|  |
| --- |
| SOLICITATION ADDENDUM 120648 O3  QUESTIONS AND ANSWERS |

Date: 12/20/2024

To: All Bidders

From: Benjamin Burrill

Department of Health and Human Services

RE: Addendum for 120648 O3

to be opened January 3, 2024, at 2:00 p.m. CST

#### Questions and Answers

Following are the questions submitted and answers provided for the above-mentioned solicitation. The questions and answers are to be considered as part of the solicitation. It is the responsibility of bidders to check the State Purchasing Bureau website for all addenda or amendments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question Number | RFP/ITB  Section  Reference | RFP/ITB  Page Number | Question | State Response |
| 1. | Section  (I)(C)(4) | 2 | Would the State consider extending the due date to 1/17/2025? | We are not able to extend the due date. This would not allow enough time for the CDC Deliverables to be met. |
| 2. |  |  | Is there a budget ceiling for this effort that the State could share with the bidders? | Yes, the state does have a maximum amount budgeted for this project. The State will not be sharing this information. |
| 3. | Section (IV)(A)(2)(c)(i) | 25 | Would the State share a copy of the Year 1 Evaluation Plan referenced in the RFP? | No, the State is unable to share a copy of the Year 1 Evaluation Plan, as it is currently pending approval from the CDC and has not been approved for public release.  Bidders are highly encouraged to review all attachments to become familiarized with the integral components that comprise an Evaluation Plan. |
| 4. |  |  | Is there an incumbent evaluator? If so, can you share who it is, and are they eligible for award of this project? | [Partners for Insightful Evaluation](https://pievaluation.com/)  All interested vendors who can meet the requirements of the Request for Proposal and related attachments are encouraged to submit a Solicitation Response. |
| 5. | Section  (III)(I)(2) | 19 | The RFP states insurance requirements of 1M personal/advertising, 10K medical payments, 300K fire, 500/500/500K for worker’s compensation, 5M umbrella, and 5M cyber liability. We do not have personal/advertising coverage or medical payments, we have 100K fire, 100/100/500K for worker’s compensation, 2M umbrella, and 1M cyber. Will this level of insurance be sufficient? | Please refer to Section (III) of the Request for Proposal (RFP) document for the instructions that apply to the acceptance of terms and conditions. |
| 6. |  |  | Will out-of-state vendors be considered? | Yes, if a bidder is located out-of-state, and they meet the minimum requirements, their Solicitation Response will be considered. |
| 7. |  |  | Is there a not-to-exceed amount for the budget (either in total across the contract or a per-year limit)? | See the response to  Question 2. |
| 8. |  |  | Approximately how many organizations across the state are funded to implement OD2A strategies?  Do you anticipate the number of organizations or types of strategies will evolve throughout the grant? | Approximately sixteen external organizations. We do not anticipate the number of organizations to change dramatically over the duration of the grant. If it did change it would likely increase or decrease by one or two. |
| 9. |  |  | Are existing data collection tools already in place to gather data from funded sub-awardees? If so, what platform/system is being used to collect this data? How will the awarded vendor have access to this information? | Data collection tools already exist. Currently we use a combination of SurveyMonkey and Word Documents.  The data will be exported from SurveyMonkey. This data with the word documents will be emailed to the awarded vendor. |
| 10. |  |  | Will the awarded vendor be responsible for designing any new tools for data collection (e.g., if a revision to the evaluation plan warrants a new tool, will that be the responsibility of the vendor to develop)? | It is extremely unlikely that the awarded vendor will be responsible for designing a new tool. In the unlikely event that a new tool is needed it will be based off templates provided to DHHS by the CDC. In this case some minor adaptations may be needed to meet the state’s specific requirements. |
| 11. | Section  (VII)(A)(1)(h) | 30 | For the solicitation response, in section VII.A.1.h. Summary of Bidder’s Corporate Experience, should we only provide 3 examples of previous projects, or should we provide all relevant examples but ensure that at least 3 have reference information? | Yes, Bidders are to only submit three (3) narrative project descriptions that are similar to this Solicitation in size, scope, and complexity. Each similar project should address all items listed under (VII)(A)(1)(h)(i)(a) thru (e). |
| 12. | Section  (VII)(A)(2)(a) | 31 | For the solicitation response, in section VII.A.2.a. Understanding of Project Requirements, is any content desired other than acknowledgement of the project requirements and the vendor’s ability to meet them? | Yes, the State desires to have content beyond just an acknowledgment of the project requirements and the vendor’s ability to meet them. Please see instructions noted in the 1st paragraph under section (VI) Project Description and Scope of Work. “Bidder shall provide detailed narrative responses for each section and subsection outlined herein when preparing the Technical Response section of the solicitation response - See Section (VII)(A)(2). Submittals for the Technical Response shall correspond with the information outlined herein and any related attachments.”. |
| 13 | Section  (VI)(E) | 27- 28 | For the solicitation response, in section VII.E. Deliverables and Due Dates, is any content desired other than acknowledgement of all deliverables required, and that the vendor will work with DHHS to coordinate deadlines and adhere to CDC requirements? | Vendors shall provide sufficient information so the State can effectively evaluate the vendor’s ability to meet the required deliverables and due dates as indicated. If vendor desires to provide just an acknowledgment that they intend to provide the deliverables as outlined and will do so in accordance with the due dates provided, that will constitute an acceptable minimum response. |
| 14 |  |  | Is there an allotted budget or a do-not-exceed amount for this project? If so, what is it? | See the response to  Question 2. |
| 15 | Section  (VI)(A)(2)(b) | 25 | Does the state of Nebraska currently have a system or database for collecting the performance measures, or is the contractor expected to design one? | Program stores performance measures on DHHS servers. It does not expect the contractor to design one. |
| 16 | Attachment 1: Target Evaluation Target | 1 | How many grantees/recipients are funded? How many grantees/recipients will the contractor be expected to gather information from (if different from previous question)? Are you able to provide an overview of each grantee’s project? | Approximately sixteen external organizations. Approximately sixteen external organizations (the same as previous question). The 16 grantee’s projects fall under the measures listed in the attachment OD2A in States Performance Measures |
| 17 | Section  (VI)(A)(1)  &  (VI)(A)(2) | 25-26 | Are there already data-sharing agreements in place with each grantee/recipient? If not, will the contractor be expected to put these data-sharing agreements in place? | Grantees are already providing DHHS data. If a data sharing agreement is needed, then DHHS will be responsible for drafting it. |
| 18 | Section  (I)(C)(4) | 2 | We noticed a Webex meeting link for the day that the proposal is due – are contractors required to join the meeting in order to submit a proposal? Can you clarify the purpose of the meeting? | No, vendors are not required to join the Webex Meeting. A vendor may submit a Solicitation Response and elect to not attend the Electronic Solicitation Opening – Online Via Webex. The purpose of the Webex Meeting is for the State to reveal the names of the bidders that responded to this solicitation. |
| 19 | Attachment 1: Targeted Evaluation Project | 2 | In addition to reporting back to the CDC, how will the results of the evaluation be used? | DHHS will use the results of the evaluation to inform decision making and share with stakeholders. |
| 20 | Attachment 1: Targeted Evaluation Project | 2 | Who are the intended audiences for the evaluation results? | The CDC and DHHS are the intended audience. The results will be summarized and shared with stakeholders. |

This addendum will be incorporated into the solicitation.