

**State of Nebraska, Department of Health and Human Services,
Developmental Disabilities
REQUEST FOR INFORMATION**

SOLICITATION NUMBER	RELEASE DATE
RFI SLP	April 1, 2022
OPENING DATE AND TIME	PROCUREMENT CONTACT
May 2, 2022 2:00 p.m. Central Time	Dana Crawford-Smith/Carrie Olson

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.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

DHHS of Nebraska, Department of Health and Human Services, Developmental Disabilities (DHHS), is issuing this Request for Information RFI SLP providing a qualified speech language pathologist to DHHS for on-call assignments at Beatrice State Developmental Center (BSDC).

Written questions are due no later than April 8, 2022, and should be submitted via e-mail to dhhs.procurement@nebraska.gov.

Bidder should submit one (1) original of the entire RFI response. RFI responses should be submitted by the RFI due date and time.

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. SCOPE OF THE REQUEST FOR INFORMATION

DHHS of Nebraska, Department of Health and Human Services, Developmental Disabilities, has created this RFI SLP to research providers of speech language pathology services to provide on call assignments.

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

DHHS 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	April 1, 2022
2	Last day to submit written questions	April 8, 2022
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	April 22, 2022
4	RFI Opening WebEx: https://sonvideo.webex.com/sonvideo/j.php?MTID=m2e9504698e0d23	May 2, 2022 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

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

Name: Dana Crawford-Smith /Carrie Olson
Agency: DHHS
Address: PO Box 94926
Lincoln, NE 68508
Telephone: 402-471-7575
E-Mail: dhhs.procurement@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 DHHS is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist DHHS of Nebraska in developing the Request for Proposal. This RFI does not obligate DHHS 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 DHHS 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 DHHS 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. DHHS-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 DHHS, employee of DHHS, or member of the Interview Committee is empowered to make binding statements regarding this RFI. DHHS 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 DHHS and clearly marked “RFI Number SLP; Questions”. It is preferred that questions be sent via e-mail to dhhs.procurement@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

DHHS reserves the right to conduct oral interviews/presentations and/or demonstrations if required at the sole invitation of DHHS.

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

F. SUBMISSION OF RESPONSE

The State is accepting either electronically submitted responses or hard copy, paper responses for this RFI.

1. For bidders submitting electronic responses:

- a. Bidders submitting electronically can upload the response via ShareFile here:
- b. <https://nebraska.sharefile.com/r-rc5b59c36f6aa4bb48a3e64c1af48d548>
- c. ShareFile works with Firefox, Internet Explorer and Chrome. It does not work with Microsoft Edge.
- d. Proprietary information should be uploaded as separate and distinct files. If multiple responses are submitted, the State will retain only the most recently submitted response. It is the bidder's responsibility to submit the response by the date and time indicated in the Schedule of Events. Electronic responses must be received by DHHS by the date and time of the response opening per the Schedule of Events. No late responses will be accepted
- e. **ELECTRONIC RESPONSE FILE NAMES**
The bidder should clearly identify the uploaded RFI response files. To assist in identification please use the following naming convention:
 - i. RFI SLP ABC Company
 - ii. If multiple files are submitted for one RFI response, add number of files to file names: RFI SLP ABC Company File 1 of 2.
 - iii. If multiple RFI responses are submitted for the same RFI, add the response number to the file names: RFI SLP ABC Company Response 1 File 1 of 2.

2. For bidders submitting paper/hard copy responses:

- a. Bidders who are submitting a paper response should submit one response marked on the first page: "ORIGINAL". If multiple responses are submitted, the State will retain one copy marked "ORIGINAL" and destroy the other copies. The Contractor is solely responsible for any variance between the copies submitted. Responses should include the completed Form A, "Vendor Contact Sheet". Responses must reference the RFI number and be sent to the specified address. Please note that the address label should appear as specified in Section II A on the face of each container or contractor's response packet. If a recipient phone number is required for delivery purposes, 402-471-7575 should be used. The RFI number should be included in all correspondence. The State will not furnish packaging and sealing materials. It is the contractor's responsibility to ensure the response is received in a sealed envelope or container and submitted by the date and time indicated in the

Schedule of Events. Sealed responses must be received at DHHS by the date and time of the opening per the Schedule of Events. No late responses will be accepted.

United States Postal Services (USPS) delivered responses shall be mailed to:

ATTN: Dana Crawford-Smith/Carrie Olson RFI SLP
DHHS - Central Procurement Services
PO BOX 94926
Lincoln, NE 68509

Hand delivered responses or responses delivered by Federal Express (FedEx), United Parcel Service (UPS), etc. shall be delivered to:

ATTN: Dana Crawford-Smith/Carrie Olson RFI SLP
DHHS - 3rd Floor Reception Desk
301 Centennial Mall South
Lincoln, NE 68509

- b. Proprietary Information should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that charts, diagrams and the like may be on fold-outs which, when folded, fit into the 8 ½" by 11" format. Pages may be consecutively numbered for the entire response, or may be numbered consecutively within sections. Figures and tables should be numbered consecutively within sections. Figures and tables should be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text.
3. The State will not furnish packaging or sealing materials. It is the bidder's responsibility to ensure the response is received either electronically or in a sealed envelope or container and submitted by the date and time indicated in the Schedule of Events. Sealed responses must be received at DHHS by the date and time of the response opening per the Schedule of Events.

It is the responsibility of the contractor to check the website for all information relevant to this Request for Information to include addenda and/or amendments issued prior to the opening date. Website address is as follows:
<https://das.nebraska.gov/materiel/bidopps.html>.

The State shall not incur any liability for any costs incurred by contractors in replying to this solicitation, in the demonstrations and/or oral presentations, or in any other activity related to responding on this solicitation.

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, 402-471-7575 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 DHHS 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 DHHS 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 DHHS's definition of proprietary information, DHHS 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 responses will be publicly opened and the responding entities announced on the date, time, and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening. Vendors may also contact DHHS to schedule an appointment for viewing RFI responses.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

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

A. PURPOSE AND BACKGROUND

1. DHHS, Developmental Disabilities is issuing this RFI for the purposes of researching providers of speech language pathology services for on-call assignments at Beatrice State Developmental Center (BSDC).

B. REQUIREMENTS

1. The vendor shall ensure the assigned Speech Language Pathologist (SLP) possesses all required credentials, including but not limited to, a license to practice speech language pathology in the State of Nebraska.
2. The vendor shall ensure the SLP is covered by professional liability insurance.
3. The SLP shall be employed by the contractor; therefore the contractor shall provide income tax withholding and worker's compensation coverage as required by law, and follow all other applicable legal requirements of an employer for the SLP. As indicated herein, the SLP is not an employee of DHHS and DHHS claims no joint employment.
4. The contractor shall maintain an occupational safety plan and a communication plan for unexpected incidents and errors. These plans will be provided to DHHS prior to the start of any assignment.
5. The contractor shall ensure the SLP performs all duties as may be required by DHHS. SLP duties include preventing, assessing, diagnosing and treating speech, language, social communication, cognitive-communication, and swallowing disorders in individuals residing at BSDC.

C. DHHS RESPONSIBILITIES

1. DHHS, through consultation with the contractor, will establish the SLP work schedule, including the number of hours needed per week. In no event may the number of hours worked per week exceed 10 (ten) hours.
2. DHHS will notify the contractor immediately in the event of any unexpected incident or error that involves the SLP.
3. DHHS reserves the right to reject a proposed SLP or require the contractor to provide a different SLP if the provided SLP does not meet DHHS needs, fails to abide by an applicable policy or procedure of the facility in which the SLP is providing services, or if the SLP fails to comply with any requirement of the contract.
4. DHHS will provide the SLP an orientation to ensure applicable facility policies and procedures are adhered to.
5. DHHS will complete primary source verifications to ensure the SLP is compliant with DHHS's qualification standards.
6. DHHS will provide access to all necessary electronic records and BSDC medical professionals to ensure high quality continuity of care services.

Form A

Vendor Contact Sheet

Request for Information Number SLP

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

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