

ATTACHMENT 2 NON-FEDERAL ENTITY APPLICATION

I. CORPORATE OVERVIEW

The Corporate Overview section should consist of the following subdivisions:

A. CONTRACTOR IDENTIFICATION AND INFORMATION

The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the contractor is incorporated or otherwise organized to do business, year in which the contractor first organized to do business and whether the name and form of organization has changed since first organized.

B. FINANCIAL STATEMENTS

Per Neb. Rev. Stat. § 43-4410, bidders shall provide evidence of financial stability and liquidity.

The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the contractor's financial or banking organization.

If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference.

The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.

C. CHANGE OF OWNERSHIP

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the contractor should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded contractor(s) will require notification to the State.

D. OFFICE LOCATION

The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

E. RELATIONSHIPS WITH THE STATE

The bidder should describe any dealings with the State over the previous five (5) years. If the organization, its predecessor, or any Party named in the contractor's proposal response has contracted with the State, the contractor should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.

F. CONTRACTOR'S EMPLOYEE RELATIONS TO STATE

If any Party named in the bidder's proposal response is or was an employee of the State within the past five (5) months, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.

If any employee of any agency of the State of Nebraska is employed by the bidder or is a Subcontractor to the bidder, as of the due date for proposal submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the contractor may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.

G. CONTRACT PERFORMANCE

If the bidder or any proposed Subcontractor has had a contract terminated for default during the past five (5) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the contractor's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the contractor or litigated and such litigation determined the contractor to be in default.

It is mandatory that the contractor submit full details of all termination for default experienced during the past five (5) years, including the other Party's name, address, and telephone number. The response to this section must present the contractor's position on the matter. The State will evaluate the facts and will score the bidder's proposal accordingly. If no such termination for default has been experienced by the contractor in the past five (5) years, so declare.

If at any time during the past five (5) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.

H. SUMMARY OF CONTRACTOR'S CORPORATE EXPERIENCE

The bidder should provide a summary matrix listing the contractor's previous projects similar to this solicitation in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the contractor during its evaluation of the proposal.

The bidder should address the following:

1. Provide narrative descriptions to highlight the similarities between the bidder's experience and this solicitation. These descriptions should include:
 - a) The time period of the project;
 - b) The scheduled and actual completion dates;
 - c) The bidder's responsibilities;
 - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and
 - e) Each project description should identify whether the work was performed as the prime Contractor or as a Subcontractor. If a bidder performed as the prime Contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
2. Bidder and Subcontractor(s) experience should be listed separately. Narrative descriptions submitted for Subcontractors should be specifically identified as Subcontractor projects.
3. If the work was performed as a Subcontractor, the narrative description should identify the same information as requested for the bidder above. In addition, Subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a Subcontractor.

I. SUMMARY OF CONTRACTOR'S PROPOSED PERSONNEL/MANAGEMENT APPROACH

The bidder should present a detailed description of its proposed approach to the management of the project.

The bidder should identify the specific professionals who will work on the State's project if their company is awarded the contract resulting from this solicitation. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.

The bidder should provide resumes for all personnel proposed by the contractor to work on the project. The State will consider the resumes as a key indicator of the contractor's understanding of the skill mixes required to carry out the requirements of the solicitation in addition to assessing the experience of specific individuals.

Resumes should not be longer than three (3) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the State.

J. SUBCONTRACTORS

If the bidder intends to Subcontract any part of its performance hereunder, the bidder should provide:

1. name, address, and telephone number of the Subcontractor(s);
2. specific tasks for each Subcontractor(s);
3. percentage of performance hours intended for each Subcontract; and
4. total percentage of Subcontractor(s) performance hours.

II. PROPOSED MODEL

Bidders should propose any evidence-based model for In-Home Parenting or Substance Abuse and Mental Health services that:

1. Is currently rated by the Title IV-E Prevention Services Clearinghouse:
<https://preventionservices.abtsites.com/program>; OR,
2. May qualify as a Transitional Model using the process set forth in section I.F of the RFQ.

A list of interventions submitted by DHHS in Nebraska's FFPSA Plan and approved by the Title IV-E Prevention Services Clearinghouse will be posted on the DHHS website as it becomes available. Contractors will be selected based on their qualifications to provide proposed interventions and may amend their proposal to offer additional interventions as they, or their staff, become trained or certified to do so at any point in the future. DHHS will maintain and regularly update a list of approved vendors and the service intervention(s) it offers on its website.

For each proposed model, bidder must submit Attachment 6 – Rate Sheet and the Model Fidelity Standards outlined below in Section III. Per Section III of Attachment 3, contractor will be reimbursed for actual and allowable costs. Bidder must also submit a budget, a budget narrative, and detailed rate methodology for all models submitted in Attachment 6.

III. MODEL FIDELITY STANDARDS

Bidders should review the proposed model(s) on the Title IV-E Prevention Services Clearinghouse, specifically the requirements for program or service delivery and implementation.

See <https://preventionservices.abtsites.com/program> for a list of programs and services.

Bidders should provide proof they meet the requirements of the model(s), including but not limited to certificates, training, or licensure.

Bidders should submit explanation of confirmation of fidelity to their proposed model(s), including:

1. specific model(s) to be used;
2. model developer;
3. accreditation details;
4. certification status;
5. data requirements;
6. definition of confirmation of fidelity from model developer;
7. uses of fidelity confirmation, if applicable;
8. outside data sources, if applicable; and
9. manual, handbook, or additional documentation sources.

IV. COST ALLOCATION PLAN

The bidder must submit a draft Cost Allocation Plan that summarizes the methods and procedures that the bidder will use to allocate costs to various programs, services, subcontracts and agreements. The draft Cost Allocation Plan will, at a minimum, include cost pools; allocation methodologies; and benefitting programs.