

AGENDA PRE-PROPOSAL MEETING

Contract No. 2026-01
Task Order Consultant
July 15, 2026 at 1:00 PM

1. Introductions
2. Project Description
 - a. This solicitation for proposal is for work to be performed on various Task Order Assignments
 - b. Multiple Consultants may be selected
 - c. Contracts will be for three (3) years with two (2) one-year options solely determined by the IAG Service Corp.
 - d. Not-to-exceed amount for all IAG Task Order Consultant contracts will be \$500,000
 - e. Individual task orders will be assigned after receipt and approval of a proposal for each task as outlined in an IAG issued Problem Statement
3. Scope of Services
 - a. The IAG Service Corp. has identified a need to obtain a Consultant to perform, in a timely manner, a variety of tasks pertaining to: file specification management, project management, website development and maintenance, and quality assurance equipment testing.
 - b. Task A - General Activities of the Consultant Includes: IAG Service Corp. and Other Agency Coordination (costs shall be included in each individual task order assignment)
 - c. Task B- Task Assignments – when services are requested, the IAG Service Corp. will issue a request for a task order assignment (includes a Problem Statement). The Consultant should return a task order proposal to the IAG Service Corp. within 5 days of receiving the Problem Statement. The Package will include TO Assignment Agreement, Milestone Deliverable Dates, Problem Statement, Scope of Services, Schedule, and Fee Summary.
4. Submission Requirements
 - a. Format - Proposals shall be submitted via email as a single PDF that is bookmarked and searchable
 - b. Letter of Transmittal – 1 page; include an affirmative statement that you have read/understood and will accept the Terms and Conditions of the Sample Standard Consultant Agreement (Attachment IV) and indicate that you will comply with the Insurance and Indemnification Requirements (Attachment II).
 - c. Proposal – 5 single sided pages (Understanding of the Task Order Process and IAG Service Corp. Needs; Approach to Task Order Assignments; Experience on Similar Task Order Agreements; QA/QC Procedures; and Credentials of Team)

- d. Prime Consultant's GSA Form 330
- e. Completed Insurance and Indemnification Certification Form (Attachment III) along with Sample Certificate of Insurance
- f. Rate Schedule
- g. Multiplier will not exceed 2.75 (10% Profit and max. Overhead Rate of 150% for Office & 110% for field or the firm's approved overhead rate as determined by an approving government entity, whichever is less.)

5. Proposal Schedule

Schedule

Advertise RFP

Pre-Proposal Submission Meeting

Closing Date for Submittal of Inquiries

Response to Inquiries

Closing Date for Submission of Proposals

Oral Interviews (if required)

Anticipated Approval by the IAG Executive Management Committee

Anticipated Notice of Award

Date

July 6, 2026

July 15, 2026

July 21, 2026

July 29, 2026

August 5, 2026

Aug 31 - Sept 11

October 8, 2026

October 9, 2026

6. Administrative and Contractual Information

- a. Pre-proposal Meeting today at 1 pm (not mandatory)
- b. Proposals and Rate schedules must be submitted as a single PDF that is bookmarked and searchable by 8/5/26 at 2:00 PM ET via email to: procurement@e-zpassiag.com
- c. Evaluated based on: Qualifications and Experience, Project Manager's Experience, Understanding of the Task Order Process and the IAG Service Corp. Needs, Experience on Similar Contracts, Rate Schedule
- d. Oral interviews may take place – 40 mins. (20 for presentation and 20 for Q & A)
- e. Inquiries by 7/21/26 at 4:00 PM ET

7. Attachments

- a. 6 attachments to the RFP – Administrative and Contractual Information; Insurance and Indemnification Requirements; Insurance and Indemnification Certification Form; Standard Agreement; Rate Schedule; Quality Assurance Form

8. Question and Answer

- a. Meeting participants are invited to ask questions and answers