

## ADDENDUM 1, QUESTIONS and ANSWERS

Date: April 28, 2022

To: All Bidders

From: Dana Crawford-Smith, Procurement Contracts Officer  
Carrie Olson, Procurement Contracts Officer  
DHHS

RE: Addendum for Request for Proposal Number 111760 O3  
to be opened May 18, 2022, 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.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.			I was hoping to learn whether funding has been allocated for this project? If so, are you able to provide the value of this project?	This will be a transaction based contract so unable to provide projected value at this time.  Funding for the New Hire Reporting Program is paid for with 66% federal funding and 34% state funds.
2.	O.6	5	The file named Attachment A is titled "Attachment 1" within the document. Will the State please confirm Attachment A and Attachment 1 are the same document?	This error has been corrected, and the attachment is now labeled Attachment A.
3.	Cover	i	Under 'Scope of Service,' the RFP states that 'The resulting contract may not be an exclusive contract as the State reserves the right to contract for the same or similar services from other sources now or in the future.' Can the State provide an example scenario in which the resulting contract would not be exclusive?	At this time DHHS does not anticipate awarding any other contracts for the same or similar services as those specified in this RFP. DHHS cannot, however, anticipate every new circumstance, such as a new legal requirement, that could result in a new, related procurement.
4.	I.F	3	Can the State confirm whether registration with the Nebraska Secretary of State/Tax Commissioner is something that needs to be in place at the time bids are submitted or can contractors register with the Secretary of State/Tax	This must be done within ninety (90) calendar days of the intent to award.

			Commissioner once an intent to award, or an actual award, have been made?	
5.	I.I	4	The State does not seem to provide any instruction around formatting of technical proposals. Can the State advise whether it has any requirements or preferences with respect to items such as typeface, font size, line spacing, margins, etc.?	No, there are no set formatting requirements.
6.	I.I.1	4	Can the State advise as to whether the ShareFile upload link is subject to file size limitations?	The State is not aware of any size limitations, but you should verify that you receive a confirmation email that your document(s) have been uploaded.
7.	I.O.2	5	RFP stipulates inclusion of Form B with bidders' proposals. Can the State advise as to whether bidders need to resubmit Form B with their technical responses if already submitted by the date listed under respective 'Schedule of Events?' If the answer is resubmission, can the State clarify whether the copy of Form B submitted with all other proposal documents will replace or append the original submission of Form B?	Form B does not require resubmission.
8.	I.O.6	5	RFP stipulates completion on Attachment A as a proposal requirement. Can the State clarify if this is in reference to the separate attachment labeled Attachment 1 Requirements Matrix? If so, what is the correct reference to this document, Attachment A or Attachment 1?	See response to Question 2.
9.	I.W	7	In reference to this section, 'LUMP SUM OR "ALL OR NONE" PROPOSALS,' the State stipulates that bidders can submit a proposal on an 'item by item' basis. Can the State further clarify what this mean? For example, does it mean bidders are to provide a list of costs such as cost for a match, cost for a match and distribution of accompanying IWO, cost for outreach services, etc.?	Bidders should provide the documentation per Section I.O., Request for Proposal/Proposal Requirements.
10.	II	9	If bidders accept the items under 'Terms and Conditions' and they indicate as such by way of initialing the corresponding 'Accept (Initial)' box / field, are bidders required to provide notes and comments? Or is this field designated for explanation(s) in instances where a bidder may reject a term or condition?	This field is designated for explanations why a bidder rejected a term or condition.

11.	II – IV	9-27	Does the State have a preference in terms of how responses are provided for all areas requiring a response [throughout Sections II-IV] that also have an accompany form field for respective? For example, would the State like bidders to provide responses by using and returning to the State, the native RFP or can bidders respond to these areas using their own template so long as all relevant language remains intact?	Please utilize the RFP for Sections II-IV and respond accordingly.
12.	II.O	14	Will the contract resulting from this solicitation require a performance bond?	Yes, a performance bond will be required. Please refer to the RFP, Section II. Terms and Conditions, O. Performance Bond.
13.	II.V.1	16	Assuming a performance bond is required for this contract, what happens to the bond if the State terminates the contract early?	The effect of contract termination upon a Performance Bond would depend upon the circumstances which underlie the termination.
14.	III	18	If bidders accept the items under 'Contractor Duties' and they indicate as such by way of initialing the corresponding 'Accept (Initial)' box / field, are bidders required to provide notes and comments? Or is this field designated for explanation(s) in instances where a bidder may reject a duty?	This field is designated for explanations why a bidder rejected a duty.
15.	III.G	20	Does proof of required insurance need to be submitted along with the proposal, or can be it be provided upon intent to award and agreed to via initialing the terms & conditions?	Proof of insurance is required prior to commencing any work on the contract. Request for Certificate of Insurance will be requested once the Intent to Award is posted.
16.	IV	26	Some items in this section (i.e. 'Payment') have boxes for bidders to accept or reject a clause or requirements. In instances where a clause or requirement does not have a corresponding box, how would the State like bidders to respond? Or by way of submitting a proposal do bidders automatically agree to accept the clause / condition / requirement?	By submitting a proposal, bidders automatically agree to the clause / condition / requirement.
17.	V.B.3	28	Can the State provide a further breakdown of the number of new hire records processed over the past 24 months? For example, number of records received by electronic (FTP, online, file upload) and non-electronic (fax, mail, disk, IVR, etc.) methods.	Please see attached New Hire Records and Type.  New Hire records and type data from 2020 is not available.
18.	V.A – V.C	28-29	Can the State confirm that the RFP Sections V.A-V.C have been included for informational purposes only and that bidder responses are not required?	Yes, Section V.A. – V.C is informational.

19.	V	28-32	Are bidders permitted to respond to all sub-sections under Section V using Attachment 1, Requirements Matrix, or may bidders respond to sub-sections using their own response template so long as the format of Attachment 1 (i.e., matrix) is used / maintained on respective response template?	Attachment A, matrix template is required to be used.
20.	VI.I	34	In reference to the requirements included within this section (i.e., 'Summary of Bidder's Proposed Personnel / Management Approach'), can the State confirm whether it is acceptable for bidders to use a particular reference for more than one of its proposed personnel / team members?	Bidders should provide references based on the necessity to complete the requirements of this RFP.
21.			On the 'Evaluation Criteria' attachment, can the State provide a more detailed breakdown of the 600 pts allocated to 'Technical Requirements?'	A breakdown of the evaluation criteria is not provided in the RFP process to allow for a fair and competitive process.
22.			Can the State provide the staffing levels (full and part time) that support the operations of the current project?	Staffing levels are maintained by the current vendor which is not reported or available to the Department.
23.			How many employers are in the current database? How many employers have you received a new hire report from in the last 12 months and in the last 24 months?	How many employers are in the current database is information maintained by the current vendor which is not reported or available to the Department.  The number of employers a new hire report was received from beginning January 2021 – March 2022 = 107,795.  Data for prior periods is not available.
24.			Will the awarded Proposer be able to port over the existing telephone and fax numbers/lines?	The awarded contractor is responsible to develop and maintain telephone and fax numbers/lines. Please refer to Section V. #11 End of Contract Transition Responsibilities.
25.			How many telephone lines are being used for incoming calls? How many incoming and outgoing telephone calls were there for 2020 and 2021 per month?	The number of telephone lines and incoming/outgoing calls is information maintained by current vendor which is not reported or available to the Department.
26.			Is there a transition plan with the current vendor? If so, can the State provide a copy?	Please refer to question #24.
27.			Can the State provide a copy of the current compliance and outreach material?	DHHS will work with the awarded contractor to develop and maintain compliance and outreach materials.
28.			Can the State provide a copy of the current informational mailing	See Answers to #27 and #29.

			material being sent to employers? What is the breakdown by email, fax, and mail in 2020 and 2021?	
29.			How many employers were notified for EPP outreach in 2020 and 2021? What is the breakdown by email, fax, and mail in 2020 and 2021?	<p>EPP (Employer Participation Project) Outreach 2020:  March: emails 527; letters 0  April: emails 854; letters 0  May: emails 1655; letters 218  June: emails 828; letters 0  July: emails 0; letters 0  August: emails 452; letters 0  September: emails 1058; letters 550  October: emails 1733; letters 0  November: emails 52; letters 583  December: emails 7467; letters 1351</p> <p>EPP Outreach 2021:  January: emails 1727; letters 320  February: emails 2426; letters 0  March: emails 1777; letters 0  April: emails 1531; letters 456  June: emails 1888; letters 190  July: emails 1643; letters 0  August: emails 1619; letters 0  September: emails 1355; letters 537  October: emails 1859; letters 1859  November: emails 1353; letters 0  December: emails 0; letters 0</p> <p>EPP Outreach 2022:  January: emails 1850; letters 0  February: emails 1753; letters 0  March: emails 1805; letters 0</p>
30.			Please provide details on the outreach activities over the past 24 months. How many mailings monthly? Quarterly? Annually? How many employers in each mailing?	Please see attached Outreach Mailing Statistics.
31.			Upon award of the contract, can the awarded Proposer receive a copy of the current employer database?	Please refer to Section V. #11 End of Contract Transition Responsibilities.
32.			Will the State identify all Proposers who submitted questions?	Bidders will not be identified on the questions/answers document.
33.			Will the State provide visibility into the number of other Proposers bidding on this RFP / project?	The State will post a List of Respondents proceeding the RFP opening.
34.			What is the annual, quarterly, or monthly incoming call volumes and voicemails for this project?	The number of incoming calls and voicemails is information maintained by the current vendor which is not reported or available to the Department.

35.			What is the annual, quarterly, or monthly incoming email volumes for this project?	The incoming email volumes is data maintained by the current vendor which is not reported or available to the Department.
36.			Will the State provide current transaction rates for processing electronic and non-electronic new hire reports?	The current rate is \$0.22 per transaction.
37.			Will the State provide a copy of the last 6 month's invoices?	This information is provided as an attachment to this document.

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