

# RFP FORMS "RB" SERIES

<p style="text-align: center;"><b>REQUEST FOR PROPOSALS</b> PRODUCING AND DELIVERING THE 2007-2008 IOWA OFFICIAL REGISTER (REDBOOK)</p>
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## RB-1 INSTRUCTIONS FORM

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Issued: November 15, 2007

Legislative Services Agency  
State Capitol  
Des Moines, Iowa 50319

Mr. Dennis Prouty, Director  
Mr. Richard Johnson,  
Legal Services Division Director

BIDDERS MUST COMPLETE THE PROPOSAL FORM (RB-3) IN AN ELECTRONIC FORMAT. PLEASE CONTACT THE AGENCY (515) 281-3566 TO RECEIVE A COPY OF THAT FORM IN MICROSOFT WORD® AND TO RECEIVE A COPY OF THE 2005-2006 IOWA OFFICIAL REGISTER (REDBOOK).

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# Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

## I. INTRODUCTION

- A. **Purpose.** This Request for Proposals (RFP) is issued by the Legislative Services Agency (Agency) to solicit proposals for the production (compilation, printing, and binding), and delivery (including packaging and shipping) of the Iowa Official Register or "Redbook."
- B. **Computing Time.** For purposes of computing delivery requirements:
  1. **Calendar Day.** A calendar day begins at 8:00 a.m. and ends at 4:30 p.m. central time. In computing time, the first day is excluded and the last day is included unless the last day falls on a Sunday or a legal public holiday as defined in Iowa Code § 1C.1, in which case the time prescribed is extended to include the next succeeding calendar day. Any reference to "day" alone means a calendar day. In computing time, the first calendar day is excluded and the last business day is included.
  2. **Business Day.** A business day begins at 8:00 a.m. and ends at 4:30 p.m. central time. A business day is a calendar day other than a Saturday or Sunday or a day recognized as a legal holiday by the State of Iowa (See Iowa Code § 1C.1). In computing time, the first business day is excluded and the last business day is included.
- C. **Contract.** By submitting the Proposal Form (RB-3) to the Agency, a bidder who is selected by the Agency as a potential contractor provisionally agrees to the terms and conditions as provided in the Contract Form (RB-2), unless the Contractor provides otherwise in the Proposal Form.
- D. **No Obligation.** This RFP requests the submission of the Proposal Form and should not be construed as any kind of intent, commitment, or promise by the Agency, the Iowa General Assembly, or the State of Iowa to do any of the following: (1) acquire materials or services, (2) pay for any information or services provided by a prospective bidder, bidder, or potential contractor, or (3) pay expenses incurred by a potential bidder, bidder, or potential contractor.

## II. SUBMISSION PROCESS

### 2007 DEADLINE DATES: BIDDING, QUESTIONS, AND EXTENSION REQUESTS

Item	Time	Date
RFP Issue Date	4:30 p.m.	November 15
RFP Questions Deadline	4:30 p.m.	November 28
Question Extension Deadline Request	4:30 p.m.	November 28
Proposal Extension Deadline Request	4:30 p.m.	December 3
Proposal Deadline Date	4:30 p.m.	December 5
Bidder Selection Date	4:30 p.m.	December 10
Execution of Contract Date	4:30 p.m.	December 20

- A. **Complete Proposal Form for Submission.** Consult this Instructions Form and the Appendices (RB-4) before completing the Proposal Form (RB-3). Submit an uncompressed electronic copy of the completed proposal in Microsoft Word® to the Agency.



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- B. *Deadline.*** A completed Proposal Form must be received by the Agency no later than the deadline date, unless the deadline date is extended by the Agency. See *Table A*. If the Agency grants an extension, the deadline will be extended for all potential bidders. A bidder is solely responsible for verifying with the Agency the time and date that the Agency received the bidder's Proposal Form.
- C. *Communication Channels.*** The Agency encourages communication between the Agency and potential bidders.
- 1. *Registration — Electronic Message.*** A potential bidder is encouraged to register with the Agency by submitting an electronic mail message to the Agency which (1) states the potential bidder's interest in submitting a Proposal Form, and (2) provides the name of the contact person and the contact person's electronic mail address.
  - 2. *Contact Person.*** All communications regarding this RFP to the Agency must be addressed to the Agency's Principal Manager, Mr. Richard Johnson. Mr. Johnson may designate an alternate person to act on his behalf.

### Agency's Principal Manager

Personal Information	Mr. Richard Johnson
	Division Director, Legal Services Division
	Legislative Services Agency Iowa General Assembly
Business Location	Room G01 State Capitol
	Des Moines, Iowa 50319
Contact Information	Telephone: (515) 281-3566
	Fax: (515) 281-8027
	E-mail: richard.johnson@legis.state.ia.us

- 3. a. *Protocol.*** Electronic mail is the ordinary channel for communication between the Agency and potential bidders. The Agency will disclose information relating to this RFP by delivering an electronic mail message delivered to persons registered as potential bidders or posting the information on its Website. The Agency may also contact a potential bidder by telephone or personal interview.
  - b. *Limitation.*** The Agency may, but is not required to, respond to every question or comment that is submitted by a potential bidder. The Agency may, but is not required to, memorialize or disclose information that it provides or receives in the course of communications with a selected bidder.
  - 4. *Website.*** The Agency customarily places documents relating to the issuance of RFPs on its Website: <http://www.legis.state.ia.us/contracts>, such as past RFPs, bidder proposal forms, Agency responses to questions or requests submitted by potential bidders, the Agency's scoring results of the bidders' proposals, and the executed contract.
- D. *Supplemental Information.*** A potential bidder who is interested in obtaining supplemental information regarding the Redbook (e.g., sample pages or electronic files) should contact the Agency.
- E. *Interviews.*** The Agency reserves the right to personally interview a select number of bidders.



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## III. CONTENTS OF A PROPOSAL FORM

- A. **Property Rights.** A Proposal Form (RB-3) submitted to the Agency is the property of the Iowa General Assembly. The Agency will serve as custodian of the Proposal Form. The contents of the Proposal Form will not be considered proprietary or a trade secret. The Agency will not act as a party in any lawsuit to protect the rights of a potential bidder, bidder, selected bidder, or contractor.
- B. **Disclosure.** The Agency will disclose all contents of the completed Proposal Form accepted by the Agency in a manner consistent with Iowa Code Chapter 22 (the Iowa Public Records Law) within a reasonable time after the deadline for submissions. By submitting the Proposal Form to the Agency, a bidder waives any claim that information contained in the Proposal Form is confidential.
- C. **Manner.** In completing the Proposal Form, a bidder should comply with all of the following:
  1. **Directness.** All questions in the Proposal Form shall be answered in an objective, specific, clear, and concise manner.
  2. **Supplemental Information.** Supplemental information which does not directly respond to a question in the Proposal Form should be identified.
  3. **Alternatives.** Any alternative approach or specification should be identified and explained.

## IV. SELECTION PROCESS

- A. **General Procurement Policy.** The selection of a bidder as a potential contractor is based on the procurement policies of the Agency, which include factors relating to a prospective bidder's competence, meeting of service or product specifications, and reasonableness of price; the posting of security; the preference of Iowa-based businesses if comparable in price; the disclosure of assignments; the inclusion of renewal options; and the imposition of liquidated damages and other penalties for breach of a requirement.
- B. **Scoring Sheet.** The Agency will select a bidder according to a scoring sheet. The following is an example of scoring sheet which may provide an indication of how the Agency evaluates timely submitted and completed proposal forms.

### Model Scoring Criteria

Criteria	Maximum Score	Bidder's Score			
		Name	Name	Name	Name
Bid Amount	160				
Compliance with Standards (Production Materials)	50				
Compliance with Delivery Requirements	20				
Qualifications (Relevant Publishing Experience)	20				
Control Over Production	20				
In-state Production	10				
Adequate Responses	20				
<b>TOTAL</b>	<b>300</b>				

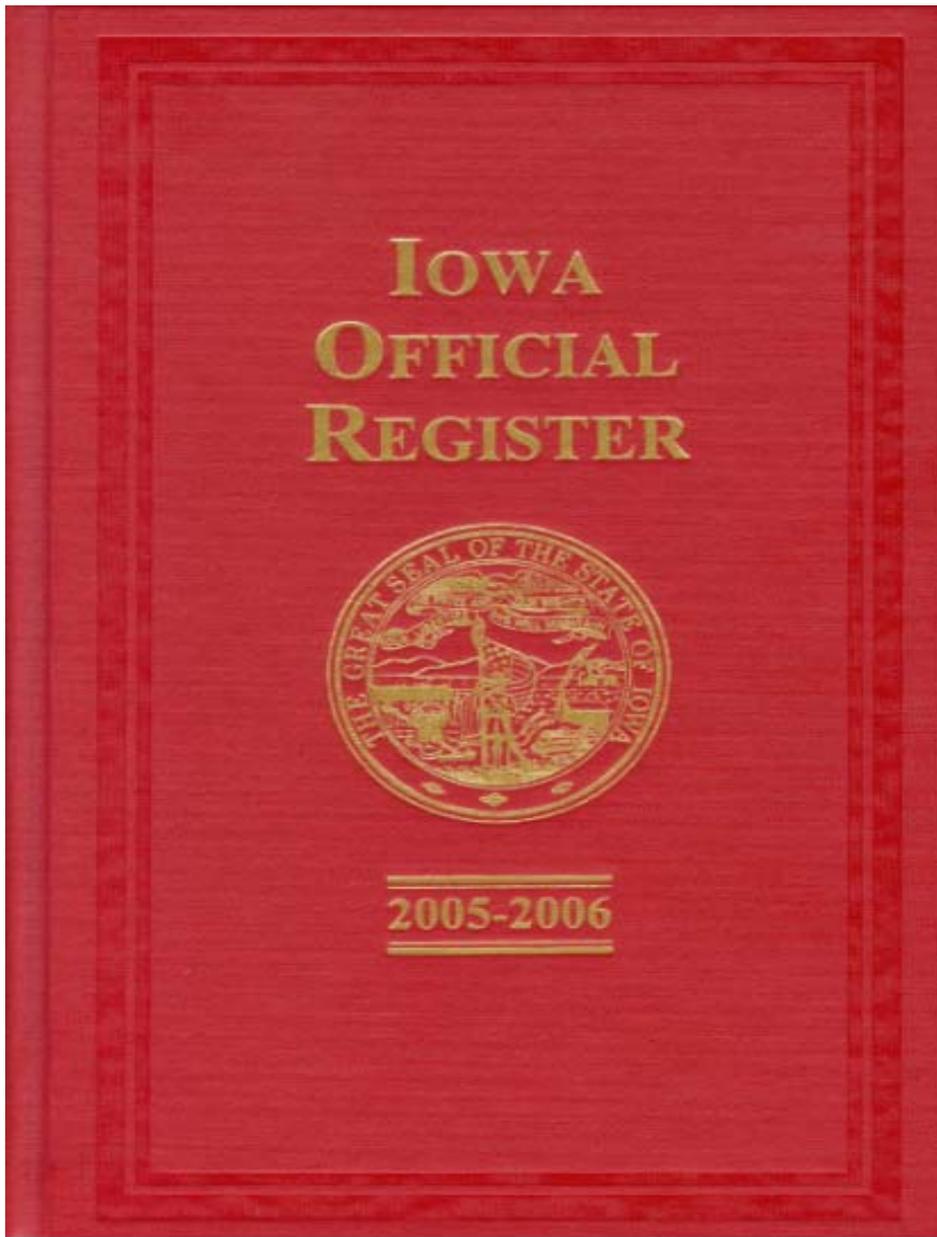


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- C. **Selection of Bidder.** The Agency is under no obligation to select any bidder as a potential contractor. The initial selection of a bidder means that the Agency will negotiate in good faith with the selected bidder. If the Agency determines that it cannot execute a contract with the potential contractor, it may select a new bidder based on the next highest score, reissue this RFP, issue a different RFP, or renew an existing contract according to the terms of that contract.

### PART X. EXAMPLES

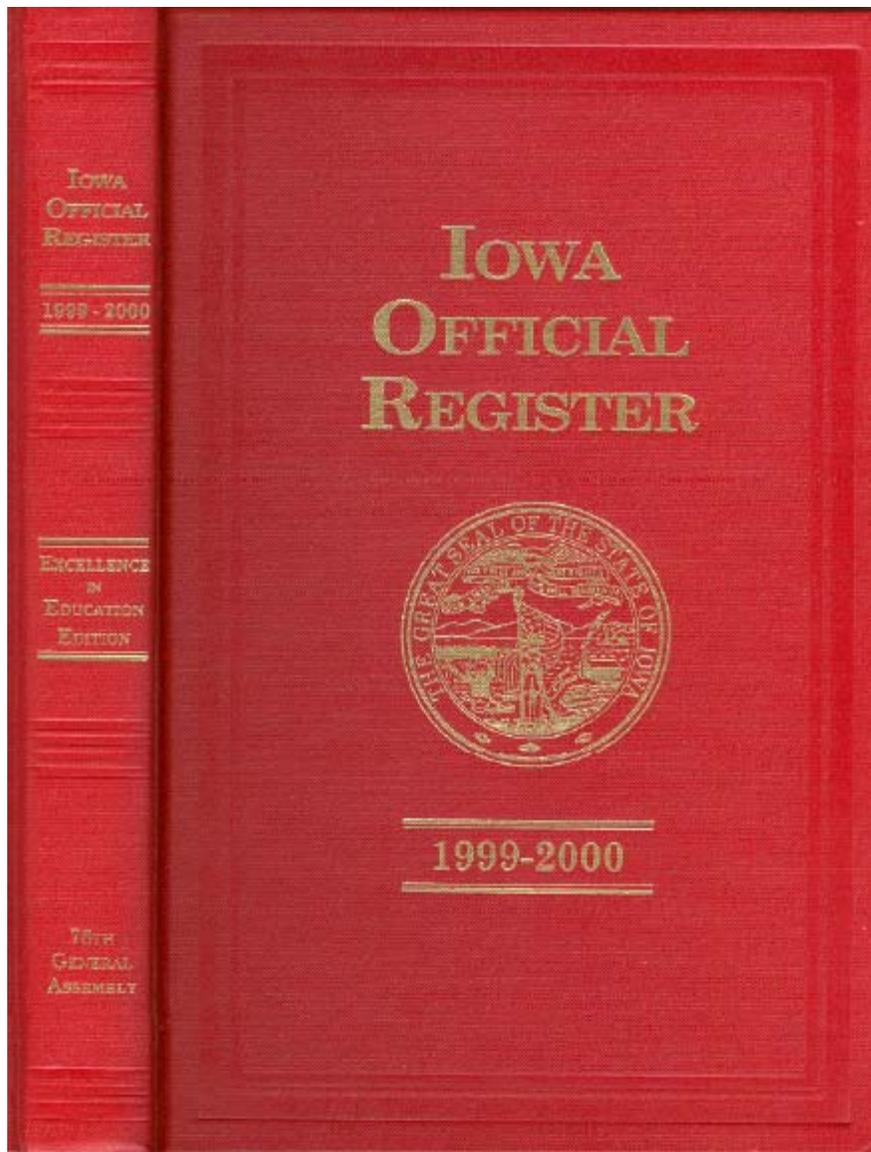
#### FRONT COVER (2005-2006 EDITION)





# Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

FRONT COVER AND SPINE (1999-2000 EDITION)





# Legislative Services Agency RB-1 Instructions Form IOWA OFFICIAL REGISTER (REDBOOK)

## FORMAT OF COMPOSED PAGES (2005-2006 EDITION) (Genuine Photographs Are in Color)

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**Secretary of the Senate  
Marshall, Michael - Urbandale**

Appointed Secretary of the Senate, December 1998. **Education:** B.A., Drake University, 1983; J.D., with honors, Drake University Law School, 1987. **Profession and Activities:** Executive officer, Iowa Department of Public Health, 1994-1998; attorney, private practice, 1990-1994; judicial clerk, Iowa Supreme Court, 1988-1989 and Iowa Court of Appeals, 1987-1988. *Drake Law Review*, 1985-1987. **Family Members:** Wife Shannon Holz; one son and two daughters.



**STATE SENATORS**

**Angelo, Jeff - Creston (R)  
District 48**

**Term:** Serving third term in Senate. **Profession:** Media consultant. **Education:** Graduate of Lutheran High School North in St. Louis, MO, and Broadcast Center, Clayton, MO. **Memberships and Activities:** Member of Youth Plus Initiative, Union County Republican Central Committee, Creston Elks Lodge, Union County Farm Bureau, Eagle T.I.E.S. Advisory Board (East Union School District), Union County Extension Council, Adams Community Chamber of Commerce Ambassadors, Centurama Historical Society of Adams County, and Crest Baptist Church, Chair, Worship Committee. **Residence:** Born and raised in St. Louis, MO. Resides in Creston. **Family Members:** Wife Debbie; one son and one daughter.



**Beall, Daryl - Fort Dodge (D)  
District 25**

**Term:** Serving first term in Senate. **Profession:** Former teacher and journalist. Taught political science courses at Urbandale High School, created the government intern program, and earned the Teacher's Medal from the Freedoms Foundation at Valley Forge. **Education:** Earned A.A. from Iowa Central Community College, B.A. from Buena Vista University, and M.P.A. from Drake University. **Military Service:** Military liaison for the Employer Support of the Guard and Reserve assigned to the 133rd Air National Guard Squadron. **Memberships and Activities:** Designated a Fellow at the Taft Institute of Government at Macalester College in St. Paul, MN. Elected justice of the peace in Dallas County. Served two terms on the Fort Dodge School Board. Ran for Secretary of State at the age of 25 and holds the record for being the youngest statewide candidate in Iowa. Editor and publisher of weekly and daily newspapers in Iowa, Colorado, and South Dakota. Member of Kiwanis, Izaak Walton League, and Trinity United Methodist Church. **Residence:** Born in Fort Dodge, raised in Somers, and resides in Fort Dodge. **Family Members:** Wife JoAnn; three children and eight grandchildren.



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**McCoy, Matt - Des Moines (D)  
District 31**

**Term:** Served two terms in House. Serving third term in Senate. **Profession:** Vice president, Downtown Community Alliance. **Education:** Graduated from Dowling High School, West Des Moines. Received B.A. in history and political science from Briar Cliff College. **Memberships and Activities:** Former board member of the Southside YMCA and board member of Youth Emergency Services and Shelter. Served on Polk County Conservation Board, 1988-1993. **Residence:** Born, raised, and resides in Des Moines. **Family Members:** One son.



**McKibben, Larry - Marshalltown (R)  
District 22**

**Term:** Serving third term in Senate. **Profession:** Attorney. **Education:** Received B.A. from the University of Northern Iowa and J.D. from the University of Iowa. **Military Service:** Served in Iowa National Guard. **Memberships and Activities:** Member of Marshall County Farm Bureau, Marshalltown Chamber of Commerce, Marshall Economic Development Impact Committee, and Rotary Club (president, 1994-1995). Member of board of directors of Farmers Savings Bank Marshalltown and past member of Marshalltown Community School Board. Member of First United Methodist Church, teacher of senior high Sunday school, 1974-1994, and past chairman of the board of trustees. **Residence:** Born, raised, and resides in Marshalltown. **Family Members:** Wife Marki; one son, one daughter, and two grandchildren.



**McKinley, Paul - Chariton (R)  
District 36**

**Term:** Serving second term in Senate. **Profession:** Retired manufacturing executive. **Education:** Graduated from Russell High School. Received B.A. from the University of Iowa. **Memberships and Activities:** Serves on the board of directors of Great Western Bank. Member of Chariton First United Methodist Church, Lucas County Farm Bureau, Lucas County Historical Society, and Lucas County Arts Council. Former member of Southern Prairie AEA. Former member of Rathbun Lake Association, area agency on aging, Iowa Job Training Council, CIRAS, Rathbun Area Health Services Board, Wayne County Hospital Board of Trustees, and NFIB. **Residence:** Born and raised in Russell. Resides in Chariton. **Family Members:** Wife Trish; one son and one daughter.



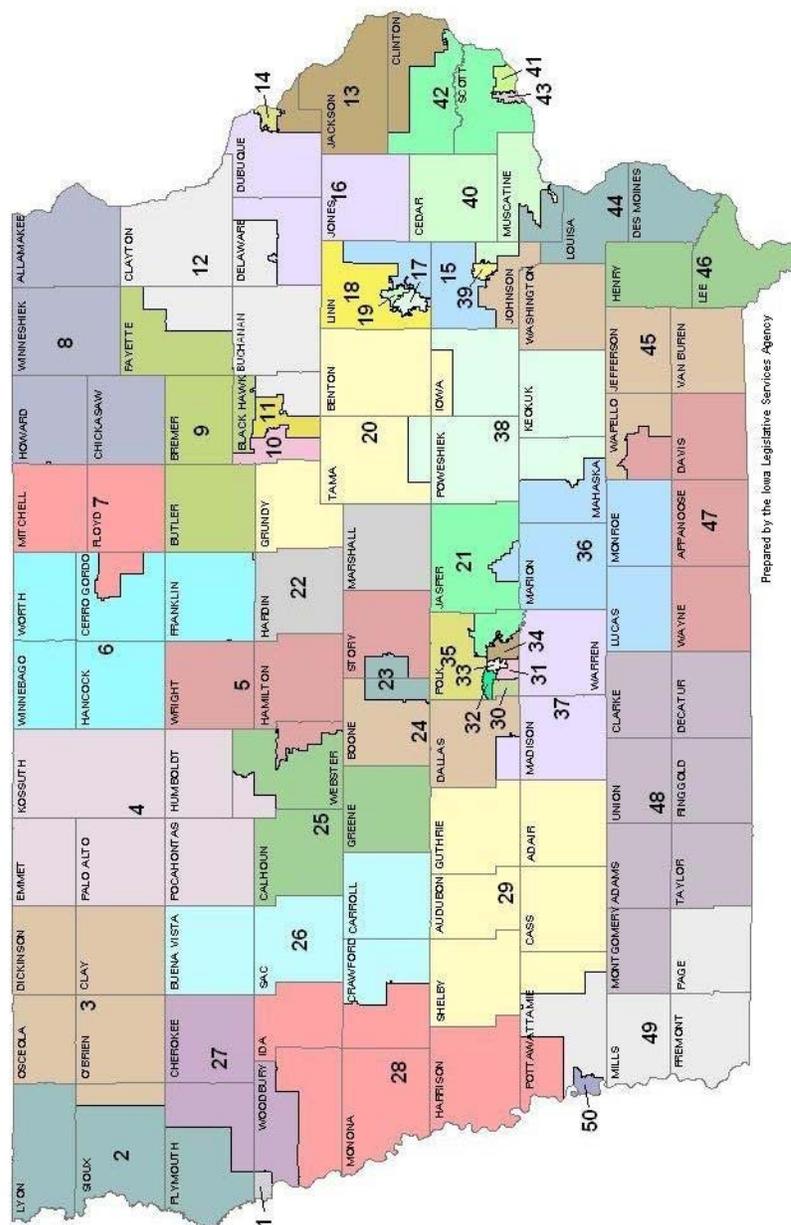


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## FORMAT OF COMPOSED PAGES (2005-2006 EDITION)

### LEGISLATIVE BRANCH IOWA SENATE DISTRICTS

Effective Beginning With the Elections in 2002 for  
the 80th Iowa General Assembly



Prepared by the Iowa Legislative Services Agency

g:contracts/REDBOOK/2007/INSTRUCT FORM 2007.doc