

## REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

### CONTRACTOR MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal for Contractual Services form, the contractor guarantees compliance with the procedures stated in this Request for Proposal, and agrees to the terms and conditions unless otherwise indicated in writing and certifies that contractor maintains a drug free work place.


Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

\_\_\_\_\_ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Request for Proposal.

\_\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

\_\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.

### FORM MUST BE SIGNED USING AN INDELIBLE METHOD (OR VIA DOCUSIGN)

FIRM:	Worldwide Travel Staffing, Limited
COMPLETE ADDRESS:	2829 Sheridan Drive Tonawanda, NY 14150
TELEPHONE NUMBER:	866-633-3700
FAX NUMBER:	877-375-2450
DATE:	August 17, 2020
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	Leo R. Blatz, R.N., M.S.N., Chief Executive Officer

**Form A**  
**Contractor Proposal Point of Contact**  
**Request for Proposal Number 6322 Z1**

Form A should be completed and submitted with each response to this Request for Proposal. This is intended to provide the State with information on the contractor's name and address, and the specific person(s) who are responsible for preparation of the contractor's response.

<b>Preparation of Response Contact Information</b>	
Contractor Name:	Worldwide Travel Staffing, Limited
Contractor Address:	2829 Sheridan Drive Tonawanda, NY 14150
Contact Person & Title:	Sam Giordano, Director of Government Contracting
E-mail Address:	sgiordano@worldwidetravelstaffing.com
Telephone Number (Office):	866-633-3700 ext. 110
Telephone Number (Cellular):	828-764-3057
Fax Number:	877-375-2450

Each contractor should also designate a specific contact person who will be responsible for responding to the State if any clarifications of the contractor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

<b>Communication with the State Contact Information</b>	
Contractor Name:	Worldwide Travel Staffing, Limited
Contractor Address:	2829 Sheridan Drive Tonawanda, NY 14150
Contact Person & Title:	Leo R. Blatz, R.N., M.S.N., Chief Executive Officer
E-mail Address:	LBlatz@WorldwideTravelStaffing.com
Telephone Number (Office):	866-633-3700 ext. 101
Telephone Number (Cellular):	716-830-6683
Fax Number:	877-375-2450

**Form B**  
**NDCS Supplemental Contract Information**  
**Request for Proposal Number 6322 Z1**

The Nebraska Department of Correctional Services (NDCS) is committed to the open and fair process for selection of contractual services; additionally, we are committed to upholding the laws of the State of Nebraska, the NDCS Code of Ethics and Conduct, and internal recommendations for improving best business practices.

Please complete the questions below and submit with your bid documents. Responding "yes" to any question will not disqualify you from consideration, but may necessitate a follow-up information request.

Company Name: Worldwide Travel Staffing, Limited

PO Box Address: Not Applicable

Physical Address: 2829 Sheridan Drive

City/State/Zip: Tonawanda, NY 14150

Phone Number: 866-633-3700 ext. 101

Name/Title of Contact: Leo R. Blatz, R.N., M.S.N., Chief Executive Officer

		YES	NO
1.	To your knowledge do you have any relatives, employees, contractors, sub-contractors, or a personal relationship with anyone who is currently employed by the Nebraska Department of Correctional Services? If yes, who?		X
2.	Has an employee of the Department of Correctional Services performed work for you under your current contract with the NDCS? If yes, who, how long, and in what capacity?		X
3.	Does an employee of the Department of Correctional Services (past or present) hold any corporate position in your company? If yes, who and what position?		X
4.	Incorporated companies, please provide the following information: Name of Corporate Entity: <u>Worldwide Travel Staffing, Limited</u> Principle Office Address: <u>2829 Sheridan Drive Tonawanda, NY 14150</u> Registered Agent and Office Address: <u>233 South 13th St., Ste. 1900, Lincoln, NE 68508</u>		
5.	Non-Incorporated Companies please provide the following information: Owner: _____		

By my signature below, I attest that neither I, nor my company, nor any primary officer or employee in my company has a known conflict of interest with the Nebraska Department of Correctional Services.

  
 \_\_\_\_\_  
 Company President Signature

August 31, 2020  
 \_\_\_\_\_  
 Date

## ADDENDUM ONE SHAREFILE LINK CORRECTIONS

Date: July 14, 2020  
To: All Bidders  
From: Dianna Gilliland/Connie Heinrichs, Buyers  
Nebraska State Purchasing Bureau  
RE: Addendum for RFP Number 6322 Z1 to be opened August 20, 2020 at 2:00:00 p.m. Central

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The ShareFile links have been corrected as follows:

1. Use the following link to electronically submit written questions:

<https://nebraska.sharefile.com/r-r9462d4192c84e43a>

2. Use the following link to electronically submit proposals:

<https://nebraska.sharefile.com/r-rce710b676fa481aa>

3. For each link above, the landing page will ask for the following information:

Entering the information below will provide an email confirmation of the upload for the bidder and the State.

To continue, please enter your information below.

Email  
  
 This field is required

First Name

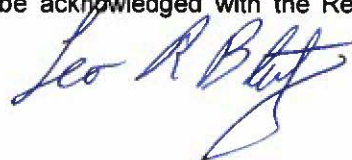
Last Name

Company

Remember Me

By clicking on the link above, I am acknowledging my responsibility to submit a bid on the state's behalf.

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



## ADDENDUM TWO REVISED SCHEDULE OF EVENTS

Date: August 3, 2020

To: All Bidders

From: Dianna Gilliland/Connie Heinrichs, Buyers  
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Request for Proposal 6322 Z1 to be opened August 20, 2020 at 2:00 p.m.  
Central

### Schedule of Events

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

ACTIVITY	DATE/TIME
3. State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	August 4, 2020 August 7, 2020
4. Electronic Proposal Opening Electronic proposals are only being accepted due to the challenges of COVID-19.  Upload electronic submissions via ShareFile.  IT IS THE BIDDER'S RESPONSIBILITY TO UPLOAD ELECTRONIC FILES WITH ENOUGH AMOUNT OF TIME IN CASE OF USER ISSUE OR SOFTWARE ISSUE.	August 20, 2020 2:00 PM Central Time
5. Review for conformance to Request for Proposal requirements	August 20-21, 2020
6. Evaluation period	August 24, 2020 – September 8, 2020
7. Presentations and/or Demonstrations (if required)	To Be Determined
8. Post "Notification of Intent to Award" to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	September 11, 2020
9. Contract finalization period	September 11, 2020 – September 29, 2020
10. Contract award	September 29, 2020
11. Contractor start date	October 1, 2020

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



## ADDENDUM THREE REVISED SCHEDULE OF EVENTS

Date: August 7, 2020

To: All Bidders

From: Dianna Gilliland/Connie Heinrichs, Buyers  
AS Materiel State Purchasing Bureau (SPB)

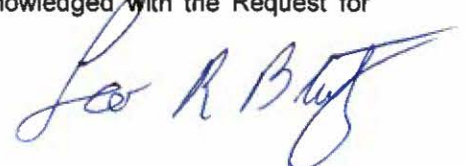
RE: Addendum for Request for Proposal 6322 Z1 to be opened ~~August 20, 2020~~ TBD at 2:00 p.m. Central Time

### Schedule of Events

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

	ACTIVITY	DATE/TIME
3.	State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	<del>August 4, 2020</del> <del>August 7, 2020</del> TBD
4.	Electronic Proposal Opening Electronic proposals are only being accepted due to the challenges of COVID-19.  Upload electronic submissions via ShareFile.  IT IS THE BIDDER'S RESPONSIBILITY TO UPLOAD ELECTRONIC FILES WITH ENOUGH AMOUNT OF TIME IN CASE OF USER ISSUE OR SOFTWARE ISSUE.	<del>August 20, 2020</del> 2:00 PM Central Time TBD
5.	Review for conformance to Request for Proposal requirements	<del>August 20-21, 2020</del> TBD
6.	Evaluation period	<del>August 24, 2020 –</del> <del>September 8, 2020</del> TBD
7.	Presentations and/or Demonstrations (if required)	To Be Determined
8.	Post "Notification of Intent to Award" to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	<del>September 11, 2020</del> TBD
9.	Contract finalization period	<del>September 11, 2020 –</del> <del>September 29, 2020</del> TBD
10.	Contract award	<del>September 29, 2020</del> TBD
11.	Contractor start date	<del>October 1, 2020</del> TBD

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



## ADDENDUM FOUR QUESTIONS and ANSWERS

Date: August 17, 2020

To: All Bidders

From: Dianna Gilliland/Connie Heinrichs, Buyers  
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Request for Proposal Number 6322 Z1 to be opened September 2, 2020 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			Is the state considering a Managed Services Provider or Vendor Management System (VMS) technology solution for this bid?	No.
2			Is there an incumbent in place for these services currently?  If so is could you please provide the contract number?	This is a new RFP with new requirements. Please provide the best response to meet the requirements of the RFP.  The incumbent(s) are for state agency agreements, not for a consolidated State Purchasing Bureau contract.  Here is a list of the agency agreements including but not limited to the following:  DHHS: 90527-O4, 83532-O4, 90529-O4 and 86545-O4.  NDCS: 60814-O4, 60811-O4, 60812-O4, 60815-O4, 60813-O4, 61123-O4, 60816-O4, 60947-O4 and 85613-O4.  NDVA: 89425 O4.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
3			What are the standard shift lengths for each site?	The standard shift may vary per facility.
4			What are the standard assignment lengths for each site?	Assignment lengths may vary based on the facility needs and could be a daily assignment up to multiple weeks at a time.
5			Is there a preference for local or traveling clinicians to fulfill the roles?	No preference.
6			Does the state to intend award multiple contracts?	The State does anticipate multiple awards.
7			Generally, Locums, Nursing and Allied professionals have separate bids (unless it is VMS/MSP) is the state willing to accept bids with only providing one of the service lines or is it the expectation that the vendor/s selected will need to be able to fulfill all orders?	Refer to RFP Section I.T. AWARD.
8	General Question		What is the estimated budget for this RFP?	Estimated budget is unknown as it is dependent on the individual agency facility needs.
			If unknown, please specify previous spending.	Refer to RFP Section V.J, Estimated Usage
9	General Question		Is this a single or multiple award RFP?	Please see the response to Question #6.
10	General Question		Is this a new requirement?	Please see the response to Question #2.
			If not, please provide the current vendor(s) providing the service and how are the current services being procured?	
			Apart from end of tenure, is there any other reason to release this solicitation?	Not applicable.
			Are there any pain points?	Not applicable.
11	General Question		Please provide the total number of temporary staffs on current assignments?	Please see the response to Question #8.
			Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.	Refer to RFP Section V.J. ESTIMATED USAGE.



Question Number	RFP Section Reference	RFP Page Number	Question	State Response
12	General Question		Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.	Please see the response to Question #2.
13	General Question		What are the most frequently used job categories in the subject matter RFP?	Refer to RFP Section V.J. ESTIMATED USAGE
14	General Question		What is the average length of the assignment?	Please see the response to Question #4.
15	General Question		Please provide list of benefits current employees receiving from the incumbent.	This question is out of scope for this RFP.
16	General Question		Please provide list of client mandates holidays	Refer to RFP Section V.I.1.
17	General Question		Please provide list of vacation and holidays current employees receiving from the incumbent.	This question is out of scope for this RFP.
18	General Question		What is Mandate Living wage and Supplemental benefits?	Refer to RFP Section III.A.
19	General Question		Please provide details on benefits package current incumbent providing to temp staff.	This question is out of scope for this RFP.
20	General Question		Is there any preference to local vendor?	Refer to RFP Section I.P. EVALUATION OF PROPOSALS
21	General Question		Is it mandatory to take subcontractor?	Refer to RFP Section VI.J. SUBCONTRACTORS
22	T-Award	6	How many vendors will be awarded?	Please see the response to Question #6.
23	-	-	Are there any incumbents? If ye, please share the details	Please see the response to Question #2.
24	-	-	What is the past spend on this contract?	Please see the response to Question #8.
25	-	-	What is the estimated budget?	Please see the response to Question #8.
26	VI Corporate Overview I. Summary of Contractor's Proposed Personnel/Management Approach	73	Do you want representative resumes from our firm, or do you want actual people who will be assigned to the task?  If so, when will the task begin?  OR do you want resumes of our Account Management team?	Refer to RFP Section VI.I., referencing management personnel assigned to the contract if awarded.  Refer to RFP Section I.C. for estimated contract start date(s). Individual medical staffing assignments can't be determined at this time.  Refer to response above.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
27	VII Cost Proposal Requirement A Cost Proposal	74	Do we need to propose a fixed price lump sum amount for the services?  OR can we propose hourly rates for the positions listed in the RFP?	Refer to the Cost Proposal.  Refer to response above.
28	Scope of Service		If there are contract terms that awardee is not able to accept, is there a penalty for not signing the contract?	No, however by signing the Request For Proposal For Contractual Services form, the bidder is agreeing to the RFP terms; unless the bidder has taken exceptions to terms as allowed by the RFP.
29	Scope of Service		Does a bidder automatically agree to contract terms by submitting a bid response?	Please see the response to Question #28.
30	Scope of Service		If there are terms and conditions that the awardee cannot agree to, is the awardee able to decline to accept the contract?	Please see the response to Question #28.
31	Scope of Service		Will State of Nebraska allow for any changes to the language of service agreement such as the terms and conditions, indemnification, insurance requirements, and venue?	The State will consider suggested changes to language with terms that have the table for 'Accept/Reject/Reject & Provide Alternative.' The State reserves the right to reject any and all suggested changes.
32	Scope of Service		Are there specific areas of the RFP that are not allowed to be changed?	Please see the response to Question #31.
33	Scope of Service		Are the terms of the agreement up for discussion or negotiation, if awarded?	Please see the response to Questions #28 and #31.
34	Scope of Service		What vendors is State of Nebraska currently contracted with for <i>(redacted Company Name)</i> services?	Please see the response to Question #2.
35	Scope of Service		How many vendors received this RFP?	The RFP is publicly posted on the State Purchasing Bureau website.
36	Scope of Service		How many vendors will be selected for contract award?	Please see the response to Question #6.
37	Scope of Service		Why is the contract out for bid?  Is it required to be put out for bid?	The bidder should provide a response that best meets the requirements in the RFP.  Not applicable.
38	Scope of Service		How can a newly awarded <i>(redacted Company Name)</i> vendor improve upon the services, as compared to the current vendors and past services?	Please see the response to Question #2.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
39	Scope of Service		Is the State of Nebraska satisfied with the current provider(s) of services?	Please see the response to Question #2.
40	Scope of Service		What would State of Nebraska like to see with the awarded vendor and their approach to the request?	Please see the response to Question #2.
41	Scope of Service		Will State of Nebraska consider bidders to provide additional services that bidders have available?	Please provide the best response to meet the requirements of the RFP.
42	Scope of Service		Is State of Nebraska looking for a Managed Service Provider (MSP) solution to assist with staffing ( <i>redacted Company Name</i> )? A Managed Service Provider manages the temporary worker recruitment for an organization and is responsible for the end-to-end management of the contingent workforce – from supplier management to strategic workforce planning.	Please see the response to Question #1.
43	Scope of Service		Does State of Nebraska need a technology solution for workforce management?	This question is out of scope for this RFP.
44	Scope of Service		Is the State of Nebraska currently utilizing a technology for staffing?	This question is out of scope for this RFP.
45	Scope of Service		Do you offer any telemedicine services?  Would you be interested in that?	This question is out of scope for this RFP.  Refer to answer above.
46	Scope of Service		Will State of Nebraska consider bidders to provide additional services that bidders have available?	Please see the response to Question #41.
47	Terms and Conditions  M INDEMNIFICATI ON 1/GENERAL	11	Will State of Nebraska consider mutual indemnity and insurance?	No or very limited changes are accepted to these provisions. The Bidder should consider whether they can meet the indemnification and insurance requirement as-written when submitting a bid. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
48	Terms and Conditions T PERSONAL HEALTH INFORMATION (PHI)	14	Will it be acceptable for vendor to notify and facilitate provisions of this requirement to our independent contractors/providers regarding PHI, since vendor will not have/nor would want access to PHI?	Yes, this is acceptable as long as signed documentation is retained. For services provided in a DHHS facility, the vendor will be required to sign a BAA and adhere to all required obligations state therein, see Exhibit A.
49	Contractor Duties A/INDEPENDENT CONTRACTOR/OBLIGATIONS	17	<i>(Redacted Company Name)</i> Providers are independent contractors, not employees of vendor. Can language be changed to reflect a term other than employee?	The State of Nebraska may contract with an agency who will provide staffing services. Staff provided by Contractor will not be employees of the State of Nebraska.
50	Contractor Duties B/EMPLOYEE WORK ELIGIBILITY STATUS	18	<i>(Redacted Company Name)</i> are independent contractors, not employees of vendor. Is verification of work eligibility status still required?	Yes, verification of work eligibility status is still required.
51	Contractor Duties F/PRICES	19	What are the current hourly billable rates per healthcare provider position for the current contract?	Please see the response to Question #2.
52	Contractor Duties F/PRICES	19	Please clarify for <i>(Redacted Company Name)</i> what pricing should include.	Please see the response to Question #27.
53	Contractor Duties H/PERMITS, REGULATIONS, LAWS	19	Please clarify how this section applies to <i>(Redacted Company Name)</i> medical services.	This requirement may not directly apply to any or all Contractors. Each Contractor is required to ensure the Contractor has all applicable permits and licenses necessary to perform the duties under the contract.
54	Contractor Duties J INSURANCE REQUIREMENTS 1/Worker's Compensation Insurance	20	<i>(Redacted Company Name)</i> physicians, physician assistants and nurse practitioners are Independent Contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will State of Nebraska waive these requirements?	If the Contractor is subject to the Nebraska Workers' Compensation Act, Contractor shall take out and maintain during the life of the contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the Contractor's employees to be engaged in work on the project under the contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation and Employer's Liability Insurance for all of the Subcontractor's employees to be engaged in such work.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
55	Contractor Duties J INSURANCE REQUIREMENTS 2/Commercial General Liability Insurance and Commercial Automobile Liability Insurance MANDATORY COI LIABILITY WAIVER LANGUAGE	21	Our providers will not be driving as part of the medical services provided. Can this requirement be waived?	No. Temporary staff may be driving to an assignment or between facility locations. This requirement protects the State of Nebraska from liability in the event of a vehicle accident on site at a state facility.
56	Contractor Duties J INSURANCE REQUIREMENTS S 2/Commercial General Liability Insurance and Commercial Automobile Liability Insurance MANDATORY COI LIABILITY WAIVER LANGUAGE	21	Will State of Nebraska consider waiving the Additional Insured requirement?	No.
57	Contractor Duties J INSURANCE REQUIREMENTS S 2/Commercial General Liability Insurance and Commercial Automobile Liability Insurance	21	Commercial General Liability each occurrence/general aggregate: Vendor has standard \$1M/\$3M.	No question provided.
58	Contractor Duties P/NDCS SECURITY Section 1	23	Will NDCS pay for the background security check?  How far in advance of the assignment is the background security check conducted?  Will the results be shared with vendor?	NDCS performs the background checks, in addition to the contractor performing routine background checks, for staff assigned to the facilities at no cost to the contractor.  It may take several days for completion of the security check.  The contractor is notified of the results.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
59	Project Description and Scope of Work B/OPERATING FACILITY DETAILS BY VENDOR LOCATIONS	29-32	What EMR (electronic medical records, or paper charts) is used?	DHHS utilizes Avatar as well as paper charts.  NDCS primarily uses paper charting, with some entry into the NDCS case management system (NiCAMS). Over the course of the contract period, there may be more electronic entry needs.  NDVA uses "Net Solutions". This in an EMR.
60	Project Description and Scope of Work B/OPERATING FACILITY DETAILS BY VENDOR LOCATIONS	29-32	Will the provider shift include daily, hourly, overtime, weeknight call, weekend call or any combination thereof?	Yes, any combination described may be used.
61	Project Description and Scope of Work C/SCOPE OF WORK	32	Will the credentialing costs such as application fees, additional DEA's, and background or drug screenings be reimbursed?	No.  Please see the response to Question #58.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
62	Project Description and Scope of Work C/SCOPE OF WORK 5a-d	33	<p>What time keeping system does State of Nebraska currently utilize?</p> <p>Does the provider complete the same timesheet on a daily basis or is a new timesheet required daily?</p> <p>If required, is there a form for <i>(Redacted Company Name)</i> to complete regarding patients/inmates seen during a shift and/or a list of tasks completed during a shift?</p>	<p>DHHS uses paper timesheets to document a weekly schedule, which includes the building and number of hours per day.</p> <p>DHHS, NDCS and NDVA currently use Kronos for State employees.</p> <p>NDVA's Agency Staff don't use the State of Nebraska's timekeeping system. Each contractor uses a form based on their business model.</p> <p>DHHS: Refer to DHHS above response.</p> <p>NDCS: At this time the provider will complete the same timesheet weekly per their schedule.</p> <p>Yes, depending on the agency facility, a variety of forms may be required.</p>
63	Project Description and Scope of Work C/SCOPE OF WORK 7	33	<p>Will NDCS pay for the background security check?</p> <p>How far in advance of the assignment is the background security check conducted?</p> <p>Will the results be shared with vendor?</p>	<p>Please see the response to Question #58.</p> <p>Refer to answer above.</p> <p>Refer to answer above.</p>
64	Project Description and Scope of Work C/SCOPE OF WORK 9	33	<p><i>(Redacted Company Name)</i> are independent contractors, not employees of vendor. Can this wording be changed?</p>	<p>The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.</p>
65	Project Description and Scope of Work C/SCOPE OF WORK 10	33	<p>Can the following alternate language be considered: "The agency shall conduct necessary verifications for temporary staff in order to obtain privileges at facility"?</p>	<p>No, the RFP remains as written.</p>

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
66	Project Description and Scope of Work C/SCOPE OF WORK 11	33	Aren't documents required per job descriptions for locum tenens to be provided during credentialing?  How far in advance of "start of individual's assignment" does State of Nebraska want the documents?	Compliant documentation is required prior to or concurrent with the individual's start date and/or arrival on site.  Refer to answer above.
67	Project Description and Scope of Work D/BIDDER REQUIREMENTS	33	Vendor is not typically required to provide at least three (3) temporary staffing positions per City/Geographic location. Can this be adjusted based on the specialties vendor can provide?	Per glossary, "should" is defined as: Expected; suggested, but not necessarily mandatory.
68	Project Description and Scope of Work F/CLASSIFICATION/JOB DESCRIPTIONS	34-58	Are there any positions that have been particularly challenging?	Please see the response to Question #2.
69	Project Description and Scope of Work F/CLASSIFICATION/JOB DESCRIPTIONS	34-58	How many providers does State of Nebraska need?	Please see the response to Question #6.
70	Project Description and Scope of Work F/CLASSIFICATION/JOB DESCRIPTIONS	34-58	Will State of Nebraska allow multiple providers fill an ongoing coverage need?	Yes
71	Project Description and Scope of Work G/QUALIFIED PERSONNEL 5	58	Vendor does not train our (Redacted Company Name) providers. Can this language be changed?	The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes. In all cases, the Contractor is responsible for ensuring providers are qualified and perform the obligations of the Contractor pursuant to the Contract.
72	Project Description and Scope of Work G/QUALIFIED PERSONNEL 6	58	Vendor does not provide photo identification badges to independent contractors. Can this requirement be waived as the provider should be carrying their state issued identification (driver's license)?  Is State of Nebraska processing the criminal record clearance? Will copy be provided to vendor? All documentation should be part of credentialing process, is this not the case with State of Nebraska?	RFP requirements remain as written.  Please see the response to Question #58.



Question Number	RFP Section Reference	RFP Page Number	Question	State Response
73	Project Description and Scope of Work G/QUALIFIED PERSONNEL 8	59	<p>Vendor does not perform health screening as we are not a medical entity. Vendor uses an outside company for health screenings for providers. Will this be accepted?</p> <p>Is the cost of the required screenings reimbursable? Can language "within 90 days prior to employment with NDCS or seven days after employment with NDCS" be changed to "within 90 days prior to assignment with NDCS or seven days after assignment with NDCS" as locum tenens will not be employed by NDCS?</p>	<p>It is acceptable that an outside company provides the health screening.</p> <p>The cost of any screening necessary for eligibility will not be reimbursed.</p>
74	Project Description and Scope of Work G/QUALIFIED PERSONNEL 9	59	Vendor does not have "health files" but we have health history records for providers. Will this be sufficient or can this be changed?	Health history records are acceptable.
75	Project Description and Scope of Work G/QUALIFIED PERSONNEL 10	59	Is Pre-Assignment Screening Information part of the credentialing process? This should be done prior to assignment start for State of Nebraska to determine if provider meets requirements.	Yes.
76	Project Description and Scope of Work G/QUALIFIED PERSONNEL 11	59	<p>Does the prior approval for extended assignment designation apply to physicians and Nurse Practitioners, Physician Assistants who are able to work long-term assignments?</p> <p>Who provides the approval for long-term assignments?</p>	<p>Yes.</p> <p>NDCS Health Services Medical Director or designee.</p>
77	Project Description and Scope of Work G/QUALIFIED PERSONNEL 12	59	<p>Please clarify criteria for Qualified Staff.</p> <p>Please clarify "not performing in satisfactory manner" so vendor can better understand potential risks.</p>	Not performing in an acceptable manner includes but is not limited to: no shows for shift; late notice for shift; insubordination; failure to follow facility security guidelines, failure to follow scope of their license/certificate and/or inadequate performance of medical care/job duties.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
78	Project Description and Scope of Work H/ORIENTATION /TRAINING 1 DHHS TRAINING	60	Does this apply to all positions 30 days or less?  Will orientation be paid?  When is training scheduled?  How long does training last per location?	Yes, orientation and training applies to all positions regardless of the length of the position.  Yes, orientation is paid.  Training is scheduled prior to beginning the assignment.  The length of training varies and is dependent on location, position, and type of training.
79	Project Description and Scope of Work H/ORIENTATION /TRAINING NDCS TRAINING 2b	60	(Redacted Company Name) are independent contractors, not employees of vendor. Can language be changed?	The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.
80	Project Description and Scope of Work H/ORIENTATION /TRAINING NDCS TRAINING 2d	60	How often does the assignment change from more than 30 days to less than 30 days?	Please refer to Questions #3 and #4.
81	Project Description and Scope of Work H/ORIENTATION /TRAINING NDCS TRAINING 2f	60	Documents should be provided prior to assignment start. Is this part of the credentialing process?	Yes.
82	Project Description and Scope of Work H/ORIENTATION/ TRAINING NDCS TRAINING 2h	61	Please clarify the difference between assigned Staff and employee. (Redacted Company Name) are independent contractors, not staff nor employee of vendor.	The RFP is written from the State's perspective so the personnel that fill the temporary medical staffing positions are not state employees; they are considered to be employees or staff of the contractor.  The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
83	Project Description and Scope of Work I/SCHEDULING DHHS SCHEDULING	61	(Redacted Company Name) are independent contractors, not personnel of vendor.	No question provided.
84	Project Description and Scope of Work I/SCHEDULING NDCS SCHEDULING 2k	62	Vendor does not provide photo identification badges to independent contractors. Can this requirement be waived as the provider should be carrying their state issued identification (driver's license)?	Please see answer to Question #72.
85	Corporate Overview B/FINANCIAL STATEMENTS	72	Vendor cannot disclose pending or expected litigation as this is confidential information. Is this workable?	Refer to RFP Section VI.B., paragraph three.
86	Cost Proposal Requirements A/COST PROPOSAL	74	Please define "total fixed price".  Cost Proposal attachment advises "Bidder should provide an hourly rate for each position listed below".	The State is requiring a fixed rate for this RFP.
87	Cost Proposal Requirements A/COST PROPOSAL	74	If vendor does not provide specialty listed, does State of Nebraska prefer N/A in the rate sections or have them left blank?	Leaving the cell blank or writing N/A is an acceptable response for completing the Cost Proposal, if the bidder isn't providing a cost for the medical staff position.
88	Cost Proposal Requirements A/COST PROPOSAL	74	Please provide an estimate of the (Redacted Company Name) hours expected to be utilized in the first year of the proposed agreement.	Refer to RFP Section V.J. for historical usage.
89	Cost Proposal Requirements	74	What is the annual budget that is projected for the contract? How will it be divided per year?	Please see the answer to Question #8.
90	Cost Proposal Requirements	74	What was the total spend for (Redacted Company Name) services in 2018 and 2019?	Please see the answer to Question #8.
91	Cost Proposal	Pages 2-37	What are the average 2019 first year bill rates, for all disciplines?	Please see the answer to Question #2; rates are indicated in the contracts.
92	Cost Proposal	Pages 2-37	For the disciplines that bidders will not be offering medical staff services for, should the cost amount be left blank or should the bidder put \$0.00?	Please see the answer to Question #87.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
93	Cost Proposal	Pages 2-37	For the disciplines that bidders will be offering medical staff services for, are the bidders able to add an additional section to the sides of each discipline, to include overnight and weekend rates that would be different?  If not, is the cost proposal just wanting to include a flat bill rate and OT/Holiday bill rate only?	No, the Cost Proposal should not be modified by the bidder.  Yes, please refer to the Cost Proposal.
94	Award	Page 6 Letter T	Is the state of NE, DHHS, NDCS and DHVA planning on awarding to more than one vendor? If so, how many?	Please see the answer to Question #6.
95	Qualified Personnel- NDCS	Page 59 #8	It states that the temporary staff need to provide their current immunizations to include a seasonal flu vaccine. Is the flu vaccine mandated to have or is the employee able to provide a declination form?	Immunizations recommended but not mandated. The only thing mandated at this time is masks and following COVID mandates.
96	Other Documents to Upload to Sharefile	Page 3 #2	Specifies the "Technical," "Cost Proposal," and "Other Proprietary Information" are to be uploaded separately. What all does the "Technical" consist of?	Refer to I.N. REQUEST FOR PROPOSAL/PROPOSAL REQUIREMENTS
97	Form A and Form B	Pages 75 and 76	Where shall the bidder include completed forms A and B?	Include Form A and Form B with the completed RFP proposal submitted.
98	Exhibit One	Pages 1 and 2	Do bidders need to include the Exhibit One attachment. If so, where?	Exhibit One doesn't need to be included in the response. Exhibit One is incorporated into the contract per the RFP.
99	Evaluation of Proposals	Page 5	States " <b>Neb. Rev. Stat. §73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone.</b> "  Will the proposal include some preference to women owned small businesses as well?	No.
100			What EMR platform does the State utilize?	Please see the answer to Question #59.
101			Is orientation/training billable?	Please see the answer to Question #78.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
102			Are assignments typically full time contracts, as needed per diem, or both?  If full time contracts, typically how long are the contracts? (6 weeks, 3 months, etc)	Please see the answer to Question #4.  See above.
103			If a clinician converts to permanent staff, what are the fees?	It is not the intent of this RFP to fill permanent positions. In the unlikely event that a permanent position is filled with one of Contractor's employees or contractors, no fees shall be due to Contractor.
104	Section E Payment	27	what are the payment terms? (30 days, 45 days, etc)	Refer to RFP Section IV.E. PAYMENT (Statutory)
105	Section G	27	will a Purchase Order be issued?	Not enough information was provided to answer this question.
106	General Question	General Question	Why is this contract out for bid? Is it required to be put out for bid?	Please see the answer to Question #37.
107	General Question	General Question	Who are your current incumbent vendors for these services?	Please see the answer to Question #2.
108	General Question	General Question	Will you be awarding multiple vendors?	Please see the answer to Question #6.
109	General Question	General Question	Are you satisfied with your current vendors?	Please see the answer to Question #39.
110	General Question	General Question	Are all your needs being met?	Please see the answer to Question #39.
111	General Question	General Question	What are your current hourly bill rates by classification?	Please see the answer to Question #2.
112	General Question	General Question	Are we able to take exceptions and propose language to any of the terms and/or requirements?	Please see the answer to Question #31.
113			For positions that have no forecasted usage is it required to submit rates for these jobs?	Please see the answer to Question #87.  Failure to provide a rate for the medical positions per city/geographic locations listed on the Cost Proposal will eliminate the possibility for award of that position.
114			Are the criteria that will be used to award the contract weighted by importance? If so, can you list them by priority?	The Evaluation Criteria is now posted to the RFP webpage.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
115			For each position can we bid for select locations, or are we required to cover all the locations to be considered a viable vendor?	Please see the answer to Question #113.  Bidders may submit a bid for any or all locations.
116			Is it a requirement to submit all four years billing in our bid?	Yes.
117			Is it a requirement to submit bill rates for Optional extensions 1, 2 and 3?	Yes.
118			How will the contract be administered if unforeseen market forces drastically change the workforce in years 2, 3 or 4?  a. Hyper Inflation puts pressure on wages  b. Reduction in workforce reduces supply again putting pressure on wages  c. Unforeseen exits of professionals due to Covid causing a workforce reduction.	Addendums/Amendments may be processed for the contract to reflect changes made with Scope.  Refer to RFP Section III.F. PRICES
119			Is there an area in the RFP to address adjustments of proposed future rates due to unforeseen changes in the workforce (i.e. Inflation, workforce reductions, industry regulation, etc.?)	Please see the answer to Question #118.
120			Is this bid a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.	Please see the answer to Question #2.
121			How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.	Please see the answer to Question #2.
122			When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?	Please see the answer to Question #2.
123			Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?	Please see the answer to Question #8.
124			How many vendors does the state intend to award?	Please see the answer to Question #6.
125			Is this bid open to locum tenens agencies?	Yes.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
126			Do you intend to make multiple awards?	Please see the answer to Question #6.
127			Since the duties of the Contractor and the Provider are separate and distinct, especially as Contractor does not itself provide medical services, it is important that Providers not be incorporated into the definition of Contractor—can this be amended in a potential contract?	The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes. No changes will be made that alter the essential requirements of the RFP.
128			Our locums staffing services contracts are "best efforts" and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Could this be amended in a potential contract?	A bidder's response should clearly identify any terms of the RFP to which it takes exception and provide alternative language.  The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.
129			Can language changes be made? (indemnification, insurance, venue, etc)?	Please see the answer to Question #128.
130			Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?	Please see the answer to Question #31.
131			If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages.	Please see the answer to Question #28.
132			By submitting a response, are we automatically agreeing to a contract and its terms? Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded?	Please see the answers to Questions #31.
133			As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be amended?	The State may, in its sole discretion, change wording as necessary and applicable in the context. The State may consider suggested changes, but the State reserves the right to reject any and all suggested changes.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
134			Can vendors bid on one or part of the requirements. Or do we have to bid on all of the requirements/specialties?	Please see the answer to Question #113.
135			What sub-specialties are you seeking? For physicians would it be internal medicine/general medicine/family practice/etc?  Would you also consider Psych NP/AP?	NDCS would consider general medicine/family practice  DHHS would consider Psych NP/AP as allowed under Nebraska licensure statutes or regulations.
136			What was last year's spend for these services for this contract?	Please see the answer to Question #2.
137			What are the current challenges/obstacles in meeting its staffing and recruitment goals for these positions? If a contract for the proposed services is in place, what areas of improvement over the existing contract would you like to see?	Please see the answer to Question #2.
138			Are there penalties incurred if unable to fill any of the openings?	Not enough information was provided to answer this question.
139			Is there an incumbent and current contract for this service? If so, can you please provide the vendor name and current contract rate?	Please see the answers to Questions #2.
140			What is the estimated time frame of notice before a need becomes available?	This is a variable dependent on the facility and circumstances.
141			Will you allow multiple physicians to fill the need or are you requiring that one physician fulfill the need?	Please see the answer to Question #70.  Multiple physicians are acceptable as long as continuity of care is maintained.
142			What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.?	Please see the answer to Question #140.



Question Number	RFP Section Reference	RFP Page Number	Question	State Response
143			<p>Is your patient population 100% adult patients or do you also treat children and adolescents?</p> <p>Can we include pricing for child/adolescent?</p>	<p>No.</p> <p>DHHS: Youth are at the LRC Whitehall Campus, HRC, YRTC-K, YRTC-G, and YRTC-L.</p> <p>NDCS: Patient population is comprised of a range of adult males and females, as well as youthful male offenders adjudicated as adults who range in age from early adolescence to age 21 years, 10 months.</p> <p>No, bidders must provide a price per position per city/geographic location as specified in the Cost Proposal.</p>
144			<p>May we add a locums to perm conversion fee to our pricing?</p>	<p>Bidders may include in their response any terms with regard to the conversion of locums to permanent DHHS employment, and their response will be judged accordingly.</p> <p>This would need to be shown as a separate charge and NOT included in the hourly rate.</p>
145			<p>Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?</p>	<p>Refer to RFP Section III.F. PRICES.</p>
146			<p>Do you want an all-inclusive rate?</p>	<p>Rates shall be inclusive of all expenses, including travel and personnel costs, per the Cost Proposal.</p>
147			<p>Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will you waive these requirements for physicians?</p>	<p>Please see the answer to Question #54.</p>
148			<p>Will you consider \$1M per occurrence/\$3M aggregate insurance limits?</p>	<p>Please see the answer to Question #47.</p>
149			<p>What is the expected time for the completion of credentialing for an accepted candidate?</p>	<p>Typically this takes five (5) business days or less (including security background checks).</p>

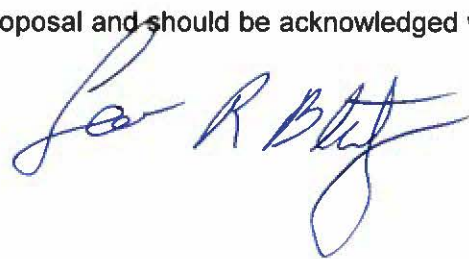
Question Number	RFP Section Reference	RFP Page Number	Question	State Response
150			Are background screenings required? Will the facility be handling this requirement or are you expecting the vendor to complete?	DHHS and NDVA will not pay for background checks. See Section V.C.7.  NDCS will work with the contractor to obtain background screenings/security checks.
151			Are telehealth providers utilized currently?  If not is using them an option?	This question is out of scope for this RFP.  No.
152			Is Telehealth an option for coverage? If so, do you have your own platform/service provider?	Please see the answer to Question #151.
153			Do we need to include financial statements with our proposal submission? Will the previous year suffice? Do they need to be audited?	Refer to RFP Section VI.B.
154			We do not typically supply associate resumes. Would bios suffice?	Please see the answer to Question #26.
155			Would the state consider adjusting their 2 hour time frame for notice of assignment or cancellation?	The RFP requirements remain as written.
156			Will PPE be provided?	Yes
157	I-C	2	The effective date for the contract is listed as October 1 <sup>st</sup> . Does this mean that we will be notified of needs on October 1 <sup>st</sup> or is this the date you want providers to start working?	October 1, 2020 is the tentative contract start date.
158	VII	74	Are we able to submit hourly rate ranges, as hourly rates typically vary based on work setting and provider requirements?	No. A fixed rate is required for each position. Refer to Cost Proposal.
159	J	63-70	Are you planning to implement telemedicine under this state contract?	Please see the answer to Question #45.
160	3-A	30	Is the Nebraska Department of Veteran Affairs federally funded or state funded?	Both.
161	VII	74	Are you mandated to take the lowest cost proposal?	No.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
162	I.A	1	Does the State intend to award these services to one (1) vendor or multiple vendors?  Also, will all vendors awarded be eligible to staff each Department listed within this RFP, or does the State intend to award different intents per Department?	Please see the answer to Question #6.  If a bidder submits a proposal for a geographical location where all three agencies have a facility, all three State agencies will have the ability to request services from the Contractor(s).
163	I.P	5	In the RFP it mentioned that scoring/weights would be released with the RFP, however, this wasn't found in the evaluation section. Can the State provide the values that will be used to evaluate the proposals based on this section of the RFP?	Please see the answer to Question #114.
164	II.	8	May we submit exceptions to the contract terms & conditions with our proposal as detailed within a separate, specific section of the response?	Please see the answer to Question #31.
165	II. F	19	Will the State present fixed pricing for each position within this RFP for each awarded vendor based on what was submitted, or will each awarded vendor have their own pricing?	Please refer to the Cost Proposal.
166	II. M	11	Would the State agree to mutual indemnification?	Please see the response to Question #47.
167	II. T	25	With regards to the Drug Free workplace, are all contractors placed within the States facilities required to have a drug screen prior to working an assignment?	Yes.
168	V. C	32	How will each requesting State agency request help from the awarded vendor(s) and how will that process work?	Refer to RFP Section V.I.1-2.
169	I.U.	7	Will the State expand on the opportunity for alternative/equivalent proposals?	The bidder should provide a response that best meets the requirements in the RFP.
170	I.U.	7	Would the State consider a vendor neutral workforce solution as a viable option to manage temp labor between departments?	This question is out of scope for this RFP.
171	I.U.	7	Would the State seek solutions around vendors managing specific skill sets that the State requests?	This question is out of scope for this RFP.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
172	I.U.	7	Would the State consider implementing vendor-paid technology to help streamline processes and efficiencies?	This question is out of scope for this RFP.
173	I.O.	12	Do liquidated damages only apply to DHHS and NDCS?	Yes
174	I.O.	12	Will the State enforce liquidated damages across all departments?	Please see the answer to Question #173.
175	I.O.	12	Can the State provide other measures to evaluate vendor performance?	No.
176	V.A	29	Approximately what percentage of the workforce within these selected departments will contractors be utilized?	Percentage is unknown.
177	V.A	29	What goals does the State have surrounding increased reduction of these percentages?	This question is out of scope for this RFP.
178	Resident Bidder	7	Do you need to have an office in the state of Nebraska in order to be eligible to provide services?	Please refer to RFP Section I.E. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS (Statutory)
179	Qualified Personnel	58	Are MMR, Varicella lab results required?	Not required.
			What is sufficient for MMRV?	Not required.
180	NDCS Training	60	Can required Fire Safety/Infection Control/Blood Born Pathogens/SDS programs be completed online?	Not at this time.
181	Scheduling	62	Will a "do not send" list be provided to all contractors?	NDCS: We will not provide the list to all contractors, but may advise upon request or a case-by-case basis.
182	Scheduling, I	62	Who determines the nurse or other staff is not qualified?	Within NDCS facilities, NDCS Health Services Medical Director or designee.
183	General	n/a	Is there an incumbent and current contract for this service?	Please see the answers to Questions #2.
			If so, can you please provide the vendor name and current contract rates?	See answer above.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
184	General	n/a	<p>Who are the incumbent vendors?</p> <p>How long has the incumbent had the contract?</p> <p>Has the incumbent been able to successfully staff all the positions at the listed facilities?</p> <p>How many incumbent medical staffing vendors are currently staffing NDCS/NDVA/NDHHS?</p> <p>Can you provide current vendors pricing for the specialties listed in the Temporary Medical Staffing Services Agreement?</p>	<p>Please see the answers to Questions #2.</p> <p>See answer above.</p> <p>This question is out of scope for this RFP.</p> <p>See answer above.</p> <p>See answer above.</p>
185	General	n/a	What was the total spend for Temporary Medical Staffing Services for NDCS/NDVA/NDHHS during the previous awarded contract?	Please see the answers to Questions #2.
186	General	n/a	If we are not able to provide staffing for all specialties and locations listed on the bid will we be disqualified?	No.
187	General	n/a	What is the average length of assignment?	Please see the answer to Question #4.
188	General	n/a	How many vendors do you intent to award?	Please see the answers to Questions #6.
189	General	n/a	What is the annual spend for this contract?	Please see the answers to Questions #2.

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



## ADDENDUM FIVE REVISED SCHEDULE OF EVENTS

Date: August 17, 2020

To: All Bidders

From: Dianna Gilliland/Connie Heinrichs, Buyers  
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Request for Proposal 6322 Z1 to be opened September 2, 2020 at 2:00 p.m.  
Central Time

### Schedule of Events

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

ACTIVITY	DATE/TIME
3. State responds to written questions through Request for Proposal "Addendum" and/or "Amendment" to be posted to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	August 4, 2020 August 7, 2020 TBD August 17, 2020
4. Electronic Proposal Opening Electronic proposals are only being accepted due to the challenges of COVID-19.  Upload electronic submissions via ShareFile.  IT IS THE BIDDER'S RESPONSIBILITY TO UPLOAD ELECTRONIC FILES WITH ENOUGH AMOUNT OF TIME IN CASE OF USER ISSUE OR SOFTWARE ISSUE.	August 20, 2020 TBD  September 2, 2020 2:00 PM Central Time
5. Review for conformance to Request for Proposal requirements	August 20-21, 2020 TBD September 2-3, 2020
6. Evaluation period	August 24, 2020 – September 8, 2020 TBD September 4, 2020 - September 18, 2020
7. Presentations and/or Demonstrations (if required)	To Be Determined
8. Post "Notification of Intent to Award" to: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	September 11, 2020 TBD September 23, 2020
9. Contract finalization period	September 11, 2020 – September 29, 2020 TBD September 23, 2020 – October 9, 2020
10. Contract award	September 29, 2020 TBD October 14, 2020
11. Contractor start date	October 1, 2020 TBD October 15, 2020

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

