

“ICR” SERIES

REQUEST FOR INFORMATION PRODUCING AND DELIVERING THE 2026 IOWA COURT RULES

ICR-1 RFI FORM

Issued On: October 22, 2025
Issued From:

Legislative Services Agency
State Capitol
Room G-01
Des Moines, Iowa 50319

Due On: November 7, 2025

Mr. Tim McDermott, Director
Mr. John Heggen, Director
Legal Services Division

I. INSTRUCTIONS

A. Summary. The Legislative Services Agency (Agency) is issuing this Request for Information (RFI Form) to seek responses by one or more qualified persons (Potential Bidders) to produce and deliver an order (Publication Order) of the official 2026 Iowa Court Rules containing a PDF formatted printed version of the 5th Edition of the Iowa Court Rules (Publication) as subsequently updated and which includes rules of procedure, pleadings, practice, evidence, judicial administration, professional regulation, and judicial qualifications and conduct, all as prescribed by the Iowa Supreme Court and published by the Agency under the authority of Iowa Code section 2B.5B.

B. Questions Deadline. Please communicate with the Agency contact person regarding any question regarding this RFI Form by 4:00 p.m. on November 3, 2025. Upon request, the Agency will deliver a copy of the 2025 Iowa Court Rules to a Potential Bidder.

C. Submission Deadline. A Potential Bidder has until 4:00 p.m. on Friday, November 7, 2025, to submit this completed RFI Form to the Agency contact person by email.

D. Detailed Response and Contract Information on Internet. A Potential Bidder's questions, Agency replies to a Potential Bidder's questions, a completed RFI Form submitted by a Potential Bidder to the Agency, and any subsequent contract entered into by a selected Potential Bidder (Contractor) and the Agency are posted on the Agency's Internet site (choose ALL or the applicable calendar year).

TABLE A
Agency's Internet Site for RFI and Contract Information

www.legis.iowa.gov/agencies/careers/rfps

TABLE B
Agency Contact Persons

	Primary	Alternative
Name	Mr. Doug Adkisson Legal Counsel	Mr. John Heggen Director, Legal Services Division
Telephone	515.281.3884	515.725.7827
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov



REQUEST FOR INFORMATION (RFI) FORM (ICR-1)
PUBLICATION ORDER: 2026 IOWA COURT RULES

II. REQUIREMENTS

A. Prior Requirements Applicable. Only minor changes have been made to the previous year’s requirements for the production and delivery of the 2025 Iowa Court Rules. All deliveries must be made to one delivery destination.

B. Production Requirements. A Potential Bidder must produce the Publication Order using digital printing equipment. For book page production, the Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor by file transfer protocol (FTP), via electronic mail to the Contractor’s contact person, or to the Contractor’s Internet site as designated by the Contractor. For book cover production, the Contractor must ship preliminary paper proof covers and sample covers to the Agency for its approval. Within 30 calendar days after the Agency approves the final set of digital proof book pages, the Contractor must deliver the order to the delivery destination.

C. Six-Page Signature Count Production. It is assumed the Publication Order will be produced using digital printing equipment (in lieu of offset printing equipment) that is used to produce six-page signature counts. A half-page signature count will not be accepted.

TABLE C
Publication Order, Size, and Page/Signature Counts

Publication Order	Size		Estimated Pages and Six-Page Signature Counts			
	Cover	Page	Per Publication Order		Per Publication (Book)	
550	7 1/4" x 10 1/2"	7 1/4" x 10 1/2" Finished	Pages	689,700	Pages	1,254
			Signatures	114,950	Signatures	209

D. Delivery Destination. The Contractor must ship the entire order to the Ola Babcock Miller Building, 1112 E. Grand Ave., Des Moines, Iowa 50319.

TABLE D
Book Binding and Stamping

CONSTRUCTION	SIGNATURES	COVER MATERIAL	STAMPING
Perfect bound. The book block must be thoroughly glued, smashed, and attached to the cover’s inside spine (up to the top of the spine and down to the bottom of the spine) in a manner that ensures the book block is sturdily bound to the cover.	Six-page signatures. The Agency may accept eight-page signatures but only upon its approval.	Florentine red color. Heavyweight cellulose-blended latex-saturated material. Same material commonly known as 17 pt. Lexotone (Lexotone 41707), and produced by FiberMark, or an equivalent cover approved by the Agency.	On the front and spine of a book: (1) Appearance and Color. The text must be bold, crisp, and distinct gold in color. (2) Font. The font for the text must be Times New Roman. (3) Centered. The text (words and Roman or Arabic numerals) must be centered on each line. (4) Text Spacing. The text on each line must be uniform single spaced.



REQUEST FOR INFORMATION (RFI) FORM (ICR-1)
PUBLICATION ORDER: 2026 IOWA COURT RULES

III. POTENTIAL BIDDER RESPONSES

RESPONSE BOX 1
Base Amount (Unadjusted)

Publication Order	Base Amount (Bid)
550	\$12,743.50

RESPONSE BOX 2

Base Adjusted Due to Actual Six-Page Signature Count

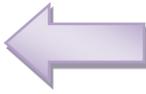
The base amount specified in Response Box 1 is an estimate of the contract's price which may be later adjusted due to a number of factors, including the actual number of six-page signatures included in a publication. Half-page signatures will not be accepted.

Signature Calculation		Base Amount (Bid)/Adjusted	
		Per Publication Order	Per Publication (Book)
Unadjusted Base Amount (Bid Amount)	114,950 Per Publication Order 209 Per Publication	\$.1127 Base Amount	\$23.17 Base Amount ÷ by 550 [Publication Order]
Adjusted Base Amount	Each Additional Signature	Increased Base Amount Per Publication Order: \$.1127	Increased Base Amount Per Publication: \$.1127
	Each Fewer Signature	Decreased Base Amount Per Publication Order: \$(-.1127)	Decreased Base Amount Per Publication: \$(-.1127)



REQUEST FOR INFORMATION (RFI) FORM (ICR-1)
PUBLICATION ORDER: 2026 IOWA COURT RULES

RESPONSE BOX 3
Cover Material

Indicate (by marking "X") whether the commercial brand name, color code, and color of the cover material proposed to be used to produce the Publication Order meets the requirements specified in Table "D".			Yes	_X_
			No	___
State the commercial brand name, color code, and color of the cover material proposed to be used to produce the Publication.	Brand Name:	_____		
	Color Code:	_____		
	Color:	_____		
			Complete this Portion Only if Answering <u>No</u> Above 	

RESPONSE BOX 4
Paper Stock

The paper stock used to produce book pages must be resistant to oxidation and of archival quality having a pH neutral content of 7 or 7.5. Due to the increased page count, a 30# page paper is required. Otherwise, the Agency is not committed to using a particular type of paper stock and would welcome recommendations so long as they are comparable to paper stock requirements used to produce past editions of the Iowa Court Rules.

Is the Potential Bidder recommending a different paper stock than Twin Rivers™/Pharmopaque?									Yes	___
									No	_X_
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Specifications 		
Twin Rivers™/ Pharmopaque	White	Smooth	81	83	30#	900	0% (Preference)			
Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	PPI	% Recycled Postconsumer Materials	Complete This Portion Only if Responding <u>Yes</u> Above 		
_____	_____	_____	_____	_____	_____	_____	_____			



REQUEST FOR INFORMATION (RFI) FORM (ICR-1)
PUBLICATION ORDER: 2026 IOWA COURT RULES

RESPONSE BOX 5
Use of Subcontractor to Produce the Publication Order

Indicate whether a subcontractor is proposed to produce (manufacture) the Publication Order.		ANSWER	Yes	___
			No	__X__
Subcontractor Name	_____		Complete This Portion Only if Answering <u>Yes</u> Above 	
Subcontractor Address	_____ _____			
Subcontractor Contact Information	Tele. Number	_____		
	Email Address	_____		
Subcontractor Duties	_____			Complete This Portion Only if Answering <u>Yes</u> Above

RESPONSE BOX 6
Production Manager

The Potential Bidder's production manager is responsible for day-to-day operations and decision making regarding the production and delivery of the publications.

Facts	Primary	Secondary (if applicable)
Name	Samantha Lichttenegger	
Title	Account Manager	_____
Mailing Address	525 Westcott Road, Dr. 7-11 Eagan, MN 55123	_____
Tele. Number	763-326-0176	_____
Email Address	Samantha.Lichttenegger@thomsonreuters.com	_____





REQUEST FOR INFORMATION (RFI) FORM (ICR-1)
PUBLICATION ORDER: 2026 IOWA COURT RULES

RESPONSE BOX 7

Potential Bidder's Authorized Negotiating Representative

The Potential Bidder's authorized negotiating representative may negotiate and enter into a contract and any amendments to the contract on behalf of the Potential Bidder.



Facts	Primary	Secondary (if applicable)
Name	<u>Vickie L. Jensen</u>	_____
Title	Manager, Commercial Print Sales Operations	_____
Mailing Address	525 Westcott Road, Dr. 7-11 Eagan, MN 55123	_____ _____
Tele. Number	<u>763-326-6282</u>	_____
Email Address	Vickie.jensen@thomsonreuters.com	_____

RESPONSE BOX 8
Additional Comments

Does the Potential Bidder have any additional comments? If so, please attach a separate document to this RFI Form.		Yes	___
		No	<u> X </u>

IV. AUTHORIZED SIGNATURE

A person authorized by the Potential Bidder must sign and date this completed RFI Form.

RESPONSE BOX 9
Signature of Potential Bidder's Authorized Representative



<u>Vickie Jensen</u>	Manager, Commercial Print Ops.	<u>11/12/25</u>
Name	Title	Date

Doc ID: 1541960

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