

Attachment A - Bidder Response Requirements Matrix

SECTION 1 – PROGRAM PLANNING

This section should consist of the following subdivisions. Bidders shall response to each section accordingly; add additional pages if necessary.

PROGRAM PLANNING (1.0)

1. Initial Project Management Plan (1.1)

Essential to the success of the project is a solid program plan and the management of that plan. The bidder shall develop a viable Initial Program Management Plan according to industry standards and best practices that meet contractual requirements for successful implementation activities.

The Initial Program Management Plan shall address the same activities as the Program Management Plan, including their approach and methodology for each phase of the BDP as shown under V.F. Business Development Program Phases (3.0), but with less detail.

- a. Summary of approach and methodology of the Program Management Plan addressing all elements as detailed in V.E (2.0)

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PROGRAM PLANNING (1.0)
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b. DBE Support Services Program (DBE/SSP) 1) Phase 1 – Recruitment and Enrollment of DBEs

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b. DBE Support Services Program (DBE/SSP) 2) Phase 2 – Creation of Business Plans for DBEs

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| b. DBE Support Services Program (DBE/SSP)
3) Phase 3 – Development Stage |
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b. DBE Support Services Program (DBE/SSP) 4) Phase 4 – Transitional Stage

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c. Business Reviews

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e. Reports

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2. Training Methodology (1.2) The bidder shall provide a stated training plan detailing the strategy and methodology for providing training and support for up to ten (10) concurrently enrolled DBE firms. The plan shall include the bidder's approach for providing training sessions, training materials, and on-going support relative to each participating DBE firm's capability and capacity to achieve the objectives and goals of the firm's business plan and thereby affect the intended outcome of the program.
a. The training plan shall detail the types and estimated number of training sessions that will comprise the program curriculum.

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b. The training plan shall address the need for training and supporting enrollees located in rural or remote areas of Nebraska, and those that may not have ready access to broadband internet service.

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c. The training plan shall address the bidder's approach for providing training and support to enrollees in their efforts to create and modify/update as required a comprehensive and customized 3-year business plan using accepted best practices.

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d. The training plan shall address the bidder's approach for conducting quarterly and annual business reviews as required for each enrolled DBE.

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SECTION 2 – CORPORATE OVERVIEW

This section should consist of the following subdivisions. Bidders shall response to each section accordingly; add additional pages if necessary.

1. CORPORATE OVERVIEW
a. Contractor Identification and Information
The Contractor 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.

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1. CORPORATE OVERVIEW

b. Financial Statements

The Contractor should provide financial statements applicable to the firm. If publicly held, the Contractor 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 Contractor 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 Contractor 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.

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1. CORPORATE OVERVIEW
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.

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1. CORPORATE OVERVIEW
d. Office Location
The Contractor's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

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1. CORPORATE OVERVIEW
e. Relationships with the State
The Contractor 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.

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1. CORPORATE OVERVIEW

f. Contractor's Employee Relations to State

If any Party named in the Contractor'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 Contractor or is a subcontractor to the Contractor, as of the due date for proposal submission, identify all such persons by name, position held with the Contractor, 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.

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1. CORPORATE OVERVIEW

g. Contract Performance

If the Contractor 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 Contractor'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 Contractor 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.

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1. CORPORATE OVERVIEW

h. Summary of Contractor's Corporate Experience

The Contractor 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 Contractor should address the following:

- i. Provide narrative descriptions to highlight the similarities between the Contractor'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 Contractor'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 Contractor 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.
- ii. Contractor and subcontractor(s) experience should be listed separately. Narrative descriptions submitted for subcontractors should be specifically identified as subcontractor projects.
- iii. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the Contractors above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

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1. CORPORATE OVERVIEW

i. Summary of Contractor's Proposed Personnel/Management Approach

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

The Contractor 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 Contractor 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.

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1. CORPORATE OVERVIEW
j. Subcontractors
If the Contractor intends to subcontract any part of its performance hereunder, the contractor should provide: <ul style="list-style-type: none">i. name, address, and telephone number of the subcontractor(s);ii. specific tasks for each subcontractor(s);iii. percentage of performance hours intended for each subcontract; andiv. total percentage of subcontractor(s) performance hours

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SECTION 3 - TECHNICAL APPROACH

The technical approach section of the Technical Proposal should consist of the following subsections while taking into account the entirety Section V within RFP R208-20. ***This description should be written in the Bidders own words and not just taken directly from the RFP.***

2. Technical Approach
a. Understanding of the Project Requirements.
In one's own words, the Bidder should present a detailed description of its understanding of the project requirements.

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2. Technical Approach
b. Project Management Approach
In one's own words, the Bidder should provide their proposed project management approach for their proposal.

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2. Technical Approach
c. Technical Considerations
In one's own words, the Bidder should describe any technical considerations for this scope of work.

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