

**State of Nebraska Department of Transportation
REQUEST FOR INFORMATION**

RETURN TO:
NE Department of Transportation
PO Box 94759
Lincoln NE 68509-4759
(402) 479-4328

SOLICITATION NUMBER	RELEASE DATE
RFI 221-22	October 25 th , 2022
OPENING DATE AND TIME	PROCUREMENT CONTACT
December 8 th , 2022 at 3:00 p.m. Central Time	Brandy Henke

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska (State), Department of Transportation (NDOT) is issuing this Request for Information RFI 221-22 for the purpose of gathering information from vendors specializing in Boss to Coach Business Models, Programs and Curriculum Services.

Written questions are due no later than November 10th, 2022 and should be submitted via e-mail to NDOT.OperationsProcurement@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.

Sealed RFI responses should be received by the Nebraska Department of Transportation by the date and time of RFI opening indicated above.

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.

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 State of Nebraska, Department of Transportation (NDOT), is issuing this Request for Information, RFI 221-22 for the purpose of gathering information from vendors specializing in Boss to Coach Business Models, Programs and Curriculum Services.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT:
<https://das.nebraska.gov/materiel/bidopps.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	October 25 th , 2022
2	Last day to submit written questions	November 10 th , 2022
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: https://das.nebraska.gov/materiel/bidopps.html	November 16 th , 2022
4	RFI opening Location: NE Department of Transportation 5001 S. 14 th Street Lincoln, NE 68512	December 8, 2022 3:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if desired)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the Nebraska Department of Transportation. The point of contact for the RFI is as follows:

Name: Brandy Henke
Agency: Nebraska Department of Transportation
Operations Division
Mailing Address: PO Box 94759
(USPS delivery) Lincoln, NE 68509-4759
Physical Address: 5001 S. 14th Street
(all other deliveries) Lincoln, NE 68512
Telephone: (402) 479-4328
E-Mail: NDOT.OperationsProcurement@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 NE Department of Transportation and clearly marked "RFI Number 221-22; Boss to Coach Business Models, Programs and Curriculum Questions". It is preferred that questions be sent via e-mail to NDOT.OperationsProcurement@nebraska.gov.

It is recommended that vendors 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 <https://das.nebraska.gov/materiel/bidopps.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. Not all vendors may have an opportunity to interview/present and/or give demonstrations. The State reserves the right to conduct oral interviews/presentations and/or demonstrations if desired at the sole invitation of the State. 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.

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.

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, 402-479-4328 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.

H. REQUEST FOR INFORMATION OPENING

The opening of responses will be public, and the vendors will be announced. Responses **WILL NOT** be available for viewing by those present at the opening. Responses will be posted to the State Purchasing Bureau website for viewing. Once responses are opened, they become the property of the State of Nebraska and will not be returned.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

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

A. PURPOSE AND BACKGROUND

The Nebraska Department of Transportation (NDOT) is seeking information from vendors specializing in Boss to Coach Business Models, Programs and Curriculum Services which could be adaptable for use by the NDOT. The NDOT has employees spread across the State of Nebraska in a broad range of positions and actively works to provide various training avenues for employees regardless of position/title. The NDOT would like to grow into a program which improves internal employee relationships and employee independence.

B. SCOPE OF INFORMATION REQUESTED

The RFI response should outline project tasks, activities, and deliverables to be completed by the vendor. Vendors are asked to describe how their response addresses the needs of the NDOT to include, but not be limited to:

1. Observation and information gathering to include, but not be limited to:
 - a. Conducting on-site evaluations of current culture by visiting different districts and divisions within the NDOT, including rural shops.
 - b. Obtain an in-depth understanding of who we are and how we operate in order to tailor an appropriate training program to be used by the NDOT.
 - c. Conduct a "readiness" assessment.
2. Initial "roll-out" process to include, but not be limited to:
 - a. Propose timelines and milestones.
 - b. Types of implementation and training strategies.
 - c. Describe how implementation and ongoing training may look different depending on an employee's role or level of leadership; i.e., if coaching starts from the top down so managers have good coaches to teach them how to be good coaches, what does that look like and how is it accomplished.
 - d. Outlining what a typical coaching meeting should look like/procedure development.
 - e. Procedure for identifying coaches (internal/external/combo/etc.) and who will manage/develop them.
 - f. Establish communication plan, from roll-out through implementation.
 - g. Distinguishing between coaching/mentoring and integrating the two together.
3. Program sustainability to include, but not be limited to:
 - a. Best practices to ingrain the business model into long-term culture (note: more than just a few days training)
 - b. Suggestions on integration of coaching into Human Resources and Performance Management practices.
4. Tools for all levels of teammates to include, but not be limited to:
 - a. Being coached/ownership for individual contributors
 - b. Coaching tools for both front line and mid-level supervisors (concrete tangible tools, possible example scripts/videos to watch)
 - c. Executive/High-level leadership coaching – additional training on how to help managers learn to coach
 - d. Address generational differences (working with people in the same roles with significant age gaps)
 - e. How to deescalate situations where emotions are running high, and employees express these emotions.
5. Training to include, but not be limited to:
 - a. How to train new employees and current employees into this culture/mind-set, change buy-in.
 - b. How to work with more challenging employees and how to shift their mind-set.
 - c. How to avoid long-time employees negatively influencing new employees with old mindsets.
 - d. Address generational differences and open discussion between generations to help them relate to one another.
 - e. Moving beyond the "we've always done it this way" mindset.
6. Overcoming barriers to change and approach to include, but not be limited to:
 - a. Addressing the empowerment of employees while keeping the leadership structure intact. Examples: permitting employees to make more decisions that impact their daily work, less micromanaging, and not delaying processes for review of decisions/work.
 - b. Challenges unique to NDOT – how to work on healthy communication scenarios in all areas including in maintenance, district yards and shops, not just in offices.
 - c. Provide guidance on modifying expectations to align with coaching approach and discover what current practices could be eliminated/replaced to establish a new program.
 - d. Workloads which are very high due to staffing shortages creating time constraints.
 - e. Reviewing the recommended supervisor to employee ratio.

- f. How to have consistency across the agency while still having specific application of materials for very different areas (Highway Maintenance v. Procurement for example).
- 7. Recruiting/Interviewing for coaching mindsets for supervisor positions to include, but not be limited to:
 - a. Addressing rural challenges of limited applicant pool.
 - b. Succession planning/skill building of individual contributors (i.e., getting people ready for crew chief/supervisor, etc.)
- 8. Integration of Diversity, Equity and Inclusion (DEI) to include, but not be limited to:
 - a. Basic consideration of DEI best practices.
- 9. Evaluation of program to include, but not be limited to:
 - a. Evaluation of coaches, possibly including 360 assessments, pre/post coaching surveys, retention, and recruitment tracking, etc.
 - b. Key Performance Indicator (KPI) development and Return on Investment (ROI) tracking practices.
 - c. Determine how results of program will be shared with the agency.
 - d. Establishing an annual cost-benefit analysis.

The NDOT is open to all feasible and potential related curricula.

Form A
Contractor Proposal Point of Contact
Request for Information Number 221-22

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

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

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

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