



1264

Enrollment Market and Systems Assessment

Issue Date: 9/2/2026

Questions Deadline: 9/16/2026 11:59 PM (CT)

Response Deadline: 9/30/2026 05:00 PM (CT)

Contact Information

Contact: Derek Khamma

Address: Procurement Department

1225 2nd Ave

Des Moines, IA 50314

Email: Derek.Khamma@dmschools.org

Event Information

Number: 1264
Title: Enrollment Market and Systems Assessment
Type: Request for Proposal
Issue Date: 9/2/2026
Question Deadline: 9/16/2026 11:59 PM (CT)
Response Deadline: 9/30/2026 05:00 PM (CT)
Notes:

The District is currently seeking proposals from qualified firm(s) interested in providing the highest quality Enrollment Market and Systems Assessment and related services at the lowest cost to the District. The District intends to select the qualified organization(s) to deliver the services.

Ship To Information

Contact: Derek Khamma
Address: Procurement Department
1225 2nd Ave
Des Moines, IA 50314
Email: Derek.Khamma@dmschools.org

Billing Information

Address: Accounts Payable
DMPS - Accounts Payable
901 Walnut St
Des Moines, IA 50309
Phone: 515 (242) 3221
Email: dmps.payables@dmschools.org

Bid Attachments

SOA.pdf

Offenders Acknowledgement

[View Online](#)

General Terms and Conditions v11.2021.pdf

General Terms and Conditions V11.2021

[View Online](#)

Iowa Code Chapter 22-Examination of Public Records.pdf

Iowa Code Chapter 22 - Examination of Public Records

[View Online](#)

RFP1264 Enrollment Market and Systems Assessment.pdf

Request Form

[View Online](#)

Requested Attachments

Certificate of Insurance

(Attachment required)

Upload your certificate of insurance here

Proposal / Response

(Attachment required)

Please upload a PDF of your completed response.

Sex Offender Acknowledgement (SOA)

(Attachment required)

Upload a signed SOA certification

Bid Attributes

1	Primary Contact Name (Required: Maximum 1000 characters allowed)
2	Primary Contact Title (Required: Maximum 1000 characters allowed)
3	Primary Contact Email Address (Required: Email address)
4	Bid Submission By submitting your bid your are electronically "signing" your response and are binding your company to the submission. Do you understand and will comply with this condition? ☐ Yes ☐ No (Required: Check only one)
5	Debarment By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented. In addition the respondent certifies, that neither it nor its principals are presently debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. ☐ Yes ☐ No (Required: Check only one)
6	Former DMPS Employees Before services can begin, please advise if you have any former DMPS employees servicing this contract on site? Please note, this will not affect your ability to be awarded the contract. ☐ Yes ☐ No ☐ NA (Required: Check only one)
7	Names of Former DMPS Employees If you plan to have former DMPS employee(s) service this contract, please provide their full name(s). (Optional: Maximum 4000 characters allowed)

8 Response Attachments

Have you reviewed all the documents in the Response Attachments tab?

☐ Yes

(Required: Check only one)

9 Iowa Code Chapter 22: Public Examination of Proposals

The laws of Iowa require that Proposals/Bids be placed in the public domain at the conclusion of the Proposal/Bid opening and be open for inspection by interested parties. The District does not wish to receive confidential or proprietary information. Proposers are not to supply such information except when it is necessary. Only trade secrets or proprietary information that are recognized as such and are protected by law or other information deemed confidential under the law, may be marked as confidential. Iowa Code Chapter 22 governs the District's release of information. Do you understand and comply to this request?

☐ I agree

(Required: Check only one)

10 Iowa Code Chapter 22: Declaratory Order / Injunction

If you intend to include confidential or proprietary information please provide proof seeking the entry of declaratory order and/or injunction with Polk County District Court to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of court order declaring such portions of the proposal confidential, the entire proposal will be released for public examination. Do you understand and comply to this request? The declaratory order and/or injunction shall be uploaded on the Response Attachment Tab.

☐ I agree

(Required: Check only one)

11 Iowa Code Chapter 22: Non-Responsive - Disqualification

The District does not wish to receive confidential or proprietary information. Proposers are not to supply such information except when it is necessary. Identification of the entire proposal submission as confidential will be deemed non-responsive and disqualify the proposal submission. Do you understand and agree to this term?

☐ I agree ☐ Please select

(Required: Check only one)

12 Additional Costs

Does your proposal/bid include all delivery and miscellaneous costs? No additional costs will be accepted post award.

☐ Yes

(Required: Check if applicable)

Bid Lines**1 Scope A Pricing**

Quantity: 1 UOM: EA Price: \$ Total: \$

Supplier Notes:

☐ No bid

☐ Additional notes
(Attach separate sheet)

2 Scope B Pricing

Quantity: 1 UOM: EA

Price: \$

Total: \$

Supplier Notes: _____

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting this bid I acknowledge that I have reviewed the online information, documents and any addenda associated with this bid, that I am authorized to legally bind the company that I represent to the offer that I have presented, and that I accept the terms and conditions presented. In addition, the respondent certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Print Name

Signature