

Pete Ricketts, Governor

ADDENDUM ONE

DATE: February 10, 2015
TO: All Vendors
FROM: Michelle Thompson/Jennifer Crouse, Buyers
State Purchasing Bureau
RE: RFP Number 4877Z1

SCOPE OF ADDENDUM

The sections below are hereby replaced and superseded as follows:

1. Request for Proposal for Contractual Services Form:

~~A Pre-Proposal Conference with optional attendance will be held on Tuesday, February 24, 2015 at 2:00 PM Central Standard Time.~~

2. Section II Procurement Procedures, C Communication with State Staff and Evaluators:

From the date the Request for Proposal is issued until a determination is announced regarding the selection of the contractor, contact regarding this project between potential contractors and individuals employed by the State is restricted to only written communication with the staff designated above as the point of contact for this Request for Proposal. Bidders shall not have any communication with, or attempt to communicate with or influence in any way, any evaluator involved in this RFP.

Once a contractor is preliminarily selected, as documented in the intent to contract, that contractor is restricted from communicating with State staff until a contract is signed. Violation of this condition may be considered sufficient cause to reject a contractor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

1. written communication with the person(s) designated as the point(s) of contact for this Request for Proposal or procurement;

2. contacts made pursuant to any pre-existing contracts or obligations; and
3. ~~state staff and/or contractor staff present at the Pre-Proposal Conference when recognized by the State Purchasing Bureau staff facilitating the meeting for the purpose of addressing questions; and~~
4. state-requested presentations, key personnel interviews, clarification sessions or discussions to finalize a contract.

Violations of these conditions may be considered sufficient cause to reject a bidder's proposal and/or selection irrespective of any other condition. No individual member of the State, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this Request for Proposal. The buyer will issue any clarifications or opinions regarding this Request for Proposal in writing.

3. **Section II Procurement Procedures, E. Pre-Proposal Conference in its entirety.**
4. **Form B, Notification of Intent to Attend Pre-Proposal Conference in its entirety.**

	ACTIVITY	DATE/TIME
3.	State responds to first round of written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://das.nebraska.gov/materiel/purchasing.html	February 17, 2015
4.	Last day to submit "Notification of Intent to Attend Pre-Proposal Conference"	February 20, 2015
5.	Optional Pre-Proposal Conference Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	February 24, 2015 2:00 PM Central Time
6.	Last day to submit written questions for the second round of questions after Pre-Proposal Conference	February 27, 2015
7.	State responds to second round of written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to the Internet at: http://das.nebraska.gov/materiel/purchasing.html	March 13, 2015
8.	Proposal opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	April 23, 2015 2:00 PM Central Time
9.	Review for conformance of mandatory requirements	April 23, 2015
10.	Evaluation period	April 27, 2015 – May 18, 2015
11.	"Oral Interviews/Presentations and/or Demonstrations" (if required)	June 3, 2015 – June 9, 2015

ACTIVITY		DATE/TIME
12.	Post "Letter of Intent to Contract" to Internet at: http://das.nebraska.gov/materiel/purchasing.html	June 17, 2014
13.	Contract finalization period	June 17, 2015 – August 18, 2015
14.	Public Notice	August 19, 2015 – September 18, 2015
15.	Contract award	September 19, 2015
16.	Contractor start date	TBD

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