

## ADDENDUM ONE, QUESTIONS and ANSWERS

Date: November 22, 2018

To: All Bidders

From: Teresa Fleming, Buyer  
AS Materiel State Purchasing

RE: Addendum for Request for Proposal Number 5950 Z1 to be opened December 12, 2018 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.			<p>I am having trouble finding bid tabulations from when the Eastern NE Veterans Home Front Desk was last out for RFP two years ago.</p> <p>Would you be able to point me in the right direction?</p>	<p>Below is the Final Evaluation for Contract 70485 O4/5163 Z1. If you need further information, submit a <a href="#">Public Record Request</a>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Evaluation Criteria</th> <th style="text-align: center;">Possible Points</th> <th style="text-align: center;">Management Registry Inc.</th> </tr> </thead> <tbody> <tr> <td><b>Part 1.0 Corporate Overview</b></td> <td style="text-align: center;">200</td> <td style="text-align: center;">168.33</td> </tr> <tr> <td><b>Part 2.0 Technical Approach</b></td> <td style="text-align: center;">250</td> <td style="text-align: center;">236.00</td> </tr> <tr> <td><b>Part 3.0 Cost Proposal</b></td> <td style="text-align: center;">400</td> <td style="text-align: center;">400.00</td> </tr> <tr> <td><b>Total Points</b></td> <td style="text-align: center;">850</td> <td style="text-align: center;">804.33</td> </tr> <tr> <td><b>Ranking</b></td> <td></td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Evaluation Criteria	Possible Points	Management Registry Inc.	<b>Part 1.0 Corporate Overview</b>	200	168.33	<b>Part 2.0 Technical Approach</b>	250	236.00	<b>Part 3.0 Cost Proposal</b>	400	400.00	<b>Total Points</b>	850	804.33	<b>Ranking</b>		1
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2.	V. Project Description and Scope of Work/D. Project Requirements #15	26	<p>Can you confirm that if the facilities have multiple buildings, then the Front Desk Personnel will be responsible for</p>	<p>The Front Desk Personnel will be responsible for all buildings. Each of the facilities has one main building. The additional buildings at the facilities are garages and storage sheds etc. The Front Desk Personnel will ensure the doors are locked for the additional buildings when required.</p>																		

			ALL buildings and/or only for the main building?	
3.	V. Project Description and Scope of Work/D. Project Requirements #15	26	If we are responsible for multiple buildings, how many Front Desk Personnel will be required on staff per shift?	One Front Desk Personnel is required on staff per shift.
4.	V. Project Description and Scope of Work/F. State Responsibilities #1	27	How are breaks and lunches provided per shift? Are the breaks and lunches paid?	During normal business hours, breaks are coordinated with the NDVA Administrative Assistant Staff. Nights and weekends breaks are coordinated with the Nurse Supervisor and Allegiance Head Nurse.  Break(s) for 15 minutes or less are paid. Lunches are not paid.
5.			Will the Front Desk Personnel be required to drive personnel/state/or facility vehicles in order to complete their assigned tasks?	No
6.	V. Project Description and Scope of Work/D. Project Requirements #1	25	Will a company branded polo and dark business causal pants meet the requirements?	Yes
7.			Are there incumbent vendors currently providing the requested Front Desk Services to the facilities listed on the Cost Proposal? If so, why is this contract going out for bid now?	The Eastern Nebraska Veterans' Home and Central Nebraska Veterans' Home currently have contracts for this service.  Eastern Nebraska Veterans' Home had a change in the scope of work which requires a new solicitation.

			And, is the State and the facilities satisfied with current vendors' services?	The State will not answer this question as it is not relevant to the RFP.
8.	IV. Proposal Instructions/A. Proposal Submission	29	Do responding vendors need to submit only one (1) original copy of their Technical Proposal and one (1) Cost Proposal?  Do the Technical Proposal and the Cost Proposal need to be submitted under separately sealed envelopes?	Yes.  No.

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