

## ADDENDUM THREE

**DATE:** September 24, 2013

**TO:** All Vendors

**FROM:** Robert Thompson/Teresa Fleming, Buyers  
 State Purchasing Bureau

**RE:** Questions and Answers for RFP Number 4497Z1  
 to be opened October 11, 2013 2:00 p.m. Central Time

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
<p><b>1.</b> How long is this contract for? And if multiple years how many?</p>	<p>Initial issuance from date of contract award through June 30, 2015, with option to renew for four (4) additional one (1) year periods as mutually agreed upon by all parties.</p>
<p><b>2.</b> What model do you recommend the provider use for Home Visitation?</p> <p>Since Douglas County just received a proposal for 100 home visit slots, is it safe to say you are looking for a provider outside of Douglas County?</p>	<p>The selected model must be one approved by federal MIECHV, as found at <a href="http://mchb.hrsa.gov/programs/homevisiting/index.html">http://mchb.hrsa.gov/programs/homevisiting/index.html</a>. We expect the model to be selected based on community priorities and planning.</p> <p>There are no restrictions on potential bidders.</p>
<p><b>3.</b> Why did NDHHS decide to go with a bid process rather than a grant process?</p>	<p>A competitive bid process is required per Neb. Rev. Stat. 73-504.</p>

QUESTIONS	ANSWERS
<p>4. How much money is available?</p>	<p>The amount available for the first 20-month period of the contract is \$1,942,667 based on current appropriations. Funds available for future one-year renewal options will be dependent on future appropriations.</p>
<p>5. How many contractors does NDHHS expect to select?</p>	<p>Number of contracts awarded will be determined by proposals and funds available.</p>
<p>6. Will the bid(s) be awarded strictly on cheapest price?</p>	<p>Cost is one element of the evaluation criteria. Other criteria include executive summary, corporate overview, and technical approach. (Section II.J.)</p>
<p>7. Will there be any technical assistance calls?</p>	<p>There will not be any technical assistance calls during the RFP process; however, N-MIECHV expects to make technical assistance available to awarded contractor(s) throughout the implementation process.</p>
<p>8. Would a Bidder be able to carve off <i>one to three</i> Counties to Bid on vs. all of the Counties listed in the state?</p> <p>Specifically interested in Colfax County as have severed this County for the past 10 years with an evidenced based HV program for high risk moms and infants. Could consider , Dakota and Thurston Counties if absolutely had to. Would inquire if the Counties of Platte, Nance and Boone are currently being served by another provider?</p> <p>Currently serving these other three Counties for the past 10 years also and have a network and a community presence . Would certainly be interested in contracting for expansion services in these Counties as well. If able to carve off a County then would the projected numbers served at 12 months and 18 months reflect the population density and the need in that County.</p>	<p>Proposals may range from one to ninety-three counties in NE. The bidder is expected to clearly identify the service area encompassed by the proposal.</p> <p>The bidder is responsible for identifying whether any other existing home visiting programs are currently in operation in the proposed service county or counties.</p> <p>The bidder is expected to submit a proposal serving a <u>minimum</u> of 30 families by 12 months of implementation and 50 by 18 months; however a bidder may propose a larger program (and higher numbers of target families served).</p>
<p>9. Is there a requirement to submit a Letter of Intent and if so what is the deadline?</p>	<p>A Letter of Intent is not required.</p>
<p>10. How many contracts will be rewarded?</p>	<p>The number of contracts awarded will be determined by proposals and funds available.</p>

QUESTIONS	ANSWERS
<p>11. How many dollars are available?</p> <p>What are the spending parameters per contract?</p>	<p>The amount available for the first 20-month period of the contract is \$1,942,667 based on current appropriations. Funds available for future one-year renewal options will be dependent on future appropriations.</p> <p>No spending parameters per contract have been included in the Request for Proposal. Each cost proposal must be submitted using Itemized Cost Section (Revised Attachment A).</p>
<p>12. Will existing grantees be able to apply?</p>	<p>There are no current, "existing grantees." Home visiting services are currently provided by contract in some counties. Home visiting services are not provided in Nebraska through grantees.</p> <p>Organizations previously or presently contracting with the State to deliver home visiting services using state general funds may submit a proposal under this RFP.</p> <p>Eligible bidders must have a minimum of 2 years of experience in the planning, coordination, and/or delivery of health or human services to maternal, infant, and/or early childhood populations in Nebraska (Section IV.D.)</p>
<p>13. Pg. 27 Section IV-2C: A timeline (may be incorporated into the scope of work) which clearly shows a sequence of events sufficient to recruit, assess, enroll, serve, and maintain an active caseload of 30 families by month 12 of the contract, with increase to and maintaining of at least 50 active enrolled families by month 18 of the contract and sustained thereafter. Does this mean that applicants should only apply for funding to serve 30 participants in the first 12 months and 50 participants by 18 months. Can an agency apply to serve more families?</p>	<p>The bidder is expected to submit a proposal serving a <u>minimum</u> of 30 families by 12 months of implementation and 50 by 18 months; however a bidder may propose a larger program (and higher numbers of target families served).</p>

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<p><b>14.</b> If subcontractor(s) are used, as specified in Terms and Conditions sections I and J (p 11), may the State terminate the contract due to actions involving subcontractor(s) as specified in section Y.3 (p 15).</p> <p>Is there an allowance for the replacement of a subcontractor by the contractor if such an event listed in section Y.3 occurs, prior to the Early Termination of the contract by the State?</p>	<p>Yes. The contractor is solely responsible for fulfilling the contract. If subcontractor(s) are used, it is the contractor's responsibility to a) identify and remediate poor performance and to b) receive prior written approval from the State to make changes in subcontractor duties. Failure could be grounds for termination.</p> <p>Yes, the State reserves the right to require the contractor to reassign or remove from the project any contractor or subcontractor employee.</p>
<p><b>15.</b> The "Retainage" section in the Assurances, states the state may withhold 2% of each payment due as retainage. Will this apply to this contract? (p 17, Retainage)</p>	<p>Yes, the successful contractor(s) may be subject to up to 2% retainage.</p>
<p><b>16.</b> Will a performance bond be required for this contract? (p 17, Performance Bond)</p>	<p>The successful contractor(s) <u>may</u> be required to provide a performance bond.</p>
<p><b>17.</b> Is paid compensation as defined in Terms and Conditions section MM (p 19) guaranteed by the State in the event the State requires the contractor to perform extra work?</p> <p>That is, does the State reserve the right to require extra work without providing the contractor with additional compensation?</p>	<p>See MM. Changes in Scope/Change Orders. The State intends to stay within the scope, and payment will be provided per the RFP and cost proposal.</p> <p>Additional paid compensation is not guaranteed upon issuance of the written notice or order by the state as described, however may be determined as appropriate in accordance with applicable unit prices of the proposal.</p>
<p><b>18.</b> Is it acceptable to submit a proposal to serve a MIECHV identified priority county and include another county that is NOT identified when both are within the applying agency's service area? If so, how would this impact the strength of the application? (p 25, Project Overview)</p>	<p>Yes, it is acceptable to submit proposals inclusive of non-priority counties, however preference will be given to proposals for implementation of services in one or more of the seventeen identified priority counties.</p>

QUESTIONS	ANSWERS
<p>19. In the Implementation/Service Delivery section 2b (p 27) it indicates the expectation that 50 families will be enrolled by month 18 of the contract. If the community need is demonstrated, is it permissible to submit a proposal to serve a greater number of families than 50, with proposal costs that reflect the number proposed to be served or is the proposal only to serve 50 families?</p>	<p>The bidder is expected to submit a proposal serving a <u>minimum</u> of 30 families by 12 months of implementation and 50 by 18 months; however a bidder is free to propose a larger program (and higher numbers of target families served) if desired.</p>
<p>20. Are the Community Planning Deliverables listed in Project Description and Scope of Work section G. 1 (p 29) required or recommended to be included in the proposal response, if community planning work has occurred prior to the submission of the proposal?</p>	<p>In developing a proposal, Bidders must describe one of the following:</p> <p>The bidder can describe a participative, data-driven, community-planning activity focusing on young children and families and the resources and priorities of those at risk for poor outcomes which has already occurred within the past two years in the proposed service area</p> <p>OR</p> <p>The bidder describes a plan for conducting such a planning activity within 90 days of award.</p>
<p>21. In the Proposal Instructions section A.3.h (p 33 Summary of Bidder's Corporate Experience), is the bidder to provide both (1) a full summary matrix listing of all its previous projects similar to the RFP in size, scope and complexity, and (2) narrative project descriptions of three such projects of the bidder's choosing?</p>	<p>Yes.</p>
<p>22. In the Proposal Instructions section 4d (p 35), are there a minimum or maximum number of years after Year 1 of operations the bidder is requested to submit anticipated service numbers for? <b>(RFP states: "Year 1 and each year thereafter")</b>.</p> <p>Does the length of projection have any bearing on the strength of the application?</p>	<p>Initial contract is from the date of award through June 30, 2015, with option to renew for four (4) additional one (1) year periods as mutually agreed upon by all parties.</p> <p>All five years of Itemized Cost Proposals are considered in evaluation of bids.</p>

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<p><b>23.</b> The payment schedule indicates invoices will be submitted quarterly. Will it be possible to submit the invoices on a monthly basis to avoid cash flow challenges likely with quarterly invoicing? (p 36, Payment Schedule)</p>	<p>No, the requirement will remain quarterly.</p>
<p><b>24.</b> Since Year 1 of the contract will run from 11/1/13 through 6/30/15, can it be assumed that reference to Year 1 in Revised Attachment A, Itemized Cost Section Year 1 (p 2), actually includes costs for 20 months and not the “typical” 12 months indicated by the term, “year”?</p> <p>Will the optional four additional one-year periods (if approved) be extend for 12 months each, or 20 months each to mirror the length of the original contract?</p>	<p>Yes, the initial period of the contract is approximately 20 months from date of award through June 30, 2015.</p> <p>The optional four additional one-year periods are 12 months each.</p>
<p><b>25.</b> Is it acceptable, if a community has performed a community assessment, but is just beginning model training and implementation through MIECHV funding, that the community’s advisory board desires additional planning time through this proposal? The intent would be to assure that additional funds would be strategically focused toward the unmet community need that will be more clearly defined as the MIECHV funded programs are implemented.</p> <p>If this is permissible, would it be possible for the additional planning and implementation phases to overlap if it is achieved between 11/1/13 and 6/30/15?</p>	<p>In developing a proposal, Bidders must describe one of the following:</p> <p>The bidder can describe a participative, data-driven, community-planning activity focusing on young children and families and the resources and priorities of those at risk for poor outcomes which has already occurred within the past two years in the proposed service area</p> <p>OR</p> <p>The bidder describes a plan for conducting such a planning activity within 90 days of award.</p> <p>It is the responsibility of the bidder to describe a community planning process that meets the needs of the local community, and which meets the requirements of the proposal.</p>
<p><b>26.</b> Do they have a specific curriculum that they would like used and if so, which one?</p>	<p>The selection of curriculum corresponds to requirements of the selected approved model for service delivery, and community priorities and planning.</p>
<p><b>27.</b> How many families are they asking to serve? How many staff to serve those families?</p>	<p>The bidder is expected to submit a proposal serving a <u>minimum</u> of 30 families by 12 months of implementation and 50 by 18 months; however a bidder is free to propose a larger program (and higher numbers of target families served) if desired.</p> <p>Staffing requirements are defined by model selected for service delivery.</p>

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<p>28. Is there a particular population that they are seeking to reach?</p>	<p><b>Target At-Risk Populations:</b> For the purposes of evidence-based home visiting services funded through this announcement, families that have experienced or had exposure to one or more of the following factors: premature birth, low birth weight infants or the death of an infant; child abuse, maltreatment or neglect; alcohol, drug or tobacco use; teen pregnancy; domestic violence; unemployment or income at or below federal level of poverty; incarceration of a family member; homelessness; maternal depression or mental health issues.</p>
<p>29. Is funding for one county or all?</p>	<p>Proposals may range from one to ninety-three counties in NE. The bidder is expected to clearly identify the service area encompassed by the proposal.</p> <p>The Cost Proposal should correspond to the proposed service area.</p>
<p>30. If the targeted community has not previously completed the N-MIECHV Home Visiting Community Planning process, is it acceptable to provide a generic description of the Implementation Service Delivery Plan in the Technical Approach section on page 35, since an evidence-base model has not been identified?</p>	<p>The State expects a bidder to provide an Implementation/Service Delivery Plan of sufficient detail and complexity to demonstrate understanding of the work required for evidence-based home visiting consistent with federal MIECHV standards.</p>
<p>31. We really don't know how many will be awarded or what amount is available?</p> <p>These will be awarded strictly on best bid submitted? Is this something we're thinking for profit agencies are going to go after??</p>	<p>The amount available for the first 20-month period of the contract is \$1,942,667 based on current appropriations. Funds available for future one-year renewal options will be dependent on future appropriations.</p> <p>Eligible bidders must have a minimum of 2 years' experience in the planning, coordination, and/or delivery of health or human services to maternal, infant, and/or early childhood populations in Nebraska (Section IV.D.)</p>
<p>32. I am confused with the RFP that was recently put out. Is this something I need to be applying for? Or is it for continuation or additional funding.</p>	<p>This Request For Proposals seeks new proposals for evidence-based home visiting services in Nebraska.</p>