

Iowa Cancer Consortium Request for Proposals (RFP) Policy

Adopted by the Board of Directors: May 20, 2024



Purpose

This policy establishes guidelines and procedures for soliciting, receiving, and evaluating proposals from qualified individuals or organizations interested in providing services or undertaking projects in support of the mission and goals of the Iowa Cancer Consortium (the Consortium). It is intended to create an environment where fair, efficient, and cost-effective methods are used to engage such individuals.

Scope:

This policy applies to all Requests for Proposals (RFPs) issued by the Consortium. An RFP is required if a project, program, or service is expected to meet or exceed a \$10,000 cost threshold, or when a preferred vendor contract has persisted for a consecutive three-year period. Contracted outreach and coordinator positions are exempt from the requirements in this policy. Moreover, this policy does not apply when a single entity is uniquely qualified to provide a good or service, rendering it the optimal provider. An entity can be determined to be uniquely qualified through decision by the executive director and a vote of the board of directors.

This policy applies only to RFPs. Please reference the Consortium's [Financial Controls Protocol](#) for product and good purchasing guidelines.

Code of Conduct:

A Code of Conduct shall govern the performance, behavior, and actions of the Consortium, including Board members, employees, directors, volunteers, or agents (from here on collectively referred to as "agents") who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts. This code of conduct does not replace, but enhances, other Consortium policies including the [Conflict of Interest Policy](#) and [Code of Conduct and Ethics](#).

1. No agent of the Consortium shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any agent of the Consortium has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.
3. No agent of the Consortium shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family, or to any company, vendor, or concern who either employs or has any relationship to a family member.
4. No agent of the Consortium shall award a contract or bid that violates the spirit or intent of Federal, State, and local procurement laws and policies established to maximize free and open competition among qualified vendors.

RFP Development:

RFPs shall be developed by the Consortium staff or committee members in collaboration with key partners to ensure alignment with the Consortium's mission, values, policies, and strategic objectives.

RFPs should clearly articulate the scope of work, project goals, evaluation criteria, submission requirements, and any other relevant information.

RFPs will indicate interest in receiving proposals from proposers of all backgrounds.

Publication of RFP:

RFPs will be published on the Consortium's website and will be sent via email to all contacts in Wild Apricot. RFPs may also be distributed through other communication channels. Publication will include a clear deadline for proposal submission.

Proposal Submission:

Proposals must be submitted by the specified deadline to the designated contact person. Late submissions will not be considered.

Proposal Evaluation:

A Selection Committee will be appointed to evaluate proposals based on predefined criteria, including but not limited to expertise, cost, methodology, and alignment with the Consortium's mission. Evaluation will be conducted fairly, transparently, and in accordance with policies and procedures. All proposals will be kept in a secure location that only the selection committee can access.

Contract Award:

The proposal deemed most qualified and in line with the Consortium's scope of work and budget will be selected. Negotiations may be initiated with the successful proposer. The Consortium reserves the right to reject any or all proposals if deemed in its best interest to do so.

Communication with Proposers:

Communication with proposers during the RFP process will be managed by a designated contact person. Questions and clarifications regarding the RFP will be addressed promptly and communicated to all potential proposers.

Policy Review:

This policy will be reviewed as needed to ensure its effectiveness and relevance.

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Definitions:

- **Request for Proposals (RFP):** A document that outlines the scope of work, project requirements, evaluation criteria, and other relevant details for potential service providers or partners and solicits external bids to provide the described work within those guidelines.
- **Proposer:** An individual, firm, or organization submitting a proposal in response to an RFP.
- **Selection Committee:** A group of individuals appointed by the Consortium to review and evaluate proposals.

Policy Contact Information: Questions about this policy may be directed to the Iowa Cancer Consortium staff at staff@canceriowa.org.