

Costs Proposal

Prepare For:

Response to RFP: Victim Training Academy (VTA)
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
321 E. 12th Street
Des Moines, Iowa 50319

Prepared By:



Liam Crest, Corp:
300 Inwood Dr. Unit 215
Wheeling, IL. 60090
Phone: 619 878 0651
Email: awilliams@liamcrest.com
www.liamcrest.com

Costs

Course Build

Includes:

Site Visit, Learning Accommodations, Graphic Design

4 Courses..... \$39,000

Learning Management System

250 Users + Annual Fee..... \$6000

500 Users + Annual Fee..... \$8500

100 Users +Annual Fee..... \$12,500

Audio-Visual Production

Three Videos Less than 5 Min (HD)..... \$15,000

Three Videos Less than 5 Min (4K) \$20,000

Video Add Ons:

Audio Voice Over \$250/hr

If actors or a casting call is needed, this is done in the contractor's state of business.

Technical Proposal

Prepare For:

Response to RFP: Victim Training Academy (VTA)
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
321 E. 12th Street
Des Moines, Iowa 50319

Prepared By:



Liam Crest, Corp:
300 Inwood Dr. Unit 215
Wheeling, IL. 60090
Phone: 619 878 0651
Email: awilliams@liamcrest.com
www.liamcrest.com

Tables of Contents

LETTER	3
COMPANY OVERVIEW	4-8
EXPERIENCE	8-11
TERMINATION, DEBARMENT, LITIGATION, AND INVESTIGATION	12
SPECIFICATIONS AND TECHNICAL REQUIREMENTS.....	13-22
TIMELINE.....	23
ACCEPTANCE OF TERMS, FIRM PROPOSAL TERMS, AND THANK YOU & SIGNATURE	24
APPENDIX.....	ATTACHMENTS
IOWA CASA REFERENCE LETTER	SEPARATE FILE
CERTIFICATION LETTER.....	SEPARATE FILE
AUTHORIZATION TO RELEASE INFORMATION LETTER.....	SEPARATE FILE

January 12, 2018

Lindsey Hornbaker,

Liam Crest is pleased to present our response to the Crime Victim Assistance Division (CVAD) of the Iowa Attorney General's Office request for proposal for a web-based training academy on a E-learning/Learning Management System (LMS) specifically for their Victim Training Academy ("VTA") for the State of Iowa.

We strongly believe in the mission of all of the organizations across the US that are dedicated to creating intentional training from a trauma-informed perspective and have dedicated our life work to helping nonprofits in furthering their movements through educational partnership with training and curriculum design.

Having worked with several of your sister organizations, it is clear that the movement is that much further because of the dedication and commitment of those that have given their time, efforts and resources.

We believe that our approach and solution will create flexibility for CVAD to explore a plethora of innovative options while being cognizant of budget and time.

At the end of this project, our goal is to become an educational partner and ally. As your needs evolve and change, it is our hope that we can be of assistance and partner in the future.

If you should have any questions or comments, please contact us 312. 801. 0900 or via email at awilliams@liamcrest.com

Kind Regards,

Ashley Williams
Chief Executive Officer
Liam Crest, Corp.
300 Inwood Dr. Unit 215
Wheeling, IL. 60090
awilliams@liamcrest.com
312.801.0900

Company Background Info

Company Overview

1a Company Info

Liam Crest, Corp.

Phone: 312 801 0900

300 Inwood Dr. Unit 215

Email: sales@liamcrest.com

Wheeling, IL. 60090

State of incorporation, formation and organization: Illinois

1b Representative

Ashley Williams

300 Inwood Dr. Unit 215

Phone: 312 801 0900

Wheeling, IL. 60090

Email: awilliams@liamcrest.com

1c Company Overview

Liam Crest is an Edtech firm that specializes in program development. We believe in making learning engaging, accessible, and technically and academically sound for learners. We work with organizations to help with program development, curriculum design and training. Our products are completed on various platforms and languages. We pride ourselves in creating content that will address your organization's needs without losing your vision. Products can include manuals, videos, train the trainer guides, workbooks, assessments, and eLearning and mLearning course and platform options.

1d Company History

Liam Crest was founded by a husband and wife duo who grew up facing a world of isms. They have fought to ensure that those isms don't hinder learners across all industries. It is their goal to make education attainable for all. Their business has been predicated on the simple fact that without taking someone's culture, background, and experiences into consideration you are not going to reach them. The programs they develop intentionally take in consideration the whole learner.

Liam Crest is located in a northwest suburb of Chicago, IL. The majority of our team works remotely to help ensure that everyone maintains a healthy work-life balance across the organization. This factor has little to no effect on productivity, but helps ensure that our team is happy and balanced while working. This also allows us to reduce overhead and pass savings on to our clientele.

1e Management

Ashley Williams	Phone: 312 801 0900
300 Inwood Dr. Unit 215	Email: awilliams@liamcrest.com
Wheeling, IL. 60090	

1f Principals: Key Personnel

**i. Ashley Williams
Chief Executive Officer**

Ashley has over 10 years of domestic and international instructional and program development experience. She has lived, traveled, and taught in

three countries and has educated learners from at least 15 different ethnicities. She understands how to access a client's needs while being able to create logistical plans to get there.

**ii. Fred Williams
Chief Operational Officer**

Fred has been in the education and business sector for over a decade. He has managed extensive teams from a variety of backgrounds and experiences. Coming initially from a corporate and educational background, Fred has the ability to ensure that your project has all of the necessary resources, internal support, and quality control systems in place to ensure that your project remains on budget.

iii. Victim Advocacy and Counseling/Therapy (Two Members)

This department helps with all content creation for projects that need a trauma informed perspective. They are a vital part of our team and have over 20 years of experience in the victim advocacy field from the state of Iowa. The departments work directly with the curriculum design, design, and audio/visual teams to ensure that this perspective is always being considered.

iv. Design Team (Four Members)

Liam Crest has several designers who have a variety of specifications: graphic design, interactive/web design, motion graphics, and animation. This team leverages a variety of experience and expertise. Your project

doesn't have to be bound by limitations and you can find comfort with having everything in house.

v. **Audio Visual Team (Five Members)**

This department handles all of our creative content. Our team has a combined experience of over 20 years and prides itself in staying up to date with technology, equipment, and approach.

vi. **IT Team (Four Members)**

The IT team helps to take your ideas and bring them to fruition. Our team has a variety of expertise: website, Learning Management System maintenance and creation, coding, programming, and E-learning development. They will manage the scope of your project and let you know what possibilities and limitations might exist.

vii. **Legal Counsel**

KMR Law Group

Principal Attorney: Jessica Reddick, Esq.

jreddick@kmrlawgroup.com

233 S. Wacker Drive, Suite 8400

Chicago, Illinois 60606

Experience

2a Experience Overview

Liam Crest has been in the American market for over a year. However, we have been working in E-Learning and program development for about three years. Our staff has over a decade of market experience. We primarily work with nonprofits to help them reach a unique client based while being able to provide training that is accessible and engaging for all learners.

Liam Crest is a one stop shop for all of your curriculum and training needs. Our team was meticulously chosen in order to provide access to commonly needed skills in training and program development. Clients don't have to choose different firms to help complete one project. They can rest assured by having us managed the entire project, there is quality control and also that the project's goal will stay consistent. To date, we have created over 3000 hours of content for our clients in various platforms, languages, and subject matters. Our programs have reached over 5000 learners whole wide.

2b Available Service Line

- Program Development
- E-Learning Development
- Graphic Design
- Audio/Visual Production
- Animation
- Professional Development & Training
- Learning Management System Development (LMS)
- Consultancy

2c Similar Projects and Clientele

i. Iowa Coalition Against Sexual Assault

Project Title: E-Learning and Instructor-Led Training Development

Project Role: Prime Contractor

Dates of Service: 11/30/16-5/1/17

Contract Value: \$38, 500

Scope of Work: Convert in person training into a blended format, design E-Learning courses which included creating interactive activities, voiceovers, interviews, and several short films.

Service Statement: Services were provided on time and within budget.

Contact Info:

Kerri True-Funk
Iowa Coalition Against Sexual Assault
Kerri@iowacasa.org
3030 Merle Hay Rd,
Des Moines, IA 50310
(515) 244 7424

ii. YearUp

Project Title: Curriculum Design and Course Revamp

Project Role: Prime Contractor

Dates of Service: 03/15/17-10/1/17

Contract Value: \$70,000

Scope of Work: This client works with underserved adult students to prepare them for the workforce. Liam Crest revamped several courses to make them applicable to what students will face in the job market. We uploaded all content to the client's LMS and provided them with workbooks, spreadsheets, HTML, teacher guides, student guide, etc. Each course received additional

content and structure that would make content flow throughout Year Up's network of 25+ sites nationwide.

Service Statement: Services were provided on time and within budget.

Contact Info:

Lana Atanazevich
Associate Director of Academic Program
National Office
LAtanazevich@YearUp.org
Tel: 646 341 6827 Ext. 3120
85 Broad St., 6th Floor
New York, NY 10004

iii. Florida Council Against Sexual Assault

Project Title: E-Learning and Instructor-Led Training Development Project.

Project Role: Prime Contractor

Dates of Service: 11/01/17-Present

Contract Value: \$70,000

Scope of Work: This client is doing a revamp of their online victim training program. We are redesigning the courses and creating a new LMS that will house them. The course redesign includes: video and audio-visual work, graphic design, and a train the trainer program.

Service Statement: Services are currently within time frame and budget.

Contact Info:

Grace Francis
Director of Certification and Special Projects
Florida Council Against Sexual Violence
gfrances@fcasv.org
1820 E. Park Ave. Suite 100
Tallahassee, Fl. 32301
Tel: 850 297 2000

2d References

Kerri True-Funk

Iowa CASA
Assistant Director
Kerri@iowacasa.org
3030 Merle Hay Rd,
Des Moines, IA 50310
Ph: (515) 244-7424

Lana Atanazevich

YearUp
Associate Director of Academic Program
National Office
LAtanazevich@YearUp.org
Tel: 646 341 6827 Ext. 3120
85 Broad St., 6th Floor
New York, NY 10004

Gao Jie

Hebei Normal University
HuiHua College
Academic Director
Gaojie.Hebei@outlook.com
+86 311 83859638
No.469, Hongqi Avenue, Qiaoxi District
Shijiazhuang, Hebei 050091
China

(Please note: Email would be best because of time zone and linguistic abilities.)

Grace Francis

Florida Council Against Sexual Violence
Director of Certification and Special Projects
gfrances@fcasv.org
1820 E. Park Ave. Suite 100
Tallahassee, Fl. 32301
Tel: 850 297 2000
(Current Client)

Termination, Debarment, Litigation, and Investigation

3a Liam Crest has NOT been subject to the following:

.1 List any contract for services that the Contractor has had that was terminated for convenience, non-performance, non-allocation of funds, or any other reason for which termination occurred before completion of all obligations under the contract provisions.

.2 List any occurrences where the bidder has either been subject to default or has received notice of default or failure to perform on a contract. Provide complete details related to the default or notice of default including the other party's name, address, telephone number, and email address.

.3 List any order, judgment, or decree of any federal or state authority barring, suspending, or otherwise limiting the right of the Contractor to engage in any business, practice, or activity.

.4 List any damages, penalties, disincentives assessed, or payments withheld, or anything of value traded or given up by the bidder under any of its existing or past contracts as it relates to services performed that are similar to the services sought by this RFP. Include the estimated cost of that incident to the Contractor with the details of the occurrence.

.5 List and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters related to similar services sought by the RFP.

.6 List any irregularities that have been discovered in any of the accounts maintained by the Contractor on behalf of others. Describe the circumstances of irregularities or variances and detail how the issues were resolved.

Specifications and Technical Requirements

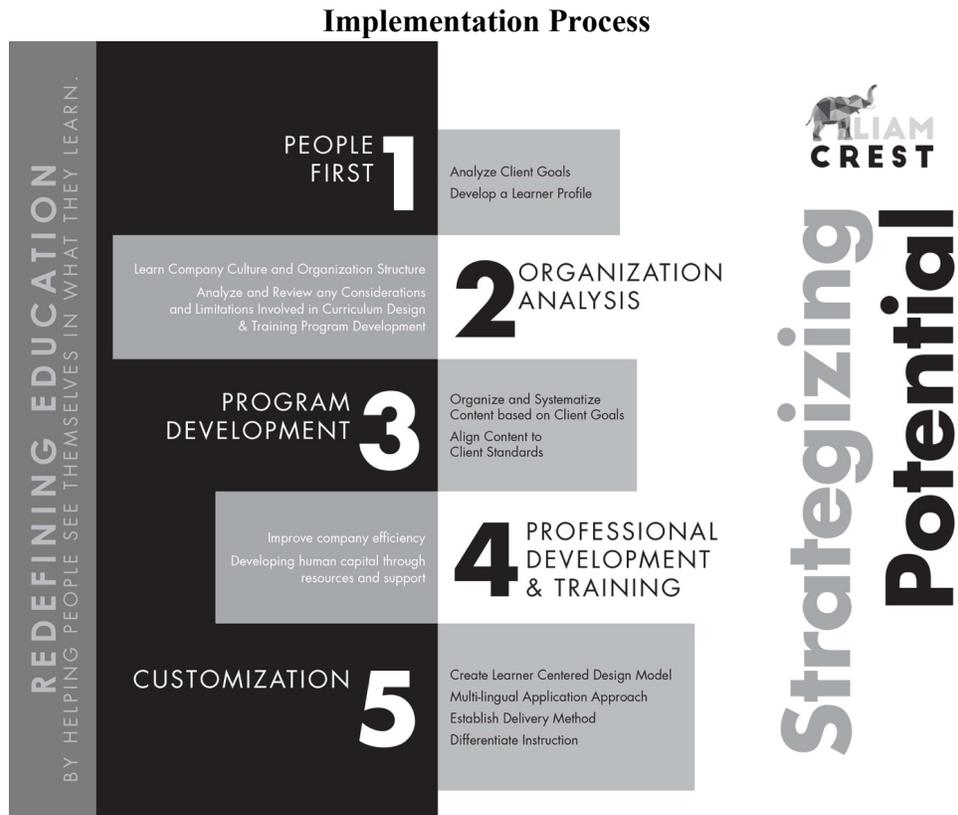
4a Learning Management System:

Yes-Liam Crest is open to using a variety of Learning Management System platform. We suggest using Moodle because it provides customizable, user-friendly options and all of your courses follow the standardization of being SCORM compliant. We will design your LMS to be seamless for admin, instructors and students. CVAD can rest assured that our products can be easily transferable across any platform that falls under these guidelines. Also, all materials and videos will be saved in industry standard file extensions for easy upload and share ability.

4b Browser Compatibility:

Yes-The LMS will be compatible with the most popular browsers, i.e. Internet Explorer, Google Chrome, Safari, and Fire Fox.

4c **How each of the four core modules will be created on the proposed LMS?**
Yes-



1. Our curriculum designers and content specialist will work alongside CVAD to determine your needs and goals for this program. This typically takes place during a site visit.
2. A learner profile will be created with your staff.
3. Our program designers will review the goals of your program with the learner profile and create a plan to achieve them.
4. Liam Crest will discuss program options: audio-visual options, activities, assessments, etc.
5. Once the plan has been developed, the curriculum will be finalized our graphic designer will create a design template and drafts will be issued.

6. Once drafts are accepted, our developer will create SCORM compliant material in the established developer tools. All content will then be uploaded into proposed LMS.
7. Training and testing will occur with CVAD staff.

4d How will each of the four training modules include:

- i. Education for Iowa professionals to better understand rights provided to victims under Iowa law.
- ii. Services and resources available to victims a trainee may interact with
- iii. Expectations for conduct and duties of those who serve victims, within their professional roles
- iv. Ethical considerations for working with victims
- v. How to effectively assist victims with planning for their safety after a crime has occurred.

Yes- Liam Crest will work with your staff to create a format for each learning module to ensure continuity throughout the program. If the content is already available and written, Liam Crest will include it in the curriculum as the program plan is being finalized. If the information is not provided, Liam Crest will conduct research and also use our victim advocacy staff to provide the content needed to meet this requirement.

4e How will all VTA modules recognize, address and incorporate each of the following:

i. Adult learning techniques (kinesthetic, visual and auditory)

Yes-The VTA modules will address adult learning techniques by using various visual cues in Adobe Captivate. Audio and closed caption will be used to assist the hearing impaired. Kinesthetic learners will be engaged by the designs used on the interactive slides.

ii. Interactive learning options

Yes- Some of the slides within the module will be interactive requiring learners to drag-and-drop icons or text and clicking icons and images to reveal additional information to the learners. This will be strategically included to balance interactive activities with assessments and informative slides.

iii. Dynamic educational learning tools such as quizzes, games, etc.

Yes-Will create various types of assessments such as pre-assessment, post-assessment, fill-in-the-blank, and multiple choice. Games may not be included in the assessment aspect of the modules, but they will be included as in interactive feature.

iv. Multiple forms of media (slides, video, audio, etc.)

Yes- Liam Crest can create new audio and video content for the modules which can include creative films that include actors or videos based on interviews.

CVAD can feel free to provide audio and visual media to be included in the LMS.

Liam Crest can assist with seeking our necessary permissions.

v. An evaluation component during and at the end of each module

Yes-The LMS will have an evaluation component to review the progress of an entire class or individual students. Liam Crest will train the appropriate CVAD admin on how to use this function effectively.

vi. A learning assessment component

Yes- Below in section 4i, we itemize some of the options available regarding assessment. Generally speaking, modules will include a variety of assessment to track the learner's comprehension and retention of information. CVAD admin

will be able to use the assessments to evaluate student performance and give them feedback.

vii. Cultural & linguistic diversity

Yes- Liam Crest can make content that is gender and culturally inclusive based on the backgrounds of learners that will be taking these modules. Multilingual options are available in the form of audio and text.

viii. ADA compliant including but not limited to Deaf and Hard of Hearing individuals as well as Visually Impaired individuals.

Yes- Content will be explicitly placed in text and closed caption to accommodate individuals that are Deaf or Hard of Hearing. The option to include audio and voiceovers will assist Visually impaired individuals with understanding the content.

4g How the VTA will provide accessibility to all professionals in a web-based format?

Yes- The LMS will allow VTA to add users and how to give access to the content. It will also allow collaboration amongst the learners. Engagement and interactivity can be allowed to CVAD's determination and requirement.

4h How the VTA will allow accessibility via a learning dashboard.

Yes- Learners, administrators, and instructors will have access to a learning dashboard. The learning dashboard will allow CVAD's instructors and site administrators to get a glimpse how the program progressing. It basically shows a snap shot of learners, enrollment, etc. On a learner platform, the dashboard allows them to see where they are in the program, announcements, and updates from administrators.

4i How the VTA will allow CVAD to do the following:

Yes- The capabilities are really limitless in terms of how the LMS can assist with tracking users, creating reports, and view and track evaluations/surveys. Below is just an overview of some of the capabilities.

**View and Track
Evaluations/Surveys**

We can help create formats and templates that will allow CVAD to create evaluations and surveys for the learners. The data will be tracked and reported back to a CVAD administrator.

Testing Options

Pre-Assessment:

This assessment should include various forms of questions (Multiple Choice, True/False, Scenario based). This will allow the instructor to gauge growth from the beginning to the end of the process. It also allows CVAD to be alerted if there are any red flags and allow mediation from the beginning of the program. For example, if someone doesn't have the most inclusive views, you can discover this from the scenario questions (essay). This will allow the instructor to facilitate targeted conversations during the certification process.

Module Assessments:

These assessments will offer instructors a better understanding of how well learners understood the overarching subject matter and provide a better idea of where they might need to offer support in the program. These should be more experiential and scenario based.

Unit Assessments:

These assessments should be a quick check for understanding. It should have less than 10 questions varying in type: True/False, Multiple Choice, Short Answer, Fill-in-the-Blank, Matching, and Drag and Drop.

Post Assessment:

This is a summative assessment. Liam Crest will help review your existing exam to ensure that it is a comprehensive reflection of the knowledge base that an advocate should hold. This assessment will offer a variety questions. However, grading should be simple.

Reporting

Reporting is essential for a certification based program. Liam Crest will help ensure that the report options created will be a great indicator of learner proficiency throughout the program. It is also important that the reports are concise and easy to understand and access.

Reporting Options

Learner Mastery Reports:

This will allow instructor or even site administrators to view how a group of learners are overall performing based on the modules and units. These reports can be generated for individual students or groups.

Activity Report:

These reports will allow your organization to view how much time as been spent inside of the modules and units. This report is helpful in providing a meaningful look into how a learner is progressing and if mediation or technical assistance is needed.

Student Report:

This gives a detailed view of where a student is in the course and how they are progressing throughout the entire certification program. It will allow you to view their activities and submissions throughout the program. It is similar to a portfolio view of each student (Content, scores, and activity).

Student Transcript:

This will allow a narrowed view of how the leaner has performed on assessments. It can give a concise picture of their overall competency throughout the program.

Certification:

Once the learner has passed all of the assessments and fulfilled the role plays, the system will generate an email certification that is available for download or print. This can be intuitive or manual depending on your organization's needs.

Tracking Users

Liam Crest understands that you want this to be an interactive program. Learners can really lose those key touch points when they are in an online learning environment. Therefore, the program Liam Crest creates will try to make up for those.

Communication & Collaboration Options

Announcements (Course and Program):

If your instructors and/or organization need to send a correspond to the entire group, then this is an internal option inside of the LMS. Once an announcement is put into the system, the students will be sent an email with the announcement and it will be located in their course.

Internal Messaging:

This is an option inside of the program. It allows learners and instructors to engage each other. Administrators will be able to monitor these correspondences.

Discussion Boards:

These allow learners to engage as a group. Liam Crest has ideas to help make these more meaningful and consistent throughout the program.

Webinar (New Option):

Liam Crest is developing a webinar option inside of the LMS. This option will allow instructors to hold meetings with their group inside the course. These

meetings can be recorded and the instructor can possibly share their screen. This option is in pilot.

Electronic Calendar:

Each learner will have an electronic calendar on their dashboard that will help keep them organized and keep track of things occurring within the course.

Text Message:

This is an option integrated that allows text messages and notifications to go out to the group.

Liam Crest can work with you during the Needs Assessment Phase and discuss what options are really important to you as an organization. Our goal is to create meaningful customizable options that will be used across the organization and will become the standard for your program.

Timeline

Completed	Deliverable
03/15/18	Phase 1: Needs Analysis
	Site Visit
	Literature review
	Learner Profile and Program Development Plan
04/15/18	Phase 2: Instructional Design
	Program Draft Created
	Graphic Design Template Finalized
	LMS Planning
05/15/18	Phase 3: Instructional Development
	Determine final media needs
	Produce video/audio pieces
	Develop first draft of instructional materials
6/15/18	Phase 4: Production
	Complete final review of revised materials
	Submit final online trainings for approval
	Submit final camera-ready copy for approval
	Produce final instructional materials

Acceptance of terms and conditions

Liam Crest agrees that the Proposal is predicated upon the acceptance of all contractual terms and conditions stated in § 6 of the RFP. If the Contractor objects to any term or condition, the Contractor must specifically refer to the RFP page and section and provide the reason for the objection. The CVAD may reject a Proposal where any objection or response materially alters the RFP.

Firm proposal terms

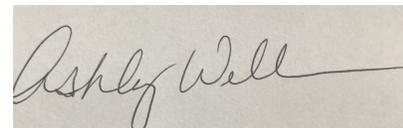
Liam Crest guarantees in writing the availability of the goods or services, or both, offered and that all Proposal terms, including price, will remain firm a minimum of 120 days following the deadline for submitting Proposals.

Thank You and Signature

Thank you so much for considering us for your E-learning solution.
For more details or any questions, please feel free to contact us.

Liam Crest
300 Inwood Dr. Unit 215
Wheeling, IL. 60090
312 801 0900
awilliams@liamcrest.com

“I certify that I am authorized to respond to this RFP and submit pricing on the respondent’s behalf”

A photograph of a handwritten signature in black ink on a light-colored background. The signature reads "Ashley Williams" in a cursive script.

Ashley Williams
Chief Executive Officer
Liam Crest, Corp.

w: www.liamcrest.com e: awilliams@liamcrest.com
Gender Pronouns: she, her, hers

**Attachment 1
Certification Letter**

January 15, 2018

Lindsey Hornbaker, Issuing Officer
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
321 E. 12th Street
Des Moines, Iowa 50319
Lindsey.Hornbaker@ag.iowa.gov

Re: Web-Based Crime Victim Compensation and Restitution Management System Request for Proposal
RFP No. 2017-12
PROPOSAL CERTIFICATIONS

Dear Ms. Hornbaker:

I certify that the contents of the Proposal submitted on behalf of **Liam Crest, Corp** ("Contractor") in response to the Iowa Department's for Request for Proposal Number 2017-12 for Web-Based Crime Victim Compensation and Restitution Management System ("RFP") are true and accurate. I also certify that Contractor has not knowingly made any false statements in its Proposal.

Certification of Independence

I certify that I am a representative of "Contractor" expressly authorized to make the following certifications on behalf of Contractor. By submitting a Proposal in response to the RFP, I certify on behalf of Contractor that:

1. Contractor has developed the Proposal independently, without consultation, communication, or agreement with any employee or consultant to CVAD, or with any person serving as a member of the evaluation committee.
2. Contractor has developed the Proposal independently, without consultation, communication, or agreement with any other contractor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, Contractor has not and will not knowingly disclose, directly or indirectly, information found in the Proposal before CVAD's issuance of the Notice of Intent to Award the contract.
4. Contractor has not attempted to induce any other Contractor to submit or not to submit a Proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between Contractor and CVAD or any other State of Iowa entity that interferes with fair competition or constitutes a conflict of interest.

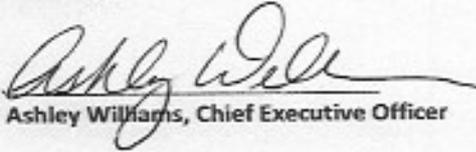
Certification Regarding Debarment

6. I certify that, to the best of my knowledge, neither Contractor nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal agency or State agency; (b) have, within a three year period preceding this Proposal, been convicted of, or had a civil judgment rendered against them for: commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for, or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause. This certification is a material representation of fact upon which CVAD has relied upon when this transaction was entered into. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to

other remedies available, CVAD may pursue available remedies including debarment of the Contractor, or suspension or termination of the contract.

Contractor also acknowledges that CVAD may declare the Contractor's Proposal or resulting contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in CVAD or its representative filing for damages for breach of contract in addition to other remedies available to CVAD.

Sincerely,

A handwritten signature in black ink, appearing to read "Ashley Williams", with a long horizontal flourish extending to the right.

Ashley Williams, Chief Executive Officer

Attachment 2
Authorization to Release Information Letter

January 15, 2018

Lindsey Hornbaker, Issuing Officer
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
315 E. 12th Street
Des Moines, Iowa 50319
Lindsey.Hornbaker@ag.iowa.gov

Re: Web-Based Crime Victim Compensation and Restitution Management Request for Proposal
RFP No. 2017-12
AUTHORIZATION TO RELEASE INFORMATION

Dear Ms. Hornbaker:

Liam Crest ("Contractor") hereby authorizes the Iowa Department of Justice, Crime Victim Assistance Division ("CVAD") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Contractor in response to Request for Proposal Number 2017-12 ("RFP").

Contractor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. Contractor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. Contractor is willing to take that risk.

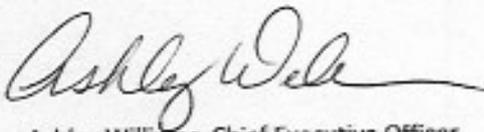
Contractor hereby releases, acquits and forever discharges the State of Iowa, CVAD, their officers, directors, employees and agents from all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Contractor that it may have or ever claim to have relating to information, data, opinions, and references obtained by CVAD or the Evaluation Committee in the evaluation and selection of a successful Contractor in response to the RFP.

Contractor authorizes representatives of CVAD and the Evaluation Committee to contact any of the persons, entities, and references that are, directly or indirectly, listed, submitted, or referenced in the Contractor's Proposal submitted in response to the RFP.

Contractor further authorizes all persons, entities to provide information, data, and opinions about Contractor's performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Contractor's Proposal. Contractor hereby releases, acquits, and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting Contractor that it may have or ever claim to have relating to information, data, opinions, and references supplied to CVAD or the Evaluation Committee in the evaluation and selection of a successful contractor in response to the RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.
Sincerely,

Liam Crest, Corp.
[Printed Name of Contractor Organization]



Ashley Williams, Chief Executive Officer
[Name and Title of Authorized Representative]

01/15/18
Date