

State of Nebraska Department of Correctional Services  
(NDCS)  
REQUEST FOR INFORMATION

REQUEST FOR INFORMATION NUMBER	RELEASE DATE
<b>RFI NDCS 012024 Non-Custody &amp; Behavioral Health Staffing Analysis</b>	<b>October 17, 2024</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>November 19, 2024, 2:00 p.m. Central Time</b>	<b>Kate Severin</b>

This form is part of the Request for Information package and must be indelibly signed and returned, along with information documents, by the opening date and time specified.

**PLEASE READ CAREFULLY!**

**SCOPE OF SERVICE**

The State of Nebraska (State), Department of Correctional Services (NDCS) is issuing this Request for Information RFI NDCS 012024 for the purpose of gathering information to assess timelines and interest in an NDCS Non-Custody Staffing Analysis and Behavioral Health Staffing Analysis.

Written questions are due no later than October 31, 2024, and should be submitted via e-mail to [dcs.purchasing@nebraska.gov](mailto:dcs.purchasing@nebraska.gov)

Respondent should submit one (1) original of the entire RFI response (PDF format preferred) to: <https://nebraska.sharefile.com/f/fo03912f-1db9-4f89-9d04-0cb381f9bc78>

RFI responses should be submitted by the RFI due date and time shown in the schedule of events.

**RESPONDENT MUST COMPLETE THE FOLLOWING**

By signing this Request For Information form, the bidder 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 Correctional Services is issuing this Request for Information, RFI 012024 for the purpose of gathering information to assess timelines and interest in an NDCS Non-Custody Position Staffing Analysis and Behavioral Health Staffing Analysis.

**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**

The State expects to adhere to the tentative schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	<b>ACTIVITY</b>	<b>DATE/TIME</b>
1	Release Request for Information	10/17/2024
2	Last day to submit written questions. Send questions to: <a href="mailto:dcs.purchasing@nebraska.gov">dcs.purchasing@nebraska.gov</a>	10/31/24
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>	11/5/2024
4	RFI opening will be via WebEx:  <b>Join from the meeting link</b> <a href="https://sonvideo.webex.com/sonvideo/j.php?MTID=mae69f76fb40f549ec896cab98850ee47">https://sonvideo.webex.com/sonvideo/j.php?MTID=mae69f76fb40f549ec896cab98850ee47</a>  <b>Join by meeting number</b> Meeting number (access code): 2484 948 5643 Meeting password: 3rvJhWj7Hs2  <b>Tap to join from a mobile device (attendees only)</b> <a href="tel:+14084189388">+1-408-418-9388</a> , <a href="tel:+14084189388">24849485643###</a> United States Toll  <b>Join by phone</b> <a href="tel:+14084189388">+1-408-418-9388</a> United States Toll <a href="#">Global call-in numbers</a>  <b>Join from a video system or application</b> Dial <a href="tel:24849485643">24849485643@sonvideo.webex.com</a> You can also dial 173.243.2.68 and enter your meeting number.	11/19/2024 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if necessary) may be conducted via electronic meeting, rather than on-site.	To Be Determined

## II. RFI RESPONSE PROCEDURES

### A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the RFI is as follows:

Name: Kate Severin  
Agency: NE Department of Correctional Services  
Address: 801 West Prospector Place, Building #1  
P.O. Box 94661  
Lincoln, NE 68509-4661  
Telephone: 402-479-5717  
E-Mail: [kate.severin@nebraska.gov](mailto:kate.severin@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 may 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 NDCS and clearly marked "RFI Number NDCS 012024 Non-Custody and Behavioral Health Staffing Analysis Questions".

It is preferred that questions be sent via e-mail to [dcg.purchasing@nebraska.gov](mailto:dcg.purchasing@nebraska.gov)

It is recommended that Bidders 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 <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 State reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of the State.

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 must be submitted by the RFI due date and time.

The State is only accepting electronic responses submitted in accordance with this RFI. The State will not accept responses by mail, email, voice, or telephone, unless otherwise explicitly stated in writing by the State. It is the responsibility of the vendor to check the website for all information relevant to this RFI to include addenda and/or amendments issue prior to the opening date. The website can be found here: <http://das.nebraska.gov/materiel/purchasing.html>

Vendors should electronically submit one (1) original copy of the entire proposal (PDF format preferred) to <https://nebraska.sharefile.com/f/fo03912f-1db9-4f89-9d04-0cb381f9bc78>

WHAT SHOULD BE INCLUDED IN YOUR RESPONSE:

1. Do submit succinct, thoughtful responses to the questions listed in this RFI.
2. Do submit comments that address the State's requirements, assumptions, conditions, or contemplated approaches to this requirement.
3. Do submit information and suggestions that may encourage new, different, or innovative approaches that would result in products, solutions, and direct savings to the State of Nebraska.

**A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials.**

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

### III. PROJECT DESCRIPTION AND SCOPE OF WORK

RFI respondent(s) should review the information below and provide narrative related to the questions posed in III, D., below in response to this Request for Information.

#### A. PURPOSE AND BACKGROUND

This RFI should allow the NE Department of Correctional Services (NDCS) to gauge provider interest, availability, and capability to provide a department-wide staffing analysis of all non-custody positions, including Health Services non-behavioral positions within a non-custody analysis, but with a **specific targeted** analysis regarding behavioral health staffing.

To recap: NDCS has need of **two (2) staffing analysis reports**: a non-custody staffing analysis (including non-behavioral health service positions) and a specially targeted behavioral health staffing analysis.

Attachment A (Non-Custody Titles) and Attachment B (Behavioral Health Titles) list the position titles for which staffing analyses are needed.

NDCS does **not** require a staffing analysis for **custody** positions.

Each staffing analysis would assess current staffing levels across all positions, evaluate workload/caseload distribution, and recommend optimal staffing solutions to ensure safety, efficiency, and compliance with legal standards.

The analyses would review current staffing levels, workload/caseload demands, and role-specific responsibilities, providing recommendations for optimal staffing based on best practices within a correctional environment/agency.

#### B. CURRENT ENVIRONMENT

NDCS is the second largest state agency in Nebraska, employing approximately 2735 people in over 150 job classifications. In fiscal year 2024, the average daily incarcerated population was 5880.

NDCS currently operates nine (9) prisons statewide. Non-custody positions including clerical support, business office operations, maintenance, and food service, provide operational support at all prisons. All NDCS facilities are audited and accredited by the American Correctional Association (ACA).

The NDCS website provides information about each facility and overall statistical reporting: <https://www.corrections.nebraska.gov/>

In summer 2024, parole administration came under NDCS operation. Known as Community Supervisory Services, there are multiple offices statewide with staff performing parole administration, including programming and transitional housing provision and/or monitoring.

NDCS Central Office and a Staff Training Academy house the NDCS executive team and divisions for policy, research, health services, accounting, purchasing, training, engineering, human resources, special services transportation unit, records, parole administration, and agency communications. The correctional industries program is located off-site and operates work sites within multiple secure facilities. There are approximately 153 position titles classified as non-custody. See Attachment A.

NDCS Health Services, including behavioral health, is based at each facility with unified leadership operating from NDCS Central Office. NDCS is required by statute to maintain a community standard of health care.

NDCS Behavioral Health Services position categories include administration, office support, social work, behavioral health counselors, substance use counselors, psychiatrists, psychologists, and programs officers. There are 22 position titles classified as behavioral health. See Attachment B.

Number of FTE in non-custody positions, including non-behavioral health services	Number of FTE in behavioral health positions
1250	138

See Attachment A for list of non-custody and behavioral health position titles.

**C. RESPONSE ELEMENTS and QUESTIONS FOR RESPONDENT**

1. Please provide a response describing the number, size of organization, and type of staffing analyses provided over the past three (3) years. RFI submissions do not have to be any specific length but should concentrate on a narrative response to the questions below. Please keep company marketing materials to a targeted minimum.
2. NDCS feels that any potential provider should have a record of providing this type of analysis for other correctional jurisdictions/agencies. Is this a reasonable expectation? Briefly explain your answer.
3. NDCS feels that any potential provider should be required to have experience with governmental units. Is this a reasonable expectation? Briefly explain your answer.
4. Describe the methodology that would be used to assess position staffing levels, including shift relief factors for behavioral health and non-custody healthcare positions.
5. What entity or category of provider would be offered as a benchmark for the analysis?
6. Quantify the necessary estimated commitment by NDCS below:
  - a. Should NDCS dedicate a project manager/liaison? If yes, estimate how many hours per week an NDCS project manager needs to dedicate.
  - b. What data will be needed (number of FTE in each position, policies, organizational charts, caseloads, etc.)?
7. Should NDCS include formal position descriptions within any later-released RFP, or can those be provided post-award? (Please note that this RFI does not guarantee an RFP will be released or awarded.)
8. NDCS does not intend to submit organizational charts with the publicly posted RFP for security considerations. Will this hinder a potential bidder's response and if so, what are suggestions for mitigating this risk?
9. What other information should NDCS include within a Request for Proposal that will allow bidders to provide for a brief, clear response with minimal questions?



**D. TIME FOR COMPLETION and PROJECTED TASK MILESTONES/DELIVERABLES**

NDCS would need each analysis completed by October 15, 2026. Completing the table below or providing a similar typical project timeline with your response will aid our planning capability.

Provide estimated completion in weeks for the tasks below.

**Non-Custody Staffing Analysis Estimated Timeline**

<i>Task/Deliverable</i>	<i>Estimated Completion in Weeks</i>	<i>Notes</i>
Kick-Off Meeting/Interviews		
Data Collection and Analysis		
Gap Analysis		
Non-Custody Staffing Analysis Draft		
Finalized reports and Presentation to NDCS exec team		

**BUDGETARY COST RANGE ONLY: Non-Custody Staffing Analysis**

Estimated Number of Weeks for completion: \_\_\_\_\_

Provide a potential budgetary cost range for each analysis (Non-Custody and Behavioral Health). **Do not provide a formal quotation.**

**Behavioral Healthcare Staffing Analysis Estimated Timeline**

<i>Task/Deliverable</i>	<i>Estimated Completion in Weeks</i>	<i>Notes</i>
Kick-Off Meeting/Interviews		
Data Collection and Analysis		
Gap Analysis		
Behavioral Health Staffing Analysis Draft		
Finalized reports and Presentation		

**BUDGETARY COST RANGE ONLY: Behavioral Staffing Analysis**

Provide a potential budgetary cost range for each analysis (Non-Custody and Behavioral Health). **Do not provide a formal quotation.**

Estimated Number of Weeks for completion: \_\_\_\_\_

# Form A

## Vendor Contact Sheet

### Request for Information Number NDCS 012024

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

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

## ATTACHMENT A: NON-CUSTODY TITLES, INCLUDING HEALTH SERVICES

Accountant I

Accountant III

Accounting And Finance Manager

Administrative Assistant I

Administrative Nurse

Administrative Programs Officer I

Administrative Programs Officer II

Administrative Specialist

Administrative Technician

Budget Officer III

Business Manager III

Chief Executive Warden

Clinical Nurse Trainer

Controller

Corr Emerg Prep Response Spec

Corr Industries Print Shop Opr

Corr Industries Manuf Coord

Corr Industries Laundry Manager

Corr Industries Operations Mgr

Corr Industries Sales Mgr

Corr Industries Sales Rep

Corr Industries Shop Opr

Corr Laundry Operator

Corr Material Administrator

Corr Records Administrator

Corr Records Manager I

Corr Records Manager II

Corr Records Officer

Correction Lieutenant

Corrections Assistant Warden II

Corrections Asst Supt/Adult

Corrections Asst Warden I

Corrections Asst Warden II

Corrections Canteen Operator

Corrections Canteen Supervisor

Corrections Captain

Corrections D & E Case Manager

Corrections Deputy Warden

Corrections Grievance Coord

Corrections Investigator

Corrections Library Coord

Corrections Lieutenant

Corrections Major

Corrections Program Coordinator

Corrections Program Manager

Corrections Programs Coordinator

## ATTACHMENT A: NON-CUSTODY TITLES, INCLUDING HEALTH SERVICES

Corrections Security Coordinator

Corrections Unit Administrator

Corrections Unit Case Manager

Corrections Unit Manager

Corrections Warden

CSI Sales Order Proc Coord

CSI Shop Operations Manager

CSI Shop Operator

CSI Shop Operations Mgr

Dental Assistant

Dental Hygienist

Dentist

DHHS Program Specialist/RN

Director

Discretionary Non-classified

Electrician

Employment Specialist

Engineer

Facilities Construction Coordinator II

Facilities Engineering Mgr

Facilities Engr Asst Mgr

Facilities Management Systems Coordinator

Facility Maintenance Mgr I

Facility Maintenance Mgr II

Facility Maintenance Supervisor

Facility Maintenance Supv

Federal Aid Administrator I

Federal Aid Administrator III

Food Service Administrator

Food Service Director I

Food Service Director II

Food Service Manager

Food Service Worker

Health Care Administrator

HR Divisional Director/HR Director

HR Specialist Manager/HR Business Partner II

HR Specialist Senior / HR Business Partner I

HR Specialist/Generalist

HR Specialist/Generalist Assistant

Infec Control/risk Mgmt Nurse

IT Business Systems Analyst

IT Business Systems Coordinator

It Help Desk Coordinator

It Help Desk Coordinator/sr

Laboratory Section Supervisor

Legislative Coordinator

Librarian/corrections

**ATTACHMENT A: NON-CUSTODY TITLES, INCLUDING HEALTH SERVICES**

Licensed Practical Nurse

Mail/material Specialist

Maintenance Specialist I

Maintenance specialist II

Marketing & Communications Specialist II

Marketing & Communications Specialist III

Materiel Control Manager

Medical Radiographer

Medical Services Director

Nurse Practitioner

Nursing Director

Nursing Director/Associate

Office Specialist

Office Technician

Officer Specialist

Optometric Aide

Paralegal I

Parole Officer

Parole Program Director

Parole Supervisor

Personnel Manager I

Personnel Officer

Pharmacist

Pharmacy Inventory Technician

Pharmacy Manager

Pharmacy Technician

Physician

Physician Assistant

Plumber

Principal

Process Improvement Cord II

Procurement Contracts Officer

Procurement Manager

Procurement Officer

Procurement Specialist

Procurement/placement Spec

Professional Development Administrator

Program Analyst

Recreation Coordinator

Recreation Manager

Recreation Specialist

Registered Nurse

Religious Coordinator

Research Supervisor

Restrictive Housing Program Manager

Safety Coordinator

Scientist I

**ATTACHMENT A: NON-CUSTODY TITLES, INCLUDING HEALTH SERVICES**

Social Worker II

Staff Assistant I

Staff Care Technician II

Stationary Engineer Senior

Supply Manager

Supply Technician II

Surplus Property Manager

Teacher (SCATA Contract)

Training Coordinator

Training Manager

Training Specialist

Training Specialist I

Warehouse Manager

**ATTACHMENT B: BEHAVIORAL HEALTH TITLES, EXCLUDING OTHER HEALTH SERVICES**

Psychiatrist/clinical

Administrative Assistant I

Administrative programs Officer II

Administrative Technician

Behavioral Health Practitioner I

Behavioral Health Practitioner II

Behavioral Health Practitioner III

Behavioral Health Practitioner IV

Behavioral Health Practitioner Supervisor I

Behavioral Health Practitioner Supervisor II

Certified Master Social Worker

Clinical Program Manager

CMSW Supervisor

Director of Social Work

Master Social Worker

Office Specialist

Office Technician

Psychiatric Director

Psychiatrist/clinical

Psychologist/licensed

Psychology Director

Psychology Supervisor