



Iowa's Area
Education
Agencies

REQUEST FOR PROPOSAL

NOTICE TO VENDORS

Iowa Association of Area Education Agencies (IAAEA)

<http://www.iowaaea.org>

The Iowa Association of Area Education Agencies (IAAEA) is seeking proposals from higher education entities to provide graduate credit for our professional learning program.

The partnership would begin July 1st, 2025, and end June 30th, 2028

For information regarding this notice, interested service providers shall contact:

Kay Schmalen

Director of Professional Learning

kschmalen@centralriversaea.org

I. Purpose and Background

The Iowa Association of Area Education Agencies is seeking proposals for higher education vendors to provide graduate credit for our professional learning program. The partnership would begin July 1, 2025.

This RFP is designed to provide Vendors with the information necessary for preparing competitive proposals. The RFP process is for the benefit of the Iowa Association of Area Education Agencies and is intended to provide competitive information to assist in the selection process. It is not intended to be comprehensive. Each Vendor is responsible for determining all factors necessary for submitting a comprehensive proposal.

The Iowa Association of Area Education Agencies is an intermediary unit within the state, providing many services to local schools. One such service is the delivery of credit-bearing professional learning courses that may be used for educator licensure. There are nine regional agencies in Iowa and one collaborative initiative for professional learning. While working collaboratively, each has its own professional learning program and needs.

The Iowa Association of Area Education Agencies Governing Board of Directors reserves the right to reject any and all proposals or any part thereof, to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interest of The Iowa Association of Area Education Agencies and their efforts to provide professional learning services.

II. Definitions

Iowa Association of Area Education Agencies: hereafter referred to as IAAEA, are regional service agencies in Iowa that provide special education, educational, and media/technology services for students, families, teachers, administrators, and their communities. Iowa's AEAs work as partners to provide these services to every Iowa public school district and accredited, nonpublic school to improve the learning outcomes and well-being of all children and youth.

Vendor: Accredited higher education entity submitting a proposal in response to this RFP.

Awarded Vendor: The higher education vendor awarded this bid as a result of this RFP.

Contract: A fully executed copy of a written agreement, hereafter referred to as Contract, between IAAEA and Awarded Vendors.

Contract Prices: Price of Awarded Vendor items and services IAAEA will purchase that remain firm throughout the period of the contract.

Contract Term: The contract will run from the times noted in the Timeline.

Administrative Fee: In an effort for IAAEA to cover costs associated with the administration of the IAAEA professional learning program, Awarded Vendors will be charged an annual

administrative fee.

III. Scope of the Project

In August 2024, a new registration system was implemented, formalizing a statewide professional learning environment that utilizes common policies and procedures for program elements, including participant fees, registration procedures, instructor pay, and graduate partners.

IAAEA seeks to partner with up to three higher education institutions to serve as vendors to the IAAEA professional learning system. The successful vendor will be responsible for providing a contract that offers graduate credit for courses developed and delivered by IAAEA. The successful graduate partners will also maintain accreditation standards to offer graduate-level coursework and courses that could lead to a degree. Graduate providers may also provide instructors to teach courses.

IV. Project Time Frame and Inquiries

1. Inquiries
 - a. Questions concerning this RFP should be submitted electronically to Kay Schmalen at kschmalen@centralriversaea.org by April 28th, 2025.
 - b. All inquiry responses may be shared with the other vendors.
 - c. During the procurement, including any period of evaluation, the vendors shall contact only the issuing officer regarding this RFP.
 - d. Questions about IAAEA can be directed to kschmlaen@centralriversaea.org
2. Interested parties are to respond to this RFP at their earliest convenience and no later than 4:30 p.m. (central time) on May 12th, 2025
 - a. No proposals received after the deadline will be considered. IAAEA is not responsible for delays incurred by any delivery service or other means of delivery employed by the graduate institution. Paper, phone, or fax proposals will not be accepted.
 - b. Submissions should be made electronically via email to Kay Schmalen at kschmalen@centralriversaea.org.
3. All properly submitted RFPs will be reviewed on May 12th. If IAAEA has questions regarding the proposal's content, the vendor will be emailed. The vendor will have 72 hours to reply.
4. The IAAEA Board of Directors will review the RFP panel's recommendation and render a decision on or before May 30th, 2025.
5. Completion of the signed statewide contracts will occur on or before June 15th, 2025.
6. The expected contract term is 3 years or through June 30th 2028, with the option to extend up to two additional years if mutually agreed upon between the IAAEA and the Awarded Vendor.

7. IAAEA and the Awarded Vendor will negotiate a termination clause.

V. Specifications

The successful vendor:

1. must be an accredited university or college that offers educational coursework.
2. will provide graduate level courses.
3. will provide graduate level courses that can lead to a degree.
4. will provide easy access to affordable graduate credits.
5. will include the ability to integrate the following elements with our digital statewide professional learning registration system platform:
 - a. Course Review and Approval Process
 - i. Vendor agrees to graduate course requirements (EDMA)
 - ii. IAAEA submits courses and assumes approval unless contacted by the vendor within 10 business days, allowing for timely posting of AEA courses
 - b. Grading Requirements and Process
 - i. IAAEA members will follow vendor grading requirements
 - ii. Vendor must be able to receive grades electronically through our AEA Professional Learning Registration System
 - iii. Vendor must accept the participant BOEE folder number as the unique identifier for the AEA Professional Learning system. (IAAEA does not collect SSN #)
 - c. Transcript Process
 - i. Vendor will continue to follow their own policies about sending transcripts to participants.
 - ii. IAAEA Professional Learning will provide all participants with a transcript, which will reflect the grad credits earned and the vendor institution offering them.
 - d. Invoicing Process
 - i. Vendor will invoice IAAEA on a monthly basis based on the courses that ended the previous month. (Example - August closed classes come in September invoice)
6. agrees to the following:
 - a. IAAEA Instructor requirements
 - i. Instructors typically have a master's degree, but IAAEA will make exceptions for instructors of courses requiring specialized skills or qualifications.
 - ii. Instructors complete vitae that are reviewed and approved before they are able to submit courses for approval.
 - iii. Instructors update vitae for reapproval every 5 years.
 - b. Customer service and support
 - i. We appreciate timely responses to any communication.
 - ii. Vendors potentially interact in our online system to review course proposals.

- c. Common cost for credit to participants and IAAEA
 - i. Graduate courses are offered at \$140/credit/participant (\$90 to graduate partners and \$50 to instructors).
- d. IAAEA data security and collection policy
 - i. Vendor must accept the participant BOEE folder number as the unique identifier for the AEA Professional Learning system. (IAAEA does not collect SSN #)
- e. Administrative Fee
 - i. IAAEA will require an administrative fee from Awarded Vendors to offset the costs associated with administering the IAAEA professional learning program. IAAEA administrative supports include, but are not limited to, support staff, instructors, human resources/business office, registration system, marketing, and facilities.
 - ii. The administrative fee payable to IAAEA will be billed annually at 5% of the tuition rate.

VI. Miscellaneous Requirements

1. All information provided in this RFP becomes the property of IAAEA and shall not be returned to the Vendor. The information provided will be placed in the public domain and be open to inspection by interested parties, subject to the exceptions provided in Iowa Code Chapter 22 or other applicable laws. Any information a Vendor wishes to be confidential must meet the criteria provided in Iowa Code Chapter 22 for confidentiality.
2. By submitting information, the vendor agrees that IAAEA may copy the information to facilitate evaluation or respond to requests for public records. The Vendor consents to such copying by submitting information and warrants that such copying will not violate the rights of a third party. AAEA has the right to use ideas or adaptations of ideas which are presented in the information.
3. By submitting information, each Vendor must certify that it is qualified to do business in the State of Iowa.