

**TRS/CapTel Relay Request for Proposals
Contracting Process 2016**

1. Draft Request for Proposals (RFP) and Contract
Amy. Joni, Mary review.
2. Ask Cecil about procedure for RFP. Ask David if he wants to review RFP before goes to Board.
3. Draft and share Contracting Process list with Board, COO, DPRC, General Counsel, Telecom Manager.
Joni
4. Give draft RFP to Board Chair and COO.
5. Email draft RFP to Council with instructions regarding confidentiality of RFP.
Joni
6. Discuss draft RFP and ask for input at Council meeting on March 30, 2016. Ask Hamilton personnel attending meeting to voluntarily leave during RFP discussion.
7. Send memo to Board re: draft RFP, as revised by Council (if any). Give Board option of: 1) signing memo and report action at April 21 public Board meeting, or 2) take decision to April 21 public Board meeting.
Joni, Amy, Mary
8. Board review and approval of RFP, Contract. Redraft if necessary. Finalize timeline.
9. Contact DAS for current password/log-in to use when posting on Targeted Small Business (TSB) and DAS bid opportunities websites.
Mary
10. Ask Records Center for a docket number. (Paper filing due to bids being held confidential until Board determines award.)
Joni
11. Draft paragraph for IUB homepage and longer summary for 2016 Relay RFP homepage. Provide to Teresa and ask her for the URL to use with the DAS bid opportunities website. Draft press release and give to Don Tormey.
Joni, Amy, Mary
12. Update Cecil (contact person for RFP) re: RFP documents and schedule.
Joni, Amy, Mary
13. 48 hours before issue RFP, provide notice with info required by Iowa Code 73.16(2)(c)(2) to Targeted Small Business (TSB) website. Joni and Mary research database directory of TSBs, <https://dia.iowa.gov/tsb/index.php/search>, for potential vendors.
Mary, Joni, Amy

14. Issue RFP. Post notice and RFP on Board's website. Post a link on the DAS Bid Opportunities website, <http://bidopportunities.iowa.gov>, to the RFP. Email notice to Council, potential vendors, phone company associations, NASRA, etc.
Joni, Amy, Mary
15. Vendors give notice to Board contact person if want to receive notifications, answers to questions, and RFP amendments (if any).
16. Vendors submit written questions and requests for clarification regarding the RFP to the Board contact person.
17. Review questions; draft and email answers to Board for approval; Board approves answers by email.
Joni, Amy, Mary
18. Post answers on Board's website and Board contact person emails answers to vendors who timely requested notification. Post link to the Board's answers on DAS bid opportunities website.
Joni, Amy, Mary
19. Vendors file proposals with the Board contact person (not via EFS). Hold confidential until Board issues notice of intent to award. Board contact person emails each vendor that the proposal was received by the deadline.
Joni
20. Review proposals for timeliness, clarity, completeness, compliance with RFP; if any noncompliant, draft Board memo and letter of noncompliance; Board contact person issues letter of noncompliance by U.S. mail and email.
Joni, Amy, Mary
21. Staff drafts guidance memo for Council. Staff sends compliant proposals to Council members with guidance memo. [Note: proposals must be kept confidential until Board issues notice of intent to award letters.]
Joni, Amy, Mary
22. Review and evaluate compliant proposals. Call references.
Joni, Amy, Mary, Council members. Ask David & Cecil if they want to review.
23. Amy & Mary prepare request for legal opinion regarding closed Council meeting to discuss proposals and email to General Counsel. General Counsel gives legal opinion.
Amy, Mary, David
24. Draft "Summary of Key Points" and "Project Manager Overview" memos and email to Council.
Joni, Amy, Mary
25. Council meeting to discuss proposals and receive Council members' input to the Board regarding award of the contract. Board members, General Counsel, and COO invited to attend Council meeting. Amy & Mary prepare "Going Into and Out of Closed Session" document. Designate staff person to take detailed minutes and to audio record during

closed session. Audio record and take detailed minutes of closed session, pursuant to Iowa Code 21.5(4). Record each Council member's vote on recommendation to Board.

26. Draft Board memo and order regarding award.
Joni, Amy, Mary draft; General Counsel & COO review.
27. Board reviews memo and order and decides award of contract. Board signs and issues order awarding contract.
28. Draft notice of intent to award subject to execution of a written contract (intent to award) letters to vendors and Board website notice. If successful vendor lists alternative solutions to the RFP in its proposal, include list of alternative solutions the Board approves and disapproves in the successful vendor's notice of intent to award letter. Board COO approves and issues notice of intent to award letters with Board order enclosed to vendors by U.S. mail and email. Post notice of intent to award on Board website. Staff emails copies of award letters and Board order to Council.
Joni, Amy, Mary, Cecil
29. Prepare personal services pre-contract questionnaire.
Judi/Accounting staff
30. Negotiate remaining contract terms including alternative solutions (if any) with successful vendor; draft final contract and letter to vendor.
Amy, Mary, Joni. Ask David if he wants to be involved.
31. Board Chair approves final contract and corresponding letter to successful vendor; signs letter.
32. Board staff sends letter to successful vendor with two copies of final contract; vendor executes and returns both copies.
Joni, Amy, Mary
33. Board Chair executes the two copies of final contract and Board staff returns one copy of executed contract to successful vendor. Other copy of executed contract is for IUB contract files.
34. Draft award notice and post on Board website.
Joni, Amy, Mary
35. Successful vendor submits certificates of insurance to Board for approval. (Vendor and any subcontractors may not begin work until Board has approved insurance.) Board staff evaluates the insurance certificate. Staff drafts email to Board re: insurance certificate.
Amy, Mary
36. Board approves certificates of insurance or requires corrections. If required, vendor submits revised certificates of insurance. Board staff notifies vendor of approval by email.
Joni, Amy, Mary
37. Successful vendor begins to provide service under the contract on January 1, 2017.