

**State of Nebraska (Nebraska Department of Education)**  
**REQUEST FOR INFORMATION**

SOLICITATION NUMBER	RELEASE DATE
<b>NDERFI250707</b>	<b>December 12, 2025</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>January 21, 2026 at 2:00 p.m. Central Time</b>	<b>Jessica Javorsky</b>

This form is part of the specification package, along with information documents, by the opening date and time specified.

**PLEASE READ CAREFULLY!**  
**SCOPE OF SERVICE**

The Nebraska Department of Education (NDE), is issuing this Request for Information NDERFI250707 gathering information from eligible providers to assist in writing and implementing grant projects related to any of the four strategic priorities of the NDE as identified in the strategic plan:

1. Accelerate student achievement,
2. Grow the educator pipeline,
3. Equip learners for the workforce,
4. Provide exceptional service.

Written questions are due no later than 12/22/2025 and should be submitted [nde.procurement@nebraska.gov](mailto:nde.procurement@nebraska.gov).

Vendor should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time.

Issuance of this RFI is to provide NDE with a pool of potential vendors for anticipated contracts which may or may not arise during the timeframe covered by this RFI. **NDE shall not be obligated to award any contract as a result of this RFI.**

**VENDOR MUST COMPLETE THE FOLLOWING**

By signing this Request For Information form, the vendor 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 Nebraska Department of Education (NDE), is issuing this Request for Information NDERFI250707 for the purpose of gathering information from eligible providers to assist in writing and implementing grant projects related to any of the four strategic priorities of the NDE as identified in the strategic plan:

1. Accelerate student achievement,
2. Grow the educator pipeline,
3. Equip learners for the workforce, and/or
4. Provide exceptional service.

These grant projects may include, but are not limited to, early childhood education, post-secondary success, educational apprenticeships, professional development, and math instruction.

Examples include (but are not confined to) applications for federal, state, and/or private funds such as:

- the U.S. Department of Education's GEAR UP competition;
- the U.S. Department of Labor's SAEF competition; **or**
- a Nebraska-based capacity building grant to benefit educational initiatives/entities.

The purpose of this RFI is to identify qualified providers for inclusion in the Nebraska Department of Education's future grant applications for discretionary funding, such as, but not limited to, those grants named above.

**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**

NDE 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	12/12/2025
2	Last day to submit written questions	12/22/2025
3	State responds to written questions through Request for Information “Addendum” and/or “Amendment” to be posted to the internet at: <a href="http://das.nebraska.gov/materiel/purchasing.html">http://das.nebraska.gov/materiel/purchasing.html</a>	01/07/2026
4	Electronic Solicitation Opening – Online Via Zoom  IT IS THE BIDDER’S RESPONSIBILITY TO SEND SOLICITATIONS BY ELECTRONIC MAIL BY THE OPENING DATE AND TIME. EXCEPTIONS TO THE REQUIREMENT FOR ELECTRONIC SUBMISSION OF SOLICITATIONS DUE TO TECHNOLOGY ISSUES MUST BE PRE-APPROVED BY NDE PROCUREMENT AND SHALL BE DETERMINED ON A CASE-BY-CASE BASIS.  Submit Proposals via email to: <a href="mailto:NDE.Procurement@Nebraska.gov">NDE.Procurement@Nebraska.gov</a> Join Zoom Meeting: <a href="https://educationne.zoom.us/j/97598662981">https://educationne.zoom.us/j/97598662981</a>	01/21/2026 2:00 pm CST
5	Conduct oral interviews/presentations and/or demonstrations (as requested by NDE)	02/02-06/2026 (If Required)

## II. RFI RESPONSE PROCEDURES

### A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the NDE Procurement Specialist and the Strategic Initiatives Grant Specialist. The point of contact for the RFI is as follows:

Name: Jessica Javorsky  
Office: Office of Policy & Strategic Initiatives  
Agency: Nebraska Department of Education  
Address: 500 S. 84th St.  
Lincoln, NE 68510-2611  
E-Mail: [jessica.javorsky@nebraska.gov](mailto:jessica.javorsky@nebraska.gov)  
CC: [nde.procurement@nebraska.gov](mailto:nde.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 NDE is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist NDE in developing the Request for Proposal. This RFI does not obligate NDE 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 NDE 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 NDE should be restricted to written communication with the designated staff member(s) acting 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 NDE, employee of the State, or member of the Evaluation Committee is empowered to make binding statements regarding this RFI. NDE 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 Nebraska Department of Education and clearly marked "RFI Number NDERFI250707 – Grant Writing and Implementation Providers; Questions". It is preferred that questions be sent via e-mail to [nde.procurement@nebraska.gov](mailto:nde.procurement@nebraska.gov).

It is recommended that vendors submit questions in sequential order and 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 Review Committee(s) may conclude that oral interviews/presentations and/or demonstrations are required. All vendors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the vendors to demonstrate their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response.

**F. SUBMISSION OF RESPONSE**

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

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.

**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. The Request for Information number must be included in all correspondence: NDERFI250707.

Submission shall include:

1. Corporate Overview
2. Scope of Work (Grant Writing and/or Implementation Support)
3. Completed Form A – Vendor Contact Sheet
4. Completed Form B – Vendor Cost Sheet

**G. PROPRIETARY INFORMATION**

Data contained in the response and all documentation provided therein become the property of the State of Nebraska and 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, neither NDE nor the State are under any obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

#### **H. REQUEST FOR INFORMATION OPENING**

The sealed responses will be publicly opened and the responding entities announced on the date, time, and location shown in the Schedule of Events.

### **III. CORPORATE OVERVIEW**

Corporate overview may include, but is not limited to:

- the ability, capacity, and skill of the vendor to deliver and implement the system or project that meets the requirements of the RFI;
- the character, integrity, reputation, judgment, experience, and efficiency of the applicant;
- whether the applicant can perform the scope of work;
- the applicant's historical or current performance related to NDERFI250707, specifically grant writing and/or implementation of federal, state, and/or privately funded grant projects; and
- such other information that may inform the review of the submission.

In evaluating the corporate overview, NDE may consider:

- past experiences with the vendor, references, NDE or the State's record of the vendor which may include, but is not limited to
  - Vendor Compliance Request,
  - Contract Non-Compliance Notice,
  - vendor performance reports, and
- any information related to the vendor's historical or current character, integrity, reputation, capability, or performance with NDE, the State or a third-party.

### **IV. PROJECT DESCRIPTION AND SCOPE OF WORK**

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

#### **A. PURPOSE**

The purpose of this RFI is to identify providers for inclusion in the Nebraska Department of Education's future grant applications for discretionary funding.

The provider list is exclusively for grant writing and/or implementation support to the Nebraska Department of Education and is intended for applicants who would receive future grant funding as a partner of the NDE for these purposes.

Providers who submit responses to the RFI and who are selected for the pool of providers listed in the provider list shall be eligible for possible selection to work on grant projects as may be assigned as needed by NDE.

#### **B. SCOPE OF WORK**

Vendors may provide information regarding 1) or 2), or both, of the following services:

1. Submit a thorough Grant Writing management plan, which must include:

- a.** A proposed timeline to complete an application in fewer than thirty (30) days from the date of a notice of grant availability (such as a federal Notice of Funding Opportunity NOFO).
  - b.** A proposed cadence of meetings with NDE and any partnering organizations in order to meet a thirty (30) day deadline.
  - c.** An outline what responsibilities the vendor is able to assume in order to meet a thirty (30) day deadline.
  - d.** A detailed cost sheet, utilizing the NDE Vendor Cost Sheet (found in Appendix B), if applicable. Please note that vendors chosen for Grant Writing will not be paid a lump sum in advance of completion of a grant application. NDE prioritizes vendors willing to partner with NDE in grant writing at no cost to NDE.
- 2.** Submit an implementation plan including but not limited to, assisting the NDE with grant funded activities that are included in the application, should an award be made, must include:
  - a.** The vendor's plan of action to meet discretionary funding requirements from either a federal, state, or private entity.
  - b.** The vendor's proposed responsibility for any or all of the following requirements of the funding source: 1) reporting; 2) compliance; 3) monitoring, and/or 4) evaluation.
  - c.** A detailed cost sheet, utilizing the NDE Vendor Cost Sheet (found in Appendix B), to include at least one year of grant-funded activities and a forecast of actual expenses, either through an hourly rate or deliverables-based rate.

Please note: A vendor should submit a separate cost sheet for each of the services outlined within section IV. B. Scope of Work.

## Form A

### Vendor Contact Sheet

#### Request for Information Number NDERFI250707

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide NDE 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 NDE if any clarifications of the vendor's response should become necessary. This will also be the person who NDE contacts to set up a presentation/demonstration, if required.

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