

State Responses to Vendor Questions for
NDERFP2304

Question	Answer
<p>Does my company need to register as a vendor at https://das.nebraska.gov/materiel/purchase_bureau/vendor-info.html prior to submitting a proposal?</p>	<p>Yes</p>
<p>The opening page of the RFP mentions a one-year term of contract with the option to renew for six additional months upon mutual agreement of the parties. But, the Schedule of Events (p. 2) mentions a contractor start date of July 1, 2023, and the Scope of Work (p. 27) mentions deliverables in the Fall of 2023, the Spring of 2024, and the Fall of 2024. Will the proposed work in the Fall of 2024 only occur if both parties agree to an additional six months for the period of performance?</p>	<p>3 year contract, option for 2 year contract</p>
<p>In the schedule of events (p. 2), Item 4 references the need for the bidder to email the proposal by the due date. Item 5 references the bidder's responsibility to "upload electronic files by opening date and time". Is emailing the proposal to the email address specified in Item 4 in the Schedule of Events considered "uploading electronic files by the opening date and time" or is there a separate submission process for that? If so, what is the specific web address where bidders need to upload the electronic files?</p>	<p>Emailing proposal as a PDF to the specified emailing address (nde.rfpinquiries@nebraska.gov) will be sufficient. Proposal must be submitted on the due date (May 8th, 2023) as mentioned in the schedule.</p>
<p>Does NDE anticipate issuing any addenda and/or amendments to the RFP prior to the proposal submission date?</p>	<p>No we do not anticipate any amendment to the RFP</p>
<p>In terms of assumptions, will NDE be responsible for securing the institute location? If not, should the bidder budget for the potential for a venue fee for hosting the institutes?</p>	<p>Yes, NDE will secure the venue</p>
<p>Request for proposal/proposal requirements references a completed state cost proposal template; Page 4 under Submission of Proposals requests a single original PDF file of the entire proposal. Should the cost proposal template, which is in excel form, be made into a PDF and submitted as part of the main proposal file or as a separate PDF file?</p>	<p>Yes, NDE prefers to have it in the Cost Proposal document or within the RFP proposal as one document</p>

<p>Section O Number 3 references “Completed Sections II through VI”. I only see Sections II through V (pages 8-30). Is there a Section VI that I’ve overlooked?</p>	<p>Yes, you are right we acknowledge the difference. Please consider "Proposal Instructions" as section VI (starting on page 28)</p>
<p>Is the correct proposal # listed on the top of the form or should it be proposal # NDERFP2304? When will the pre-proposal conference take place? Is bidder attendance required? It seems that this form should be submitted separate from and in advance of the submission of the proposal. Is that correct? If so, is there a deadline for Form B submission?</p>	<p>NDERFP2304 is the correct proposal #. There will be no pre-proposal going to take place. Yes, that form needs to be submitted separately. The form submission date is prior to proposal submission date.</p>
<p>Is the correct proposal # listed on the top of the form or should it be proposal # NDERFP2304? It seems that this form should be submitted separate from and in advance of the submission of the proposal. Is that correct? If so, is there a deadline for Form C submission?</p>	<p>NDERFP2304 is the correct proposal #. All the forms needs to be submitted prior submitting the proposal.</p>
<p>In the cost proposal, there is a column for “deliverable or cost schedule number”. What does this refer to and what should be entered in this column?</p>	<p>The column is for serial number.</p>
<p>Given that the institutes will be day-long events and possibly take place in rural areas where close and timely access to restaurants may be challenging, should the bidder budget for food and drinks for institute attendees for a working lunch? If so, my company is happy to invoice NDE only for actual food costs but will budget higher given that the number of institute attendees is unknown at this time.</p>	<p>Yes, if you are including in your cost. as long as you have identified how you are going to accomplish completing each item in the scope you do not need an actual cost with each item/deliverable.</p>