

**State of Nebraska (Department of Labor)  
REQUEST FOR INFORMATION**

RETURN TO:  
Name: Denise Schroder  
Address: 550 S 16<sup>th</sup> Street  
City/State/Zip Lincoln NE 68508  
Phone: 402-471-9944

SOLICITATION NUMBER	RELEASE DATE
<b>RFI UI CONSULTANT</b>	<b>June 26, 2023</b>
OPENING DATE AND TIME	PROCUREMENT CONTACT
<b>August 1, 2023 10:00 a.m. Central Time</b>	<b>Denise Schroder</b>

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**

The State of Nebraska (State), Department of Labor (NDOL), is issuing this Request for Information RFI UI CONSULTANT for the purpose of gathering information to identify potential consultants who are qualified to collect information and document system requirements for the development of a Request For Proposal on behalf of NDOL for an Unemployment Insurance Benefits and Tax (UI) and Re-employment (RES) IT system. Potential consultants will be responsible for identifying all legal and regulatory requirements for an IT solution that meets USDOL compliance. The requirements will be used as the foundation for all system needs for the processing of Unemployment Insurance Benefits, Unemployment Insurance Tax, and Re-employment services.

Written questions are due no later than 12:00pm CST, July 10, 2023, and should be submitted via e-mail to [ndol.procurement@nebraska.gov](mailto:ndol.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.

RFI responses should be received in Nebraska Department of Labor [ndol.procurement@nebraska.gov](mailto:ndol.procurement@nebraska.gov) by the date and time of RFI opening indicated above.

**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**

The State of Nebraska, Department of Labor (hereafter known as NDOL), is issuing this Request for Information, RFI UI CONSULTANT, for the purpose of gathering information to identify potential consultants who are qualified to collect information and document system requirements for the development of a Request For Proposal on behalf of NDOL for an Unemployment Insurance Benefits and Tax (UI) and Re-employment (RES) IT system. Potential consultants will be responsible for identifying all legal and regulatory requirements for an IT solution that meets USDOL compliance. The requirements will be used as the foundation for all system needs for the processing of Unemployment Insurance Benefits, Unemployment Insurance Tax, and Re-employment 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.

	<b>ACTIVITY</b>	<b>DATE/TIME</b>
1	Release Request for Information	June 26, 2023
2	Last day to submit written questions	July 10, 2023 12:00 pm Central Time
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>	July 14, 2023
4	RFI opening Location: Nebraska Dept. of Labor 550 S 16 <sup>th</sup> Street Lincoln, NE 68508	August 1, 2023 10:00 AM 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 the Nebraska Department of Labor. The point of contact for the RFI is as follows:

Name: Denise Schroder  
Agency: Nebraska Dept. of Labor  
Address: 550 S 16<sup>th</sup> Street  
Lincoln, NE 68508  
Telephone: 402-471-9944  
E-Mail: [ndol.procurement@nebraska.gov](mailto:ndol.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 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 Department of Labor and clearly marked "RFI UI CONSULTANT Questions". Questions must be sent via e-mail to [ndol.procurement@nebraska.gov](mailto:ndol.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**

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 via email to [ndol.procurement@nebraska.gov](mailto:ndol.procurement@nebraska.gov). 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 email address noted above. 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 responses to [ndol.procurement@nebraska.gov](mailto:ndol.procurement@nebraska.gov) 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 the state 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**

The Nebraska Department of Labor (NDOL) is seeking information about potential contractors to collect and gather specifications and program and technical requirements in order to develop a Request for Proposal for a possible replacement of a software system capable of administering the Unemployment Insurance Benefits, Unemployment Insurance Tax and Reemployment Services programs. The system must meet all federal and state requirements including quality and timeliness performance standards,

This RFI process is intended to help consultants gain an understanding of the State's intent, and for consultants to convey to NDOL their qualifications to assist in the design and development of a Request for Proposal (RFP) to secure a contractor for an Unemployment-Re-Employment System (RES).

The goals are:

1. Develop and document all system requirements for the business to effectively administer their programs and provide prompt service delivery.
2. Unemployment Benefits system must have business requirements developed that allow for the filing and payment of unemployment insurance benefits. Requirements must account for all state and federal laws, regulations, and guidance (guidance includes but is not limited to UIPL, ETA Handbooks, TEGE). Unemployment Tax system must have business requirements developed that allow for the collection and accounting of unemployment insurance tax. Requirements must account for all state and federal laws, regulations, and guidance (guidance includes but is not limited to UIPL, ETA Handbooks, TEGE).
3. Re-employment Services system must have business requirements developed that allow for the filing and eligibility determinations for all re-employment programs (Job Seeker Services, Employer Services, WIOA, RESA, Wagner-Peyser, SCSEP, JVSJ, and Snap Next Steps). Requirements must account for all state and federal laws, regulations, and guidance (guidance includes but is not limited to UIPL, ETA Handbooks, TEGE).

#### **B. CURRENT ENVIRONMENT**

The Nebraska Department of Labor (NDOL) has a fully integrated system that provides re-employment and unemployment insurance services to the citizens of Nebraska.

**C. SCOPE OF WORK**

Consultants are asked to provide a Letter of Interest, with any applicable attachments, that addresses the needs of NDOL.

When responding to this RFI, the consultant should describe in their response the following:

1. Describe your qualifications and experience with gathering data and program requirements in order to plan and write an RFP for a UI-RES software modernization.
2. Describe your process for performing a detailed analysis of NDOL's existing UI system.
3. Describe your success rate for a UI modernization project to be implemented from an RFP you have written.

# Form A

## Vendor Contact Sheet

### Request for Information UI CONSULTANT

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:	