

## **ADDENDUM ONE, QUESTIONS and ANSWERS**

Date: March 21, 2023

To: All Bidders

From: Carrie DeFreece, Procurement Contracts Officer  
Department of Health and Human Services

RE: Addendum for Executive Leadership Team (ELT) Planning and Workshop Scope  
of Work to be opened Thursday, March 30, 2023, at 2:00 p.m. Central Time

### **Questions and Answers**

Following are the questions submitted and answers provided for the above-mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments. This addendum will become part of the request and should be acknowledged with the Scope of Work.

Scope of Work Section Reference	Scope of Work Page Number	Question	Answer
I Procurement Procedure	Page 2	Expectations for Proposal WebEx on March 30: Will the agency please explain the purpose of this WebEx on the proposal due date? Is attendance mandatory? Will vendors be expected to present their proposals to an audience?	The Webex on the proposal due date is simply a bid opening. Attendance is optional and not all mandatory. There are no presentations during this meeting.
A General Information			
Schedule of Events #4			
Header; Opening Date and Time	Page 1	Due Date for Proposal Submission. Will the agency please confirm that the section titled "Opening Date and Time" states March 30, 2023, 2:00 p.m.	Confirmed. The due date and time is March 30th at 2:00 p.m.
II Scope of Work	Page 4	The estimated start date is listed as 24 April. What is the expectation of what will occur on that date?	Meet with DHHS on/or about April 14, 2023 to discuss project expectations. Work begins on all aspects of the contract. No deliverables are due on April 24, 2023.
Term of Project			
I Procurement Procedures	Page 2, Pages 5-6	Proposal Format: does the agency want contractors to format their proposals using the outlines on pages 5 and 6 of the RFQ for cost and technical response?	Each proposal must include specifics for cost and technical information in a format similar to pages 5 and 6 of this RFQ.
B Submission of Proposals			
II Scope of Work			
II Scope of Work	Page 4	Does the agency have a preferred file format (word, excel, PPT, etc.) if submitting electronically?	Word or pdf
Part 4			
Paragraph two			
II. Scope of Work	Pages 4-5	Can vendors ask or recommend workshop participants to complete some independent individual or small group work prior to either the virtual or in-person workshops?	Yes, vendors can recommend limited individual or group work prior to the virtual or in-person workshops.
Parts 2&3			
II. Scope of Work	Pages 4-5	Is the audience for the Decentralized Decision Making virtual & in-person workshops expected to be the same as the Leadership workshop (estimated 20 people)?	Yes, the estimated 20 people will come from the same senior positions.
Parts 2&3			
II. Scope of Work	Page 5	Is the vendor expected to set up the DHHS dinner event (including food and/or logistics expenses) or will all set up logistics and expenses be administered by DHHS internally?	No, DHHS will perform all logistical work and pay for the dinner event.
Part 2b			
General	N/A	Does DHHS have an approximate budget for the project, and if so, would DHHS please share this budget with proposers to help gauge the anticipated level of effort for the project?	We do not have this information to share.
II Scope of Work, Part 1: Leader Behavioral Survey and Reporting	4	Does DHHS expect that leadership will receive individualized survey results as well as aggregated results?	Yes.
II Scope of Work, Part 2: Leadership Workshop	5	Does DHHS expect the one-to-two-hour long-term strategy session to be incorporated into the one-day Leadership Workshop or conducted separately?	It will be incorporated into the one-day Leadership workshop
II Scope of Work, Part 4: Senior Leader Coaching	5	For approximately how many division leaders does DHHS anticipate the selected vendor will conduct coaching sessions?	Three (3) division leaders will participate in coaching. These include the Directors of Behavioral Health and Child and Family Services as well as the Chief Medical Officer for Public Health.
Technical Responses, Question 2	6	Could DHHS please clarify what they mean when they ask for an example of "previous similar work" in this question? Would DHHS like us to include a work sample from a previous project, or a description of a previous project for which we delivered similar services? If a work sample, is there a particular type of document/sample vendors would like us to provide?	Either a sample or description is sufficient regarding previous, similar work.
		Can we get an organizational chart that shows us the roles of the staff expected to participate in the leadership development training and coaching?	chrome-extension://efaidnbmninnkcbajpcgiclfndmkaj/https://dhhs.ne.gov/Documents/OrgChartMain.pdf

