

## ADDENDUM ONE

### QUESTIONS AND ANSWERS

DATE: September 15, 2014

TO: All Bidders

FROM: Michelle Thompson/Robert Thompson, Buyers  
State Purchasing Bureau

RE: Addendum for RFP Number 4782 Z1  
to be opened September 26, 2014 at 2:00 p.m. Central Time

### QUESTIONS AND ANSWERS

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. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
<p>1. RFP Section Reference II. Procurement Procedures B. General Information RFP Page Number 2</p> <p>The contract is described as a 'fixed-price contract.' What is the contract dollar amount?</p>	<p>A "fixed-price contract" is a contract that is entered into between the contractor and the State in which the contractor does not deviate from the pricing that was submitted on the proposed cost sheet.</p> <p>The contract dollar amount is determined by the bid that is awarded.</p>
<p>2. RFP Section Reference IV. Project Description and Scope of Work A. Project Overview RFP Page Number 35</p> <p>Are step parents who adopt eligible for services under this contract?</p>	<p>Yes, step parents who adopt are eligible for services under this contract.</p>

QUESTIONS	ANSWERS
<p><b>3.</b> RFP Section Reference IV. Project Description and Scope of Work A. Project Overview RFP Page Number 35</p> <p>Are families who adopted or took guardianship of a child without a subsidy eligible for services under this contract?</p>	<p>Yes, families who adopted or took guardianship of a child without a subsidy are eligible for services under this contract.</p>
<p><b>4.</b> RFP Section Reference IV. Project Description and Scope of Work A. Project Overview B. Project Environment RFP Page Number 35, 36</p> <p>There appears to be inconsistency between #3 in the Project Overview and the final paragraph describing the Project Environment. #3 reads, 'Any child who was adopted and currently living in Nebraska, including an adoption finalized in another state, or international adoptions.' This same population is not described in the final paragraph of the Project Environment. Only persons 'who finalized an adoption or guardianship of a child who was a ward of DHHS and has a subsidized adoption or subsidized guardianship agreement' are addressed in the Project Environment. Is the last paragraph in the Project Environment meant to be an exhaustive description of the persons served under this contract?</p>	<p>The services will be available to any adoptive family living in Nebraska as well as any child for whom a subsidized adoption or guardianship which was finalized in Nebraska. Children for whom a subsidized adoption or guardianship was finalized in Nebraska are eligible to receive services if living in another state.</p>
<p><b>5.</b> RFP Section Reference IV. Project Description and Scope of Work A. Project Overview E. Scope of Work RFP Page Number 35, 38</p> <p>Number 1 under the Scope of Work states, 'Contractor will accept referrals for individuals who were adopted up to their 21<sup>st</sup> birthdays.' What is the age limit for accepting referrals for individuals who are in or were in a guardianship that legally ends at the age of 19?</p>	<p>When a guardianship legally ends at age 19, the age limit for accepting referrals is 19. For those individuals who sign a voluntary agreement prior to their 19<sup>th</sup> birthday, for the Bridge to Independence program, referrals and services will be accepted up to age 21.</p>

QUESTIONS	ANSWERS
<p><b>6.</b> RFP Section Reference IV. Project Description E. Scope of Work RFP Page Number 38, 39</p> <p>Page 38, #1 states, 'Referrals can come from families, DCFS and other sources.' Page 39, #5 states, 'Case management will be provided upon self-referral by a parent or guardian.' Regardless of the referral source, is the contracted service intended to be a service that the participant voluntarily engages in, versus a mandated?</p>	<p>Yes, the participant must voluntarily engage in services.</p>
<p><b>7.</b> RFP Section Reference IV. Project Description C. Project Requirements 2. Direct Service Provision E. Scope of Work RFP Page Number 37, 38, 39</p> <p>The toll free access line is mentioned on pages 37, 2. a. and 39, #7 as 'a single point of access.' Page 38, #1 states, 'Referrals can come from families, DCFS and other sources.' Is it required that clients call the access line to access services or do they have the option to access services by contacting program staff via office phone or cellular phone?</p>	<p>Clients should utilize the access line for services. If they contact staff via office phone or cellular phone, the contractor should direct the caller to the access line. The access line is intended to allow service provision not exclude or prevent services.</p>
<p><b>8.</b> RFP Section Reference IV. Project Description C. Project Requirements 2. Direct Service Provision RFP Page Number 37</p> <p>In part c. of the Direct Service Provision description, Child and Family Counseling is listed in the array of services. Is the intent for the bidder to include the cost of mental health services in the proposal? Or, is the intent to refer out to appropriate mental health providers?</p>	<p>The cost of mental health services must be included in the proposal.</p>

QUESTIONS	ANSWERS
<p><b>9.</b> RFP Section Reference IV. Project Description D. Business Requirements 2. Deputy Project Manager RFP Page Number 38</p> <p>Are the job titles required to match the titles listed in the RFP? Is it permitted to substitute bidder agency approved job titles such as 'Program Supervisor' versus 'Deputy Project Manager'?</p>	<p>No, the bidder is permitted to substitute agency approved job titles.</p>
<p><b>10.</b> RFP Section Reference IV. Project Description B. Cost Proposal Requirements 2. Change Management RFP Page Number 47</p> <p>It appears that all bidders must include Attachment B at the time they submit their proposals. Is that correct? Or is Attachment B only required after a change is determined to be necessary?</p>	<p>Yes, Attachment B must be included with the proposal response.</p>
<p><b>11.</b> RFP Section Reference IV. Project Description B. Cost Proposal Requirements 2. Change Management RFP Page Number 47</p> <p>If Attachment B is to be submitted with the initial proposal, then is the purpose of Attachment B to gather position titles and all inclusive hourly rates for all staff members of bidder who may potentially work to provide the services connected with RFP 4782Z1?</p>	<p>No, the purpose of Attachment B is to obtain an all-inclusive hourly consulting rate for work not originally specifically delineated in this RFP but is considered within the scope of work as it relates to this RFP. It is not intended to collect the hourly rate for the work within the scope of the request.</p>
<p><b>12.</b> RFP Section Reference IV. Project Description B. Cost Proposal Requirements 2. Change Management RFP Page Number 47</p> <p>Assuming the answer to "11" is "yes," if bidder undergoes staffing changes after it submits the proposal and/or after the contract award, will the bidder have an opportunity to amend Attachment B?</p>	<p>No, any rate listed in Attachment B is not used to vary the fixed cost for the scope of work described in this request. The cost for the scope of work described in the request must be listed in Attachment A. The hourly rates will apply to work that is not originally specifically delineated in this RFP but considered within the scope of work as it relates to this RFP.</p>

This addendum will become part of the proposal and should be acknowledged with the RFP.