

## ADDENDUM ONE (1), QUESTIONS and ANSWERS

Date: 09/05/2023

To: All Bidders

From: Diane Poppert, Julie Schiltz, Buyers  
Nebraska Department of Correctional Services

RE: Addendum for Request for Proposal Number 116683 O3  
to be opened September 14, 2023, 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.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.			1. RFP states prices must be net without any ongoing alteration like surcharges. How do we account for gas surcharge? Should we guess on a yearly average?	Correct, cost submitted should be all inclusive with no additional charges.  Bidder should refer Section V for delivery routes, timelines, and locations. Bidder should use best estimate for gas usage based off the information provided.
2.			2. We can agree to a 45 day account receivable but is it possible to ask for 30?	Per section IV.C. Invoices, the bidder can accept/reject/reject & provide alternative with notes/comments. It may or may not be something that the state is willing to negotiate on depending on the response. Typically, this stays at 45-days.
3.			3. Is a mini van a minimum in your estimation?	Per section V.F.9.c. The standard minimum size of transport vehicle is a standard minivan.

				<p>However, if a bidder has another type of vehicle that is an appropriate size to safely transport all materials, bidder should specify that in their response.</p>
4.			<p>4. Will we be responsible for sorting mail upon delivery?  a. If so, do you know approx. time that usually takes?</p>	<p>Per Section V.F.4. Is responsible for sorting and distributing mail that is clearly and legibly marked.</p> <p>Bidder should refer to the itinerary/timeline for all locations to determine approximate timeframes for mail sorting/delivery.</p> <p>Bidder should note that these times may flex based on the daily needs.</p>
5.			<p>5. Is it mandatory for a signature on pickup AND delivery? For MAIL as well?  a. We generally have a signature on delivery but not on pickup. But could make amends.</p>	<p>It is not mandatory for signature on pickup and delivery. Any signature requirements may be mutually agreed upon on an as needed basis.</p> <p>Per Section V.F.8, Service <b>may</b> include obtaining a shipper's signature at the pick-up point, and a consignee's signature at the delivery point, which will be filed and available when needed.</p> <p>The Glossary of Terms defines May as:  Discretionary, permitted;  used to express possibility.</p>
6			<p>Times are specified for routes. Is detain or waiting charges allowed beyond 15 minutes if delayed by customer</p>	<p>Times specified are in accordance/due to ongoing operations at NDCS facilities. The facilities are aware of the timelines and typically are minimal delays, if any. Excessive delays are an exception and may be due to unavoidable interruptions to facility operations.</p>

7			On-demand jobs picked up from outside pharmacy (CVS, Walgreens, Walmart) occasionally require correction and/or returns back to phcy OR attempted delivery charges. Where is associated accessorial charge indicated.	The outside pharmacy scripts are faxed or electronically submitted to the pharmacy selected when possible. No associated accessorial charges will be permitted.
8			Home Dialysis Supplies will require add'l. charges over three pieces (boxes) or detain time how / where are these charges indicated and applied	No additional charges for additional pieces over a minimum piece count will be considered.
9			Medical Records: HIPAA protected. Are records sealed so as to prevent exposure to info	Records will be in sealed/ locked bag/box. Courier must make every effort to secure and restrict outside access to parcels entrusted to their services to prevent exposure.
10			Are invoices submitted weekly ? Electronically ?	Invoices should be submitted monthly. Any other arrangement must be by mutual agreement. Bidder should refer to Section IV.C. Invoices.
11			What if route is initiated and then cancelled due to Act of God or similar, with regard to billing	NDCS has facilities that are 24/7/365. If a particular route is cancelled, it will be by mutual agreement otherwise it will be expected to run as scheduled. It will depend on the particular route if the bidder needs to provide an adjustment credit for the billing.
12			Is any scanning required ? If yes, please specify	Scanning is not required.
13			What is term of contract ? What is termination clause for either party	As outlined on the first page of the RFP. The contract term will be for two (2) years with two (2) additional two (2) year renewal

				options. Termination clause please see Section II.V.
14			After hours are referenced both after 5:00pm and after 4:00pm. Which is it ?	Unless otherwise stated, After Hours is considered: Before or after normal working hours such as, before eight (8) am or after five (5) pm or Weekends (Saturday or Sunday). Unclear if bidder is referencing a pre-determined scheduled route times or an on-demand request that is initiated after 5pm.
15			Is a fuel surcharge matrix accommodated in the agreement	Refer to the answer to question number 1.
16			What is the maximum declared value of any single shipment ? (not item; shipment)	This RFP is not for shipment(s). This is for courier services to/from Nebraska Department of Correctional Services facilities. Awarded contractor would not be "shipping" anything but delivering from one location to another. The dollar value to parcel contents entrusted to courier services varies between \$0.00 and \$100,000.00
17			Are any negotiable items shipped ? (cash or any other such document) (checks ? Copied & recorded ?)	Courier services do include documents to/from accounting to/from facilities. These types of documents will be in a locked bag. Locked bags are provided by NDCS.
18			Is there a single point liason with the State for daily communicaiton ? Who	This would be very from facility to facility. Upon contract award, a list of contacts will be provided to the awarded bidder.
19			Are uniforms and vehicle markings required ?	No.

20			Is a photo ID sufficient	To enter a facility, yes, Identification is required. Bidder should refer to Section III.K. NDCS Security in the RFP for additional information. For the safety and security reasons, the courier is required to follow appropriate NDCS policies, including the dress code. The awarded bidder will be provided this information after contract award.
21			Routes seem to be part time. Can bid stipulate all or nothing as it may be more difficult to fill one route as opposed to all.	No, routes cannot be split. NDCS needs all routes to be fulfilled.  Bidder should refer to Section V.A. Bidder may respond to Work Group A, Work Group B, or both  Also, per the Cost Proposal respondent may provide a response to all of Group A, Group B, or both.
22			How are on-demand jobs communicated ? We require entry into our Portal, by customer.	Courier would be called.
23			Would there be occasion that a particular stop, on a route, that would not be serviced  If yes, what is frequency ?  Is there a specific location that would be most likely or frequent	No  N/A  N/A

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