

**State of Nebraska Department of Health and Human Services
REQUEST FOR INFORMATION**

RETURN TO:
DHHS - Procurement
301 Centennial Mall South, 5th Floor
Lincoln, NE 68508
Phone: (402) 471-6082
E-mail: dhhs.procurement@nebraska.gov

SOLICITATION NUMBER	RELEASE DATE
RFI ETV	April 9, 2018
OPENING DATE AND TIME	PROCUREMENT CONTACT
May 11, 2018 2:00 p.m. Central Time	Michelle Thompson

This form is part of the specification package and must be signed in ink and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska (State), Department of Health and Human Services (DHHS), is issuing this Request for Information RFI ETV for the purpose of gathering information for the Administration of the Education and Training Voucher (ETV) Program.

Written questions are due no later than April 23, 2018, and should be submitted via e-mail to dhhs.procurement@nebraska.gov. Written questions may also be sent by email to: dhhs.procurement@nebraska.gov.

Bidder should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time to dhhs.procurement@nebraska.gov.

RFI responses should be received by Department of Health and Human Services by the date and time of RFI opening indicated above.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request For Information form, the bidder guarantees compliance with the provisions stated in this Request for Information.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Department of Health and Human Services is issuing this Request for Information, RFI ETV for the purpose of gathering information for the Administration of the Education and Training Voucher Program.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: <http://das.nebraska.gov/materiel/purchasing.html>

A. 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.

	ACTIVITY	DATE/TIME
1	Release Request for Information	April 9, 2018
2	Last day to submit written questions	April 23, 2018
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	April 27, 2018
4	RFI opening	May 11, 2018 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the RFI is as follows:

Name: Michelle Thompson
Agency: DHHS Procurement
Address: 301 Centennial Mall South, 5th Floor
Lincoln, NE 68508
Telephone: 402-471-6082
E-Mail: dhhs.procurement@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State should be restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision should be submitted in writing to the DHHS Procurement and clearly marked "RFI Number ETV; ETV Program Questions". It is preferred that questions be sent via e-mail to dhhs.procurement@nebraska.gov.

It is recommended that Bidders submit questions sequentially numbered, include the RFI reference and page number using the following format.

<u>Question Number</u>	<u>RFI Section Reference</u>	<u>RFI Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing.html> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The State reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the State.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original of the entire RFI response should be submitted. RFI responses should be submitted by the RFI due date and time to dhhs.procurement@nebraska.gov.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-471-6082 should be used. The Request for Information number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder should provide the following information in response to this Request for Information.

A. PURPOSE AND BACKGROUND

This RFI is designed to gather information from experienced providers with specialized knowledge, education, skills and experience.

B. CURRENT AND FUTURE ENVIRONMENT

42 U.S.C. § 677 - John H. Chafee Foster Care Program for Successful Transition to Adulthood provides as follows:

(a) **Purpose:** The purpose of this section is to provide [States](#) with flexible funding that will enable programs to be designed and conducted—

(5) to make available vouchers for education and training, [including](#) postsecondary training and education, to youths who have aged out of foster care;

The current contractor is providing the following services:

1. Administer the Education and Training Voucher (ETV) program (CFDA 93.599) for Nebraska in compliance with all federal requirements found.
2. With the assistance of DHHS, develop an outreach program, training/informational materials, to inform eligible youth about the ETV program and application process.
3. Provide support to youth involved in the ETV program, by visiting with them on campus, assisting with registration, assisting with financial aid applications, helping to problem solve issues such as transportation, employment, daycare, study habits, family responsibilities, etc.
4. Process all ETV applications. This includes reviewing application and budget with the youth to determine eligibility, determining the amount of assistance the youth will receive, notifying the youth and prospective college of youth's eligibility and processing payments.
5. Track and monitor participation of youth through monthly phone calls, e-mails or face to face contacts.
6. Establish re-application eligibility and monitor successful completion of individual ETV plans.
7. Host an annual "meet and greet" gathering for participating youth to celebrate academic accomplishments.
8. Maintain a database of youth currently or formerly involved in the ETV program and his or her status.
9. Maintain the tracking system for ETV program expenditures. Tracking will include, but not be limited to, payments the youth is eligible for, personnel costs and operating expenses.
10. Provide ETV participants names and birth dates to the DHHS ETV Program Specialist (as designated by DHHS) on a quarterly basis.
11. Submit a quarterly expenditure report with each quarterly invoice and supply documentation for each expenditure.
12. Submit reports as requested by DHHS.
13. Provide a semi-annual and annual report to DHHS on the ETV program including expenditures, demographics to include the number of youth served, successful completion or failure data and narrative summarizing these categories. Reports must also include an overall description of the ETV program, with recommendations on any programmatic improvements.

C. SCOPE OF WORK

1. How will the provider recruit eligible young adults for the ETV program?
2. How will the provider utilize technology to enhance the ETV program?
3. How will the provider leverage public funding to generate private match?
4. How will the provider utilize national best practices to improve the ETV program?

Form A

Vendor Contact Sheet

Request for Information Number ETV

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

Preparation of Response Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

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

Communication with the State Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	