

Pete Ricketts, Governor

ADDENDUM ONE
QUESTIONS and ANSWERS

Date: May 27, 2015
To: All Bidders
From: Nancy Storant/Jennifer Crouse, Buyers
AS Materiel State Purchasing Bureau
RE: Addendum for Request for Proposal Number 5000 Z1
to be opened June 12, 2015 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
1. What is the state's vision and goals for the conference?	Please refer to Page 36, Section IV.A & B, Project Overview, beginning with the last paragraph through the "Components".
2. (Targeted attendees, Item 3, p. 37) Does the term "individuals" refer to service provider personnel, clientele or both?	"Individuals" refers to both service provider personnel and clientele.

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<p>3. Previous conferences had workshop “service tracks” that provided the opportunity for attendees to earn continuing education credits (substance treatment, mental health criminogenic and peer support). CEU workshops need to specifically address licensure requirements for treatment providers (e.g. business practices, ethics, confidentiality, treatment modalities, etc.). Will there be to opportunity to continue to provide CEU workshops if they do not necessarily fall in the identified topic areas?</p>	<p>Please refer to Page 48, Section IV.C.2.c. “Work with Planning Committee to determine conference content and presenters with final approval by DHHS. Topics shall reflect components listed above in Components table found in Section IV. B. Project Environment.”</p> <p>It is anticipated that any workshop which qualifies for CEUs would reflect the “Components” found in Section IV. B.</p>
<p>4. Is there a list of conditions for approval (acceptable/unacceptable topic areas, etc.) for workshops or do we submit proposals individually and then wait for each approval?</p>	<p>Please refer to Page 48, Section IV.C.2.d., “Work with Planning Committee to select workshops for final approval by DHHS.”</p> <p>Approval will be reflective of current State of Nebraska Administrative guidance and reflective of current DHHS Communications goals (Page 47, Section IV.C.1. g.)</p>
<p>5. On page 47: Registration fee not to exceed \$55. How was this amount determined, and is this “all inclusive” (e.g. taxes, fees, beverages, conference materials, copies, etc.)?</p>	<p>Please refer to Page 47, Section IV.C,1. f. i. a), “Determine registration fee which shall be the same for all attendees and shall not exceed \$55 per attendee.”</p> <p>The registration fee shall be an all-inclusive fee for the attendee. Contractor may determine a lower registration fee.</p> <p>Please refer to Page 49, Section IV.C.3.b. regarding conference materials, “Design, edit, and revise all conference materials and submit final approved copies to DHHS for printing no later than fifteen (15) working days prior to the date the materials are needed for Contractor to pick up from DHHS unless otherwise agreed upon. Conference materials will include but not be limited to the following: meeting agenda/program, handouts, name badges, signage, information packets, and any other ancillary print materials.”</p>

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<p>6. Both federal and state rules forbid the use of public funds for food. Will food be allowable if funded by other means?</p>	<p>Please refer to Page 49, Section IV.C.3.i, “May provide snacks and/or meals using funds collected from registration and vendor booth fees.”</p> <p>Only funds from registration and vendor booth fees may be used to provide snacks and/or meals if snacks and/or meals are determined to be provided.</p>
<p>7. Who will be serving as the project/grant manager at DHHS, and is this person authorized to approve or disapprove project activities and expenditures?</p>	<p>The State will disclose the DHHS DBH Project Manager after contract execution. The Project Manager will approve all project activities as specified in the RFP.</p> <p>This contract will be awarded as a fixed-cost contract. Deliverables will be paid upon approval once deliverable criteria has been met which will be approved by DHHS DBH Project Manager.</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.