTING
(Informal Bid Range: \$5,000 to \$49,999.99)

Procurement Title: Iowa Special Education Symposium: Mobile Event App

Procurement Reference #: ED-JJ005-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department of Education is seeking Proposals from Vendors provide and support a mobile app for the Iowa Special Education Symposium.

The mobile event app will:

- 1) offer app-options for a variety of platforms (e.g. Google Play, Apple Store, web-based, etc.)
- 2) provide a schedule-feature that will sync with a variety of cloud-based calendar options (e.g. Google calendar, Outlook, etc.)
- 3) provide a map of the location
- 4) offer opportunity to interact with attendees and speakers through social media and interactive app
- 5) provides opportunity for speakers and organizers to enter information that will automatically sync with live-site
- 6) offers opportunities to attendees for feedback to speakers and organizers
- 7) provide assigned project manager
- 8) provide assigned account manager
- 9) provide 24 hour a day customer service.

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

App is supported by a variety of platforms;

Schedule will sync with a variety of cloud-based calendar options

App includes a map of the location

App includes the interaction opportunities for attendees and speakers

App will automatically sync with the live-site

App offers opportunities to attendees for feedback to speakers and organizers

App provides assigned project manager and an assigned account manager

App has 24 hour a day customer service

Any other available options

Costs

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

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

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Proposals must be received by the close of business day on: January 22, 2016

Projected timeframe of awarded contracted: From June 12, 2016 to June 16, 2016

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have notified the Department of their intent to bid.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Julie Last Name: Jensen

Phone Number of the Issuing Officer for this Procurement: (515) 281-3576

Email Address of the Issuing Officer for this Procurement: julie.jensen@iowa.gov

The Iowa Department of Education reserves the right to:

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**