

ICN RESOURCE ROOM GUIDELINES

During the time period between RFP release and the deadline for bid proposal submittal, the Iowa Communications Network (ICN) will make a Resource Room available by appointment only to prospective Offerors to review reference materials, information relative to RFP 13-006 for The Sale or Lease of the ICN, and such information as ICN in its sole judgment may believe to be useful information for any Offeror wishing to submit a proposal. The Resource Room will be available on business days during the hours of 8:00am to 4:30pm central time. Offerors should contact Jontell Harris by phone (515) 725-1102 or email Jontell.Harris@iowa.gov to schedule an appointment.

1. The Resource Room shall be available for 8 hours maximum during regular business hours (M-F 8:00am-4:30pm.) Vendors may request use of the Resource Room in 4 hour increments.
2. Only one Offeror will be allowed access to the Resource Room per day.
3. Offerors may access the Resource Room for one business day per week.
4. The Resource Room is located at the ICN offices within Grimes State Office Building.
5. An ICN staff person will escort the Offeror to and from the Resource Room and will be present the entire time the Offeror is using the room. ICN staff WILL NOT answer any questions regarding the RFP, ICN operations, staffing, or resources located in the Resource Room.
6. Items in the room may not be removed; however Offerors may make notes as needed.
7. If a Offeror wishes to have a copy of an item in the room, Offeror shall follow State Open Records rules regarding obtaining open records documents. Offeror shall note a fee may be applicable. Requests for clarification of or information included in the Resource Room must be submitted to ICN Director of Government Relations Jontell Harris at Jontell.Harris@iowa.gov by April 16, 2013. Offeror must allow ICN 5 business days to compile any information requested for the Resource Room. More time may be requested by ICN depending on the scope of the request.
8. Restriction on Communication. In the event that an Offeror or someone acting on the Offeror's behalf attempts to discuss this RFP orally or in writing with any Commission member or any employee of ICN other than ICN Director of Government Relations, Offeror may be disqualified. All RFP contacts shall be made through the ICN Director of Government Relations Jontell Harris.
9. All Offeror information requests and ICN responses will be posted on the www.ICNRFP.com website.