

**State of Nebraska – Nebraska Emergency Management Agency
REQUEST FOR INFORMATION (RFI)**

RETURN TO:
Name: Nebraska DAS Materiel
Address: 1526 K Street Ste 130
City/State/Zip: Lincoln, NE 68508
Phone: 402-471-6500
Email:

SOLICITATION NUMBER	RELEASE DATE
RFI # NEMA2019FLOOD	April 10, 2019
OPENING DATE AND TIME	PROCUREMENT CONTACT
April 23, 2019 2:00 P.M. Central Time	Nebraska DAS Materiel Division

This form is part of the specification package and must be signed in ink. It must be returned, along with information documents, by the specified opening date and time.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska experienced a historic flooding event primarily in the month of March 2019. Eighty-one of ninety-three counties are in emergency declaration. The State of Nebraska - Nebraska Emergency Management Agency's request for Information offers the opportunity for interested individuals and organizations to identify potential services to assist with disaster recovery efforts. The focus of this RFI is on services that could significantly, and positively, impact the accelerated recovery for Nebraskans, their land and their livelihood.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the State of Nebraska to contract for any supply or service whatsoever. Further, the State of Nebraska is not at this time seeking proposals and will not accept unsolicited proposals. Respondees are advised that the State of Nebraska will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsised on the Nebraska Department of Administrative Services – Materiel website (<http://das.nebraska.gov/materiel/purchasing.html>). It is the responsibility of the potential offerors to monitor this site for additional information pertaining to this requirement.

BIDDER 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. SCHEDULE OF EVENTS

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND AT:

<http://das.nebraska.gov/materiel/purchasing.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. Times are Central Standard Time.

ACTIVITY		DATE/TIME
1	Release Request for Information	April 10, 2019
2	Last day to submit written questions	April 16, 2019
3	State responds to written questions via Request for Information Addendum: http://das.nebraska.gov/materiel/purchasing.html	April 18, 2019
4	RFI opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	April 23, 2019 2:00 PM
5	Conduct interviews and/or presentations (at State's request)	To Be Determined

II. RFI RESPONSE GENERAL INFORMATION

A. RESPONSIBLE OFFICE AND CONTACT PERSON

NEBRASKA DEPARTMENT OF ADMINISTRATIVE SERVICES, MATERIEL DIVISION, STATE PURCHASING BUREAU:

Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508
Telephone: 402-471-6500
E-Mail: as.materielpurchasing@nebraska.gov

B. GENERAL INFORMATION

The State is not liable for any cost incurred by contractors 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, nor to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the RFI Issue Date to the RFI Opening, contact between potential contractors and individuals employed by the State are restricted to written communication with the staff designated above (Section II. A.)

The following exception to these restrictions are permitted: State-requested presentations, interviews or clarification sessions.

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

Questions regarding this announcement shall be submitted in writing via e-mail to as.materielpurchasing@nebraska.gov. The email subject line will include RFI #: NEMA2019FLOOD. Verbal questions will NOT be accepted. Questions shall NOT contain proprietary or classified information. The State of Nebraska does not guarantee that questions received after April 16, 2019 5:00 p.m. will be answered, but will make every effort to do so.

It is recommended that contractors submit questions sequentially numbered 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 on the date shown in the Schedule of Events. <http://das.nebraska.gov/materiel/purchasing.html>

E. ORAL INTERVIEWS/PRESENTATIONS

The State reserves the right to conduct oral interviews and/or request presentations at the sole invitation of the State.

Any cost incidental to the oral interviews/presentations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RESPONSE

To facilitate the response review process: submit one (1) digital copy of RFI response to as.materielpurchasing@nebraska.gov AND submit one (1) hard copy original with five (5) copies of the entire RFI response to address listed in section II. A. RFI responses should be submitted by the RFI due date and time. Follow instructions in Section III of this RFI.

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, 402-471-6500 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 (RFI) 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. A list of respondents will be posted: <http://das.nebraska.gov/materiel/purchasing.html>.

I. BUSINESS TYPE

Business type (large business, small business, small disadvantaged business, 8(a)-certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS). Reference 13 CFR part 121 and Federal Acquisition Regulation (FAR) Part 19 for additional detailed information on Small Business Size Standards.

J. SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide services for disaster recovery efforts. The information provided in the RFI is subject to change and is not binding on the State of Nebraska. The State of Nebraska has not made a commitment

to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the property of the State of Nebraska and will not be returned.

III. CONTRACTOR RFI SUBMISSION

The contractor will provide the following information in response to this Request for Information. Please TAB as follows:

- A. PURPOSE AND BACKGROUND OF COMPANY/CORPORATION – limit one page**
- B. BUSINESS MODEL – limit two pages**
- C. CAPABILITIES**
- D. LIMITATIONS**
- E. EXPERIENCE – limit four pages**
- F. NAICS Codes and BUSINESS TYPE TO INCLUDE SUB-CONTRACTORS**
- G. SIGNED RFI ANNOUNCEMENT (indelible signature on original RFI cover page)**
- H. FORM A – VENDOR CONTACT SHEET**

Form A

Vendor Contact Sheet

Request for Information Number NEMA2019FLOOD

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:	