International Association of Directors
of Law Enforcement Standards and Training

Request for Proposal

Title: IADLEST/NLEARN Website Development

                    And

                    IADLEST Online Sourcebook

Issue Date: March 4, 2025

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Responses Due: April 4, 2025

Contents

About IADLEST

The acronym stands for the International Association of Directors of Law Enforcement Standards and Training, a non-profit organization.

In every state there is an agency charged with setting training standards for police recruits. They are known as Police Officer Standards and Training agencies or POST agencies for short. The POST agencies determine the minimum number of training hours, and the training topics required to be certified as a police officer. They also set physical, psychological and moral standards.

The core membership of IADLEST consists of the 50 POST directors in the US.

The organization also accepts Police Academy directors, training coordinators, police instructors and others as members of the organization.

In addition to providing support and resources for our members, IADLEST also provides training for law enforcement professionals in a variety of areas.

The organization certifies training programs produced by private and government agencies.

We certify law enforcement instructors and accredit police academies.

These are only a few of the major services we provide to the law enforcement community nationally and internationally.

Part 1 – Modernize IADLEST/NLEARN Website

1.0 Goals

The goal of this project is to modernize the website, move the application to a more reliable and resilient, secure platform, and add functionality.

1.1 Website Structure

The website consists of two major sections:

Web pages for the International Association of Directors of Law Enforcement Standards and Training (IADLEST).

And:

Web pages for the National Law Enforcement Academy Resource Network (NLEARN)

Both sections can be accessed from the same URL: https://www.iadlest.org

1.2 General Description of the Existing Application

Currently the application is hosted at a small data center in Indiana. There it is subject to local events which have interrupted service on a number of occasions. Those events include electrical power outages in the area, cut fiber cables and unidentified problems at the local ISP.

The basic application was developed in 2018, and IADLEST staff has added pages to the basic system over the years. The IADLEST staff editing interface is DotNetNuke, which is somewhat limited in what it allows us to do and is outdated.

We do not have root access to the server, nor do we have full access to the database and much of the underlying code. However, we do own the code, and it can be made available if needed.

The online application consists of three components:

IADLEST Informational pages (most open to the public, some for IADLEST Members only)

NLEARN informational pages and blog (password required)

IADLEST Administrative pages for managing membership (Admin password required)

There are approximately 75 public-facing informational pages, most carrying multiple links for downloading documents and some small videos or small executable programs.

NLEARN consists of about 30 pages in addition to the blog.

Much of the code for these pages can be copy/pasted to the new application, though recreating the links to underlying files will be a tedious task. Some, but not all, of the static pages have links to files in a single directory. In these instances, the code for the page could be copied along with the associated directory to save time with only a few adjustments, perhaps, to the path.

There are approximately 700 IADLEST members, and 7,000 NLEARN users.

According to Google Analytics, the website receives 60,000 to 70,000 page views per month.

1.3 Special Cases IADLEST Website

Although most of the pages can be simply copied to a new application there are a few special cases to be considered.

1.3.1 IADLEST Informational Pages:

IADLEST has a program of Instructor Certifications. We carry a page for each certification type (3 types) which displays a photo, short description and a link to the instructor's bio. These were static hard-coded pages, but it was difficult to maintain especially when instructors chose not to renew their certification and had to be removed from the page.

Eventually, a whole new database application was developed on a different hosting service where we had full access and now the instructor pages on the IADLEST server are linked to that application.

We would like to include that functionality in the new system.   The code from that website could be transferred to the new application's server.

The Certified Instructors gallery pages can be found here:

https://iadlest-certification.org/

IADLEST has a program for certifying training programs. Informational pages and a database of the 350+ certified training programs reside on another server which we were recently given access to. That application is built with WordPress. We have copies of most of the informational pages on the IADLEST server, but a database is required to capture the functionality of the WordPress website so that we can bring the Course Catalog to a website where we have full control.

The National Certification Program website can be found here:

https://iadlest-ncp.org/

The Catalog of Certified Courses is here:

https://iadlest-ncp.org/course-list-2/

1.3.2 IADLEST Members-Only Pages

IADLEST has a variety of documents on file that are password protected for the benefit of IADLEST members. The four principal sections are Committee Reports, Surveys, IADLEST Documents and Jobs. DotNetNuke offers few options for posting documents. Since the list of documents continues to grow, we would like to see a solution that allows for easy upload by staff and enhanced search capabilities by users.

1.3.3 IADLEST Administrative Pages:

A principal function of the Admin Pages is **to manage membership applications** and dues payments.

When a new user applies for membership and the membership form is completed and payment information is collected. The applicant sees the following notice on the application webpage:

Credit or debit card
_____

Your card will not be charged until your membership is approved. A record will be created with our payment processor to enable this.
Your card information is not stored by IADLEST.
When your membership is approved, a payment receipt will be sent via email to the address in your profile.

Some applicants are required by their agency to pay on an invoice. The system needs to be able to generate an invoice upon request by the applicant.

When this part of the transaction is completed, the user receives an automated email confirming receipt of the application and the IADLEST staff receives an email alerting them that an application is awaiting review. Upon acceptance of the application by staff, the applicant credit card transaction is executed.

Our system connects with Stripe to process the credit card transaction. We also have processing capability through our online store at Wix.com.

The new membership has start and end dates. Our system automatically emails reminders of membership expiration 30, 15 and 1 day prior to expiration.

The new member's profile includes his state residence and automatically includes him in one or more email lists through Google under our iadlest.group domain.

The members application needs to include a "Notes" text box for use by IADLEST Staff.

1.3.4 Additional business rules for Membership Management:

When a new member joins, the program automatically puts them into the membership listserv, then the regional listserv depending on their State. If they are an academy director or post director, it also puts them into that listserv.

If a member joins as POST Director Member, the program automatically gives them 2 complementary memberships available

If a member joins as Academy Director Member, the program automatically gives them 2 complementary memberships available

If a member joins as General Member there are no complementary memberships.

If a member joins the small corporate membership, the program automatically gives them 5 complementary memberships available

If a member joins the medium corporate membership, the program automatically gives them 10 complementary memberships available

If a member joins the large corporate membership, the program automatically gives them 20 complementary memberships available

When a member joins or renews, the program gives them an option of getting a receipt by email

When a person wants to join or renew, the program gives them an option to print an invoice that they can take to their agency for payment.

1.3.5 Organization Management

 The IADLEST Admin Pages also serve to **manage the organizations** associated with each user.

New users are required to identify the organization they belong to as part of the application process. They are directed to select their organization from a drop-down list of organizations registered on the site. If their organization does not appear, they manually enter the information. This results in some duplication as a department may be entered as "St. Petersburg Police Department," "St. Pete PD," "SPPD," etc. IADLEST Admins need to be alerted via an automated email when a new organization is created and have the capability of merging information from one duplicate organization into another.

1.3.6 Member Management Reports

We currently only have one Membership Report available to us with a limited number of fields displayed.

Additional reports need to be crafted to include all fields of the member's application form and the ability to filter for selected fields from the application form

Pre-programmed reports should include but not be limited to the following:

1. Alphabetical list by State of all POST Directors along with contact information

2. Alphabetical list by State listing each member in that state by name only.

3. Alphabetical list of every member with contact information.

1.4 Special Cases IADLEST Website

Although most of the pages can be simply copied to a new application there are a few special cases to be considered.

1.4.1 NLEARN Informational Pages

The mission of NLEARN is to provide resources to police instructors, educators and administrators to augment their training programs.

In addition to the blog there are three informational sections:

Web Resources with web links to other resources.

Training Programs with links to training, documents stored on our website, and a few small videos and executable training programs.

Information Portal with links to resources on our website consisting of documents stored on our website.

1.4.2 NLEARN Blog

A key component of NLEARN is the "Training Resources & News" blog. Every week five articles are posted informing our users of training opportunities, news media items that instructors can use in their classroom to illustrate points in the lessons, and resources for instructors to improve their training skills.

This is a sample of a weekly posting:

Categories

Bright Headlights Hazard ✏️

📁 Traffic Safety   📅 1/6/2025 12:54:00 PM   👁 View Count 7

Does it seem like the oncoming headlights at night are brighter? It's not you, they really are.

Read More

Uncategorized (0)	
Academy Management (220)	
Criminal Investigation (243)	
Defensive Tactics (69)	
In-Service Training (173)	
Instructor Resources (256)	
Leadership (120)	
Multi-Media Instruction (18)	
Policies (73)	
Recruit Training (55)	
Traffic Safety (398)	
Vehicle Operations (50)	
Emergency Care (15)	
Officer Wellness (124)	
Use-of-Force (56)	
Weapons Training (84)	

S&T Director Magazine - Training Articles ✏️

📁 Instructor Resources   📅 1/6/2025 12:53:00 PM   👁 View Count 1

You will not want to miss out on these valuable resources in the latest edition of S&T Director Magazine:

Read More
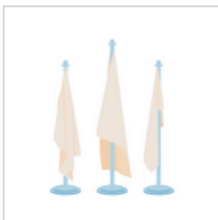
Fast-Forwarded Online Training ✏️

📁 Academy Management   📅 1/6/2025 12:51:00 PM   👁 View Count 4

This would not happen with IADLEST Certified NCP training programs. Putting aside the lack of integrity...

Read More

The Honor of Command ✏️

📁 Leadership   📅 1/6/2025 12:50:00 PM   👁 View Count 8

Honor is a concept which is essential in policing, even though it is a term not used very much elsewhere.

Read More

Archive

January 2025 (5)	
December 2024 (25)	
November 2024 (20)	
October 2024 (20)	
September 2024 (25)	

There is a robust 'search' feature that allows users to quickly access previous posts on topics specific to the user's needs.

Although the site is password protected, there are very few documents that are considered "police sensitive.' The website should be secure, but extreme security measures such as FedRAMP are not necessary.

1.5 Email Services

As indicated throughout the document above, there are a number of actions by IADLEST staff or users that trigger an email notification.

Email services on the new system need to be robust and configured so as to assure that the outgoing messages will be accepted by government and military email systems.

IADLEST Staff needs to be able to edit the text in all email notices the system send out.

1.6 Additional Services

1.6.1 Google Analytics

Tracking usage is an important aspect of our operations. The system does not have to be Google Analytics which counts page hits, but not file downloads or links clicked.

1.6.2 Google Translate

IADLEST is an international organization and webpage translation services are required.

Part 2 – IADLEST Online Sourcebook

2.0 Goals

Develop an online version of the IADLEST Sourcebook that can be updated in real time and made available to IADLEST Members.

2.1 Description of the Existing Print Version of the Sourcebook

The Sourcebook has been produced manually by IADLEST in several editions over the years. It serves as an invaluable resource for POST Directors and others who are faced with issues which may have been managed or resolved by other jurisdictions. The Sourcebook allows them to see at a glance the policies and procedures in use at POST agencies throughout the nation.

This information is useful when developing new regulations, or for lobbying legislators for additional authority or budget increases.

The current Sourcebook is comprised of 350 survey questions and runs 414 pages in print.

Below is a sample page from the Table of Contents:

TABLE OF CONTENTS

PAGE

And the responses to Q72, Q73 and Q74:

2024 IADLEST SOURCEBOOK

Q72. If different from Q71, what is the average number of training hours utilized to complete a basic law enforcement training program by the academies in your state?

Q73. If different from Q71, what is the maximum number of training hours utilized to complete a basic law enforcement program by the academies in your state?

Q74. How many law enforcement officer performance objectives has your state developed for law enforcement minimum training standards?

State Name	Q72.
Alabama	------
Alaska	800
Arizona	888
Arkansas	520
California	942
Colorado	781
Connecticut	1,340
Delaware	700-800
Florida	------
Georgia	------
Idaho	630.8
Illinois	------
Indiana	------
Iowa	*
Kansas	------
Kentucky	920
Louisiana	600-750
Maine	S/A
Maryland	1,100
Massachusetts	------
Michigan	------
Minnesota	------
Mississippi	516
Missouri	883
Montana	------
Nebraska	------
Nevada	620
New Hampshire	------
New Jersey	900
New Mexico	750
New York	955
North Carolina	------
North Dakota	522
Ohio	------
Oklahoma	------
Oregon	N/A
Pennsylvania	------
Rhode Island	1,000
South Carolina	470
South Dakota	------

State Name	Q73.
Alabama	------
Alaska	1,200
Arizona	1,216
Arkansas	------
California	*
Colorado	1,080
Connecticut	1,340
Delaware	893
Florida	------
Georgia	1,111
Idaho	948
Illinois	------
Indiana	------
Iowa	960
Kansas	------
Kentucky	1,200
Louisiana	N/A
Maine	S/A
Maryland	1,300
Massachusetts	------
Michigan	------
Minnesota	------
Mississippi	885
Missouri	1,292
Montana	------
Nebraska	------
Nevada	1,200
New Hampshire	------
New Jersey	900
New Mexico	1,037
New York	1,200
North Carolina	------
North Dakota	555
Ohio	------
Oklahoma	------
Oregon	N/A
Pennsylvania	------
Rhode Island	1,080
South Carolina	------
South Dakota	------

State Name	Q74.
Alabama	------
Alaska	30
Arizona	656
Arkansas	497
California	------
Colorado	87
Connecticut	242 *
Delaware	------
Florida	1,158
Georgia	------
Idaho	522
Illinois	8*
Indiana	213
Iowa	------
Kansas	------
Kentucky	0
Louisiana	585
Maine	Hundreds
Maryland	*
Massachusetts	266
Michigan	------
Minnesota	------
Mississippi	46
Missouri	1,128
Montana	------
Nebraska	------
Nevada	*
New Hampshire	0
New Jersey	1,500
New Mexico	------
New York	400+=
North Carolina	313
North Dakota	1,100
Ohio	200
Oklahoma	------
Oregon	------
Pennsylvania	100
Rhode Island	------
South Carolina	------
South Dakota	68 *

Q72. (Continued) If different from Q71, what is the average number of training hours utilized to complete a basic law enforcement training program by the academies in your state?

State Name	Q72.
Tennessee	729
Texas	------
Utah	------
Vermont	------
Virginia	945
Washington	------
West Virginia	850
Wisconsin	------
Wyoming	605

Q73. (Continued) If different from Q71, what is the maximum number of training hours utilized to complete a basic law enforcement program by the academies in your state?

State Name	Q73.
Tennessee	1,048
Texas	------
Utah	------
Vermont	------
Virginia	1,303
Washington	------
West Virginia	850
Wisconsin	------
Wyoming	------

Q74. (Continued) How many law enforcement officer performance objectives has your state developed for law enforcement minimum training standards?

State Name	Q74.
Tennessee	13
Texas	750
Utah	822
Vermont	------
Virginia	0
Washington	1,215
West Virginia	0
Wisconsin	------
Wyoming	0

Q74. * Connecticut: Experiential;

* Illinois: 8 with 73 subcategory objectives;

* Iowa: 400 hours (2-year CJ degree) and 600 hours otherwise;

* Maryland: 270 Terminal & 450 Enabling;

* Massachusetts: Learning objectives;

* Nevada: Average of 5 per 50 subject areas or so;

* South Dakota: Learning objectives;

2.1.1 Requirements for an online version of the Sourcebook

1. The sourcebook should be password protected, made available to IADLEST members only.

2. POST Directors should have add, delete and modify rights to the data pertaining only to their state.

3. POST Directors should be able to designate a co-admin to assist in data entry with add, delete and modify rights only for their state.

4. The Sourcebook is divided into topic areas such as: Administration and Funding, Selection and Training Standards, Basic Law Enforcement Training, etc. There are 16 sections.

5. It should be easy for users to navigate to a specific section or question.

6. IADLEST Admins should have the ability to add, delete or modify sections and questions. When IADLEST Admins add a question, there should be an option to send a personalized

email to all POST Directors inviting them to come to the site and respond to the survey question.

7. The answers to some questions will trigger a fork to another question.

8. If a user is entering data and logs out. The system should return the user to the same location in the document when they log back in.
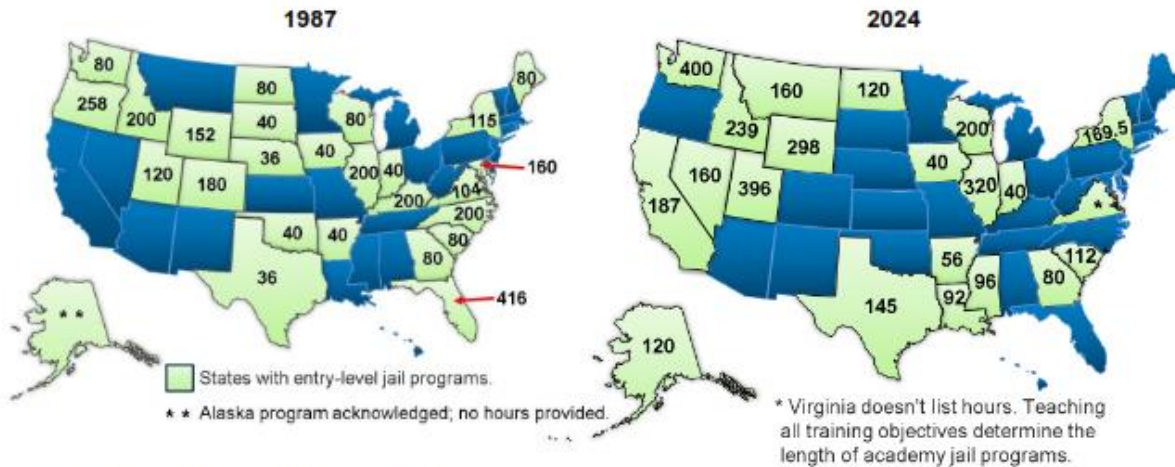
9. When data is added, deleted or modified by a POST user, an email should be sent to the IADLEST Admin alerting them to the change.

10. Some charts and graphs will be designated to pull current data from the database to populate the graphic, chart or graph.

11. IADLEST Admins should have the ability to insert text pages and graphics into the sourcebook. Example:
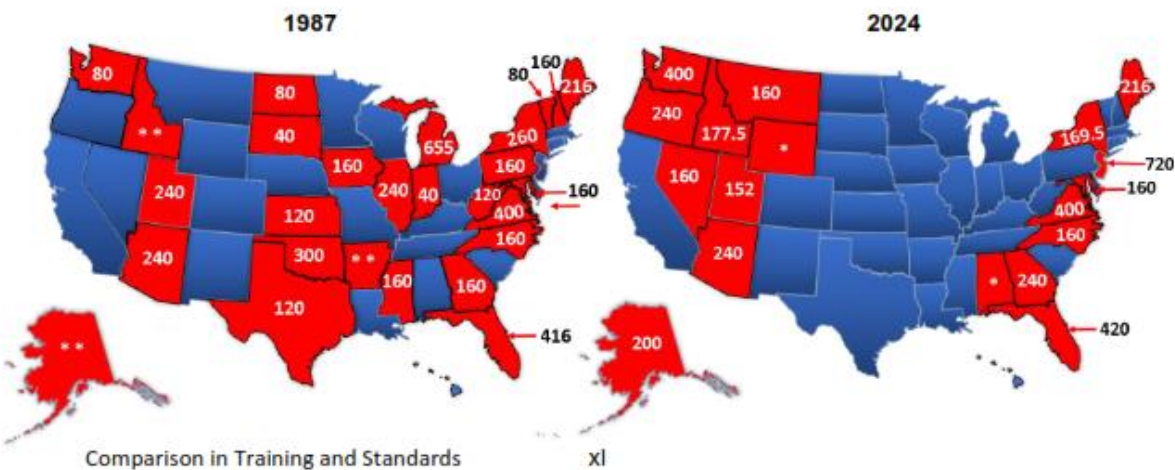
Jail Officer /Jailor Entry-Level Training

In 1987, twenty-six states reported jailor entry-level training programs. The total average length of minimum training for jailors in 1987 was 122 hours. The reported number of state jailor entry-level training programs in 2000 was twenty-eight; the average minimum number of hours for conducting a jailor entry-level training program was 154 hours. In 2024, the average minimum number of hours to complete a Basic Jail officer/Jailor Training Program was170 hours.

1987

80
80
258
200
80
200
152
80
115
40
36
40
120
180
200 40
160
200
104
200
40 40
80
80
36

416

States with entry-level jail programs.

★ ★ Alaska program acknowledged; no hours provided.

2024

400
160
120
239
200
298
169.5
160
40
187
396
320 40
56
112
96
80
92
145

120

* Virginia doesn't list hours. Teaching all training objectives determine the length of academy jail programs.

State Corrections Officer Entry-Level Training

The information below compares state corrections entry-level training reported in 1987 and 2024. Unless otherwise noted, the information provided does not necessarily reflect a POST-regulated program. In 1987, 30 states reported information on state corrections entry-level training programs. The 655 hours reported by the State of Michigan in 1987 are of interest, far surpassing other reporting POST-mandated state corrections training programs. The reported number of state corrections entry-level training programs was 18 in 2024. Two states did not report the number of training hours (*). Of the sixteen (16) state reporting training hours the average state corrections entry-level training is 263 hours.

1987

80
80 160
80
216
40
260
655
160
160
160
240
240 40
120
160
240
120
300
160
160
120
160

416

200

2024

400
160
216
240
177.5
169.5
*
720
160
152
160
400
160
240
*
240
420

Comparison in Training and Standards   xl

3.0 Infrastructure Requirements

3.1 Platform

The web application should be installed on a platform that is sufficiently resilient so as to be immune to localized power outages and provide the application with maximum up time.

3.2 Security

The web application should be resistant to malicious hacking by bad actors. Although some portions of the website are password protected, there is no highly sensitive information stored on the site except for some police training materials which are considered "police sensitive." This is a fairly low-level classification and does not require extreme security measures such as FedRAMP to secure.

3.3 Connectivity

Bandwidth requirements are fairly modest. There are only a few large files or videos loaded on the site.

3.5 Data Migration

Approximately 7,700 to 8,000 users in the database will need to be migrated to the new system.

An unknown quantity of files, mostly PDF's, and some graphics will need to be copied to the new system and web pages recreated from the partial HTML code or copy/pasted into new pages.

3.6 Backup and Recovery

There should be a robust backup and recovery routine developed with particular attention to recovery from ransomware attacks.

3.7 Program Ownership

The developed program will be the property of IADLEST. The new system will not include, and its operation will not depend upon, any proprietary software for which a copyright exists which bears limits against use, distribution, and modification that are imposed by its publisher, vendor, or developer. The whole of the new system will unconditionally become and remain the property of IADLEST.

4.0 Procurement and Evaluation Process

4.1 Procurement

This RFP is divided into two parts:

Part One: IADLEST/NLEARN Website

Part Two: IADLEST Sourcebook

Vendors may elect to bid on either of the two sections, or both. Costs for development will be submitted separately for each part. IADLEST may elect to award the contract to two different bidders.

In addition to the initial costs for development, the vendor should also include costs for continuing maintenance and updates to the system as well as rates for additional programming if requested by IADLEST.

4.1.1 Procurement Schedule

EVENT	Key Dates
RFP Publication	March 4, 2025
Virtual RFP Overview and Q/A Session	March 20, 2025
Deadline for Proposer Requests for Clarifications or Modifications	March 27, 2025
IADLEST Posts Clarification / Modification Response	March 31, 2025
Proposal Due Date and Time (Midnight Eastern Time)	April 4, 2025
Preliminary Evaluation of Proposals (estimated)	April 7 – 11, 2025
Notification of Vendors Selected to Make Oral Presentations / Interviews (estimated)	April 14, 2025
Oral Presentations	April 21 – 25, 2025
Final Evaluation (estimated)	April 30, 2025
Negotiations (estimated)	May 1 - 7, 2025
Notice of Intent to Award (estimated)	May 8, 2025
Execution of Contract (estimated)	May 9, 2025

4.2 Evaluation Process

4.2.1 Website Demonstration and Q&A

IADLEST will schedule an online demonstration of all aspects of the current system. We will answer any and all questions at that time.

Subsequent questions from venders will be answered by email and both the questions and answers will be distributed to all bidders via email.

4.2.2 Evaluation Committee

IADLEST will form a committee to consider the responses to the RFP. The bids will be submitted in two parts:

Development Proposals

Financial Proposals

The IADLEST Evaluation Committee will first study the development proposals and score them according to criteria as detailed in this document above.

Then the IADLEST Evaluation Committee will be given the financial proposals.

They will determine cost/benefits of the combined proposals and score them according to the best value for the costs.

They will decide whether to award the contract to one bidder or to split the award into Part One and Part Two.

The awards will not necessarily go to the lowest bidder.

4.2.3 RFP Documents

RFP Documents and any addenda that may be submitted will be available on the IADLEST website at: https://www.iadlest.org/news/hot-topics

4.2.4 Proposal Submittal Address

Email: info@iadlest.org

Subject: IADLEST Website Renewal

4.2.4 Disposition of Material and Confidential or Proprietary Information

All materials submitted in response to this RFP will become the property of IADLEST and will be returned or deleted only at IADLEST's option and at the expense of the vendor submitting the proposal. [A record of a submitted proposal will be retained for official files and may become public record. Any material that a vendor considers as confidential and not specifically required by the RFP should not be included in the vendor's proposal as it may be made available to the public.]

4.2.5 Proposal Preparation Costs

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by IADLEST to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by IADLEST, participating in any selection interviews or product demonstrations, or participating in this procurement.

4.2.6 RFP Not a Contract

The RFP does not constitute a contract or an offer of employment. IADLEST reserves the right to make one award, multiple awards, or to reject all proposals, in whole or in part, submitted in response to this RFP. IADLEST further reserves the right to make no award, and to modify or cancel, in whole or in part, this RFP.

4.3 Pre-Submittal Process

4.3.1 Request for Clarifications or Modifications

A. Vendors interested in responding to this RFP may submit questions by e-mail only on procedural matters related to the RFP or requests for clarification or modification of this RFP document, to the designated Proposal Submittal Address (section 4.2.4). If the vendor is requesting a change, the request must set forth the recommended change and the vendor's reasons for proposing the change.

B. All questions and requests must be submitted by email to the designated Proposal Submittal Address email box no later than the date specified in in this RFP (Section 4.1.1) Questions or requests submitted after the due date will not be answered.

C. All email submissions sent to the designated Proposal Submittal Address MUST contain the email subject line: IADLEST Website Renewal. Failure to indicate that the submission is an IADLEST Website Renewal in the email subject line may result in IADLEST taking no action on a vendor's email submission.

D. Without disclosing the source of the question or request, IADLEST's Project Manager will post a copy of the questions and IADLEST's responses on the IADLEST website Hot Topics page.

4.3.2 Ambiguity, Discrepancies, Omissions

A. If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP document, the vendor shall immediately provide written notice of the problem by email to the designated Proposal Submittal Address and request that the RFP document be clarified or modified. Without disclosing the source of the request, IADLEST may modify the RFP document prior to the date fixed for submission of proposals by posting the addendum on the IADLEST website Hot Topics page.

B. If prior to the date fixed for submission of proposals a vendor submitting a proposal knows of or should have known of an error in the RFP document but fails to notify IADLEST of the error, the vendor shall propose at its own risk, and if the vendor is awarded the contract, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

C. Written notification of any ambiguity, conflict, discrepancy, omission, or other error in this RFP document submitted after the Proposal Due Date will not be responded to by IADLEST.

4.4 Submission of Proposals

4.4.1 Proposal Delivery

A. Proposals must be delivered via email to the designated Proposal Submittal Address listed in Section 4.2.4 no later than the Proposal Due Date and Time specified in Section 4.1.1.

B. Proposal must be submitted in **two parts** as follows:

> **1.** Provide a project technical proposal, signed by an authorized representative of the vendor, and including the name, title, address, and telephone number of one individual who is the vendor's designated representative. The project technical proposal should include a proposal summary of not more than three pages and must not include any pricing information.

> **2.** Provide a project cost/fee proposal, signed by an authorized representative of the vendor. The cost/fee proposal must be submitted in a separate electronic document titled "Cost Proposal," and must include the name, title, address, and telephone number of one individual who is the vendor's designated representative.

C. All proposals must be received via email on or before the Proposal Due Date and Time. Proposals received prior to the Proposal Due Date and Time that are marked properly will be securely kept, unevaluated until the Preliminary Evaluation of Proposals. (See Section 4.1.1).

D. PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL NOT BE CONSIDERED.

E. The proposer is solely responsible for ensuring that the full proposal is received by IADLEST in accordance with the RFP requirements, prior to the Proposal Due Date and Time, and at the email specified. IADLEST shall not be responsible for any email system restrictions or outages, or for delivery errors or delays or missed delivery.

F. Submittal of proposals by facsimile or physical mail delivery is not acceptable, and any **proposal so transmitted will be rejected as non-responsive.**

G. Submittal of proposals to any email address other than the Proposal Submittal Address may result in the rejection of proposal as being non-responsive.

4.4.2 Amendment or Withdrawal of Proposals

A. A vendor may amend its proposal prior to the Proposal Due Date and Time. All amendments must be received by IADLEST prior to the Proposal Due Date and Time. Amended proposals must comply with all proposal submission requirements set forth herein. In addition, the amendment email subject line must be clearly state "Amended Proposal." In the event a vendor submits an amended proposal prior to the Proposal Due Date and Time, the vendor's original proposal will not be considered for evaluation. **AMENDED PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL NOT BE CONSIDERED.**

B. A vendor may withdraw its proposal at any time prior to the Proposal Due Date and Time by notifying the Proposal Submittal Address of its withdrawal. The withdrawal must be signed by a duly authorized officer of the vendor.

C. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Proposals cannot be amended or withdrawn after the Proposal Due Date and Time.

4.4.3 Mistake in Proposal

If after Proposal Due Date and Time but prior to a contract award, a proposer discovers a mistake in their proposal that renders the proposer unwilling to perform under any resulting contract, the proposer must immediately notify IADLEST and request to withdraw the

proposal. The notice shall be addressed to the Proposal Submittal Address, signed by a duly authorized officer of the proposer, and sent to the designated Proposal Submittal Address email. It shall be solely within IADLEST's discretion as to whether withdrawal will be permitted.

4.4.4 Error in Submitted Proposals

A. If an error is discovered in a vendor's proposal, IADLEST may at its sole option retain the proposal and allow the proposer to submit certain corrections. IADLEST may, at its sole option, allow the proposer to correct obvious clerical errors. In determining if a correction will be allowed, IADLEST will consider the conformance of the proposal to the format and content required by the RFP, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the RFP.

B. If the proposer's intent is clearly established based on a review of the complete proposal submitted, IADLEST may, at its sole option, allow the proposer to correct an error based on that established intent.

4.4.5 Validity Period of Proposals

Proposals will be valid for ninety (90) days after the Proposal Due Date specified in Section 4.1.1. In the event a final contract has not been awarded by the date specified in Section 4.1.1, IADLEST reserves the right to negotiate extensions to the Proposal Validity Date.

4.4.6 Knowledge of Requirements

A. The vendor shall carefully review the RFP documents, and all documents referenced and made a part of the RFP document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the proposer's sole risk.

B. Proposers shall be responsible for knowledge of all items and conditions contained in their proposals and in this RFP, including any IADLEST-issued clarifications, modifications, amendments, or addenda. IADLEST will post addenda and clarifications to the IADLEST Hot Topics webpage; however, it is the proposer's responsibility to ascertain that its proposal includes all addenda issued prior to the Proposal Due Date.

4.4.7 Independence of Proposal and Joint Proposals

A. Unless a proposer is submitting a joint proposal, the proposer represents and warrants that by submitting its proposal it did not conspire with any other vendor to set prices with the intent to influence this RFP process.

B. A proposal submitted by two or more vendors participating jointly in one proposal may be submitted, but one vendor must be identified as the prime contractor and the other(s) as the subcontractor. IADLEST assumes no responsibility or obligation for the division of payments, authorized expenses if allowed by the subsequent contract, or responsibilities among joint contractors.

4.4.8 Covenant Against Gratuities

Proposer warrants by signing its proposal that no gratuities, in the form of entertainment, gifts, or otherwise, were offered by the proposer or any agent, director, or representative of the proposer, to any officer, official, agent, or employee of IADLEST, IADLEST Evaluation Committee member(s) with a view toward securing award of or securing favorable treatment with respect to any determinations concerning the performance of any resulting contract. For breach or violation of this warranty, IADLEST will have the right to terminate any resulting contract in whole or in part. The rights and remedies of IADLEST provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the resulting contract.

4.4.9 Non-Disclosure and Conflict of Interest Acknowledgements

Proposers responding to this Request for Proposal may be required at any time during the process to submit non-disclosure and/or conflict of interest attestations or documentation deemed necessary.

5.0 Selection Criteria

5.1 Overview of Evaluation Process

5.1.1 Evaluation of Proposals

A. IADLEST will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel (the "IADLEST Evaluation Committee"). The name, units, or experience of the individual members will not be made available to any vendor or requestor at any time prior to, during, or subsequent to this RFP.

B. Proposals meeting the Minimum Qualifications set forth in this RFP will be distributed to the IADLEST Evaluation Committee.

C. The IADLEST Evaluation Committee will first review and complete the evaluation of the project technical proposals without the cost proposal. As set forth in Section 4.2.2, technical proposals must not contain any pricing information. Project technical proposals

that contain pricing information may be rejected as being non-responsive and may not receive further consideration.

D. Upon completion of the project technical proposal evaluations, cost proposals will be reviewed and evaluated to determine an overall evaluation score.

5.1.2 Reservation of Rights

A. IADLEST, in its complete discretion, may also eliminate proposals that have not met the minimum qualifications of the RFP, or have not scored adequately in relation to other proposals to warrant further consideration. IADLEST reserves the right to reject any or all proposals, in whole or in part, and may or may not waive any immaterial deviation or defect in a proposal. IADLEST's waiver of an immaterial deviation or defect shall in no way modify the RFP document or excuse a vendor from full compliance with RFP document specifications.

B. If a proposal fails to meet a material RFP document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements of the RFP document. Material deviations cannot be waived.

C. IADLEST reserves the right to negotiate with proposers who have presented, in the opinion of the IADLEST Evaluation Committee, the best proposal in an attempt to reach an agreement. If no agreement is reached, IADLEST can negotiate with other proposers or make no award under this RFP. At any time, the IADLEST Evaluation Committee can reject all proposals and make no award under this RFP. Moreover, IADLEST reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with vendors to gather additional information.

D. Proposals that contain false or misleading statements may be rejected if in IADLEST's opinion the information was intended to mislead IADLEST regarding a requirement of the RFP document.

5.1.3 Evaluation of Cost Proposal Sheets

Cost/fee proposals will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered in the cost proposal must be clearly represented. Cost proposal sheet content should include at a minimum:

- Initial data migration and troubleshooting
- Initial programming and database design
- Run-in (initial testing)
- Costs of ongoing maintenance

- Hosting of database server(s)
- Regular system backups
- Off-site storage of system backups
- Application of security patches to operating system as well as user interface software, database software, programming language, etc.

5.1.4 Requests for Additional Information

IADLEST reserves the right to seek clarification or additional information from any proposer throughout the RFP process. IADLEST may require a proposer's representative to answer questions during the evaluation process regarding the vendor's proposal. Failure of a proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

5.2 Qualifications

5.2.1 Minimum Qualifications

A. Proposers should meet the minimum qualification requirements listed below.

1. Vendor has completed at least two (2) projects of comparable size and scope anticipated by this RFP.

2. Neither vendor nor any of its proposed subcontractors are currently under suspension or debarment by any state or federal government agency and neither vendor nor any of its proposed subcontractors are tax delinquent with the any state or the Federal Government.

B. The proposer must state specifically in its Executive Summary how it meets or complies with each minimum qualification specified in the RFP. Subject to IADLEST's right, in its sole and complete discretion, to waive minor deviations or defects, only those proposals that meet all the foregoing minimum qualifications shall be considered for a full evaluation and a possible contract award.

5.3 Evaluation Criteria

Proposals will be evaluated to determine the proposal that offers the best value to IADLEST and the Project Sponsor. The evaluation will be based upon the following criteria, listed in order of descending priority (although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award):

A. Quality and appropriateness of a maintenance/support contract

B. Ability of vendor to configure and/or customize the website for IADLEST requirements

C. Scope and quality of technical and maintenance support offered during implementation and go-live phases

D. Overall reasonableness of fee proposal (Not based strictly on lowest bid)

E. Ability to meet timing requirements to complete the project

F. References

5.5 Interviews, Product Demonstrations, and Negotiations

5.4.1 Interviews

A. Following the initial screening of proposals, IADLEST reserves the right to require, and each proposer must be prepared to conduct, oral presentations and other discussions (written or verbal) on the content of its proposal. If IADLEST determines that interviews or presentations are required, selected proposers will be notified in writing of the date, place, time and format of the interview or presentation. Proposers will be responsible for all costs related to the interview, which, at IADLEST's sole discretion, may be in-person and/or by teleconference. If selected to participate in an interview or presentation, a proposer's failure to participate in such interviews or presentations shall result in a proposer's disqualification from further consideration.

B. Interviews, if held, are designed to provide IADLEST with clarification of submitted proposals only, and should not be construed as a solicitation, invitation, or opportunity for vendors to alter, modify, or amend their previously submitted proposals. Any alterations, modifications or amendments so offered shall not be considered by IADLEST; but will, however, be viewed as negatively impacting the interview evaluation.

C. Vendor must ensure that a minimum of one of its project management personnel and one technical lead personnel attend the interview.

5.4.2 Interviews / Presentations / Demonstrations

Following the initial screening of proposals, IADLEST will identify the vendors selected to continue in the RFP process. IADLEST will notify the selected vendors in writing and work with each vendor to arrange a time and place for the interviews, presentations, and/or

demonstrations. Each selected vendor should be prepared to participate in an interview, presentation, and/or demonstration as deemed necessary by IADLEST, according to the schedule documented in Section 4.1.1. If requested to participate in an interview, presentation, and/or demonstration, a vendor's failure to do so may result in disqualification from further consideration.

5.4.3 Negotiations

If IADLEST desires to enter into negotiations, they will do so with one or more proposers, at IADLEST's sole discretion. If IADLEST enters into negotiations and no agreement is reached, IADLEST can negotiate with the other proposers or make no award under this RFP. IADLEST reserves the right to award a contract, if any, without negotiations.

5.5 Payment

Payment terms will be specified in any contract that may ensue as a result of this RFP document. IADLEST DOES NOT MAKE ANY ADVANCE PAYMENT FOR GOODS OR SERVICES. Payment for the services anticipated by this RFP will be on cost reimbursement basis, up to a specified not to exceed amount, inclusive of all authorized expenses, and will be made based upon completion of tasks, or the acceptance of deliverables, as provided in the agreement between IADLEST and any selected vendor.

5.6 Award of Contract

5.6.1 Notification of Intent to Award Contract

The IADLEST Evaluation Committee will make a final recommendation for the award of the contract to IADLEST. The Program Director will subsequently issue a Notice of Intent to Award to all proposers by posting the Notice of Intent to Award on the IADLEST website Hot Topics page. IADLEST reserves the right to award, in whole or in part, to make multiple awards, or to make no award and to modify or cancel, in whole or in part, this RFP.

5.6.2 Execution of Non-Disclosure Agreement

Upon award, the intended awardee may be required to submit non-disclosure attestations or documentation deemed necessary.

5.6.3 Execution of Contract

Upon award, the intended awardee will be required to adhere to the terms and timeframes of the contract.

5.6.4 News Releases

News releases pertaining to the award of any contract resulting from this RFP may not be made by a vendor without the prior written approval of IADLEST Executive Director.