# 

# BEST AND FINAL OFFER LETTER

«Date»

«Company\_Name»

«Contact\_Persion»

«Address\_Line\_1»

«City», «State» «ZIP\_Code»

Fax: «Fax\_Number»

E-Mail: «Email\_Address»

RE: Request for Best and Final Offer for RFP Number «RFP\_Number», «Description\_of\_Service»

The State of Nebraska, «Agency» has completed its evaluation of the Bidders’ Technical and Cost proposals in response to RFP # «RFP\_Number», Service. At this time, the State requests your overall Best and Final Offer (BAFO) which will require that a new cost proposal be submitted.

Bidders are requested to resubmit a new cost proposal that includes: (Theses may change depending on RFP requirements)

* + 1. State Cost Template (Cost Sheet)

**Submission Information**

A response to this request for a Best and Final Offer shall include a cost proposal, including, the State’s Cost Template (Cost Sheet) which is included in this request for a BAFO.

Failure to submit a Best and Final Offer that conforms to this request may result in the rejection of the bidder’s cost proposal and thereby disqualify the bidder’s entire proposal from further consideration. The response to this BAFO does not alter the scope or requirements of RFP XXXX Z1.

| **ACTIVITY** | | **DATE/TIME** |
| --- | --- | --- |
|  | Best And Final Offer (BAFO) Released | XXXX |
|  | BAFO Questions Due | XXXX |
|  | State responds to BAFO Questions | XXXX |
|  | BAFO Opening  Location: State Purchasing Bureau                  1526 K Street, Suite 130                   Lincoln, NE 68508 | XXXX  2 p.m. Central Time |

Please submit one (1) original hard copy response in a sealed envelope by 2:00 PM Central Time «Opening\_Date».

Sealed responses shall be submitted to the following address and clearly marked RFP XXXX Z1:

«Buyer», Buyer

«Agency»

«agency\_address»

«Agency\_City\_State\_Zip»

BAFO Written Questions and Answers

Bidders should present, **as questions**, any assumptions upon which the Bidder's BAFO might be developed.  BAFO’s will be evaluated without consideration of any known or unknown assumptions of a bidder.  The contract will not incorporate any known or unknown assumptions of a bidder.

Any explanation desired by a bidder regarding the BAFO must be submitted in writing to the State Purchasing Bureau and clearly marked “RFP Number XXXX Z1; Description of RFP. It is preferred that questions be sent via e-mail to [as.materielpurchasing@nebraska.gov](mailto:as.materielpurchasing@nebraska.gov). Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Buyer /Backup Buyer, showing the total number of pages transmitted, and clearly marked “RFP Number XXXX Z1; Description of RFP. The last day to submit written questions is XXXX.

Written answers will be provided on XXXXX through an addendum to be posted on the State Purchasing Bureau website at <http://das.nebraska.gov/materiel/purchasing.html>.