NEBRASKA
Administrative Services
Dave Heineman, Governor

Gerry A. Oligmueller
Acting Director

ADDENDUM ONE

DATE: December 6, 2013

TO: All Vendors

FROM: Kristi Kling/Robert Thompson, Buyers
State Purchasing Bureau

RE: Questions and Answers for RFI DAS-VRC
to be opened December 20, 2013

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
1. What aspects of the reference checking process do you want to improve and what results do you want to achieve by modifying your current process?	The State does not have a standardized process; therefore the State is looking for any information that would be helpful in accomplishing this goal.
2. Do the reference checks occur by telephone?	There is no standardized process. Some reference checks occur by telephone, some by email, some by fax, etc.
3. Does the same person check all of the references for a particular bidder(s) or is the job spread among evaluation committee members?	There is no standardized process.
4. How many hours of an employee's time does it take to complete a reference check (reaching the reference, doing the interview, note taking)?	The State has not tracked this information.

QUESTIONS	ANSWERS
5. Do all bidders who respond to RFPs have their references checked? If not, at what point do you perform reference checks e.g., only on the finalist, 2-3 bidders.	The State's RFP boilerplate states: Only top scoring bidder may receive reference checks and negative references may eliminate bidders from consideration from award. This could mean contacting one or more references for an undefined number of bidders.
6. How many references do you ask the bidder to supply and from how many different companies? What is the minimum number you will accept?	The State typically requests a minimum of three (3) references. There is no standardized process. In addition to corporate references for the bidding company, the State's RFP boilerplate states: The bidder shall provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder's understanding of the skill mixes required to carry out the requirements of the Request for Proposal in addition to assessing the experience of specific individuals. Resumes must not be longer than three (3) pages. Resumes shall include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State. Thus the potential exists for reference checks not only on the company but on its key personnel as well.
7. How do you ensure that the person you are speaking to actually works for the organization that the bidder said is providing the reference?	There is no standardized process. In some cases, reference checks are conducted by email and/or fax.
8. Do you score the references on your scorecard or evaluation sheet as part of your selection process?	There is no standardized process. The inclusion of reference checks in the scoring process varies from case to case.

QUESTIONS	ANSWERS
9. Is there a formula to eliminate bidders based on references? How often (%) have you disqualified a bidder based on reference results?	There is no standardized process. The State does not track this information.
10. Do you have any statement or process of confidentiality regarding what the references tell you?	There is not currently any standardized provision or process for confidentiality, unless the reference indicates that the information should be kept confidential or is in some respect proprietary, in which case the State's process for protecting that information is dictated by Nebraska Revised Statute §84-712.
11. Are there different versions of Exhibit 1 based on where the reference originates or on other factors like spend category?	Exhibit 1 is provided as an example. Each RFP may dictate a different set of questions, so the form may be customized on a case by case basis.