

<b>SOLICITATION NUMBER: RFQ# 94799 O3</b>	<b>RELEASE DATE: 10/03/2022</b>
<b>OPENING DATE AND TIME: 11/04/2022</b>	<b>PROCUREMENT CONTACTS:</b>
10:00 a.m. Central Time	Carrie DeFreece and René A. Botts
<b>NEEDS ASSESSMENT FOR AFGHAN REFUGEE SCHOOL IMPACT SCOPE OF WORK RELEASE</b>	

**I. PROCUREMENT PROCEDURE**

**A. GENERAL INFORMATION**

The State of Nebraska (State), Department of Health and Human Services (DHHS), issued Request for Qualification (RFQ) Number 97499 O3 for the purpose of selecting Qualified Contractors to provide Needs Assessment for Afghan Refugee School Impact (RSI) Services to the Nebraska Department of Health and Human Services (DHHS).

**Nebraska DHHS Refugee Resettlement Program (RRP)** is federally required to **conduct an initial needs assessment to determine what Refugee School Impact (RSI) services are needed at the local level** for Afghan refugees. The needs assessment must address the following:

- The needs of Office of Refugee Resettlement (ORR) eligible families with children age-appropriate for Early RSI (birth to five years).
- Unique challenges that ORR-eligible families face when trying to access child care, child care stipends, and Head Start/Early Head Start programming.
- The level of collaboration and cooperation with federal mainstream service providers, such as the State and Territory Child Care Development Fund Lead Agency Administrators and the Head Start Collaboration Offices.
- The needs of ORR-eligible families with children and youth age-appropriate for RSI.
- Unique challenges that ORR-eligible families face when trying to access the U.S. education system.
- The level of collaboration and cooperation with state and local education departments and local school districts.
- Existing specialized programming for newly arrived populations funded by Department of Education.

This document presents a Scope of Work being released related to that RFQ. This Scope of Work is specific to the Refugee Resettlement Program – a federally funded program that works to resettle and provide other supportive programs to refugees in the State of Nebraska. Partnerships with a wide variety of stakeholders and community members are key to accomplishing the work.

Throughout this Scope of Work, the following applies:

1. Bidder – a Qualified Contractor that is submitting a bid in response to this Scope of Work
2. Contractor – the Vendor that has been awarded this Scope of Work
3. Qualified Contractor – a Vendor that submitted a proposal in response to RFQ 97499 O3 and met the evaluation thresholds to be admitted into the pool

SCHEDULE OF EVENTS		
The State expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.		
ACTIVITY	Date/Time	
1. Release Scope of Work	October 3, 2022	
2. Last day to submit written questions	October 17, 2022	
3. State responds to written questions through Scope of Work "Addendum" and/or "Amendment" to be posted to the Internet at: <a href="https://das.nebraska.gov/materiel/bidopps.html">https://das.nebraska.gov/materiel/bidopps.html</a>	October 21, 2022	
4. Proposal Opening WebEx:  <b>Join Cisco Webex meeting</b> <a href="https://sonvideo.webex.com/join/7db6ada6-82e3-4e30-8e27-b467836c0fa2">https://sonvideo.webex.com/join/7db6ada6-82e3-4e30-8e27-b467836c0fa2</a>  <b>Meeting Number: 2489 397 0999</b>  <b>Join by Video system</b> sip: <a href="mailto:24893970999@sonvideo.webex.com">24893970999@sonvideo.webex.com</a>  <b>Join by Phone</b> Toll: +1-408-418-9388 Toll Free:  <b>Join using Microsoft Skype for Business</b> sip: <a href="mailto:24893970999.sonvideo@lync.webex.com">24893970999.sonvideo@lync.webex.com</a>  Need help? Go to <a href="https://help.webex.com">https://help.webex.com</a>	Friday November 4, 2022 10:00 A.M. Central Time	
5. Evaluation period	November 4, 2022 – November 10, 2022	
6. Orals / Demonstrations (if requested)	TBD	
7. Post "Intent to Award" to Internet at: <a href="https://das.nebraska.gov/materiel/bidopps.html">https://das.nebraska.gov/materiel/bidopps.html</a>	November 15, 2022	
8. Anticipated award date	November 15, 2022	
9. Estimated start date	November 21, 2022	

**B. SUBMISSION OF PROPOSALS**

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

1. For Bidders submitting electronic responses:

- a. Responses must be uploaded via ShareFile using the following link:  
<https://nebraska.sharefile.com/r-rccef816e829c4ab5888a9c6b1f552000>
- b. ShareFile works with Firefox, Internet Explorer and Chrome. It does not work with Microsoft Edge.
- c. If multiple proposals are submitted, the State will retain only the most recently submitted response. It is the Bidder's responsibility to submit the proposal by the date and time indicated in the Schedule of Events. Electronic proposals must be received by DHHS by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.
- d. When a response has been successfully submitted Bidder will receive an email confirming receipt of the file. If a confirmation email is not received the file did not successfully upload.

**e. ELECTRONIC PROPOSAL FILE NAMES**

The Bidder should clearly identify the uploaded Scope of Work proposal files. To assist in identification please use the following naming convention:

- i. RRP Needs Assessment ABC Company
- ii. If multiple files are submitted for one Scope of Work proposal, add number of files to file names: RRP Needs Assessment ABC Company File 1 of 2.
- iii. If multiple Scope of Work proposals are submitted for the same Scope of Work, add the proposal number to the file names: RRP Needs Assessment ABC Company Proposal 1 File 1 of 2.

**2. For Bidders submitting paper/hard copy responses:**

- a.** Bidders who are submitting a paper response should submit one proposal marked on the first page: "ORIGINAL". If multiple proposals are submitted, the State will retain one copy marked "ORIGINAL" and destroy the other copies. The Bidder is solely responsible for any variance between the copies submitted. Proposals must reference the Scope of Work number and be sent to the specified address. If a recipient phone number is required for delivery purposes, 402-471-0524 should be used. The Scope of Work number should be included in all correspondence. DHHS will not furnish packaging and sealing materials. It is the Bidder's responsibility to ensure the solicitation is received in a sealed envelope or container and submitted by the date and time indicated in the Schedule of Events. Sealed proposals must be received by DHHS by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.

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

ATTN: Carrie DeFreece  
DHHS - Central Procurement Services  
PO BOX 94926  
Lincoln, NE 68509

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

ATTN: Carrie DeFreece  
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 proposal, 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.** DHHS will not furnish packaging or sealing materials. It is the Bidder's responsibility to ensure the solicitation 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 proposals must be received in by DHHS by the date and time of the proposal opening per the schedule of events.

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

Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to requirements, completeness, and clarity of content. If the Bidder's proposal is presented in such a

fashion that makes evaluation difficult or overly time consuming DHHS reserves the right to reject the proposal as non-conforming.

**B. QUESTION AND ANSWER PERIOD**

Bidders will be given an opportunity to clarify the intent and scope of the requested Scope of Work during the Question and Answer period prior to submission of their response. Questions regarding the meaning or interpretation of any Scope of Work provision must be submitted in writing to DHHS and clearly marked "RRP Needs Assessment Questions". DHHS is not obligated to respond to questions that are received late.

It is preferred that questions be sent via e-mail to [dhhs.rfpquestions@nebraska.gov](mailto:dhhs.rfpquestions@nebraska.gov), but may be delivered by hand or by U.S. Mail. It is recommended that Bidders submit questions using the following format.

Scope of Work Section Reference	Scope of Work Page Number	Question

Written answers will be posted at <https://das.nebraska.gov/materiel/bidopps.html> per the Schedule of Events.

**C. ORAL DEMONSTRATIONS**

DHHS may request bidders to prepare and deliver an Orals Demonstrations of their Scope of Work responses.

## II. SCOPE OF WORK

**Project Name: Refugee Resettlement Program Scope of Work**

**Term of Project:** November 21, 2022 through September 30, 2023

**Payment Structure:** Contractor shall invoice DHHS upon successful completion of deliverables as determined by DHHS. Cost for each deliverable shall be net, including all personnel and travel expenses.

**Project Background:**

DHHS seeks a contractor to provide needs assessment services to the Refugee Resettlement Program of Nebraska (RRP) as outlined in ORR Policy Letter 22-07 <https://www.acf.hhs.gov/sites/default/files/documents/orr/orr-pl-22-07-refugee-school-impact-2021-12-08.pdf> including:

- The needs of Office of Refugee Resettlement (ORR) eligible families with children age-appropriate for Early RSI (birth to five years).
- Unique challenges that ORR-eligible families face when trying to access child care, child care stipends, and Head Start/Early Head Start programming.
- The level of collaboration and cooperation with federal mainstream service providers, such as the State and Territory Child Care Development Fund Lead Agency Administrators and the Head Start Collaboration Offices.
- The needs of ORR-eligible families with children and youth age-appropriate for RSI.
- Unique challenges that ORR-eligible families face when trying to access the U.S. education system.
- The level of collaboration and cooperation with state and local education departments and local school districts.
- Existing specialized programming for newly arrived populations funded by Department of Education.
- **Assisting with evaluation planning.**
- **Providing technical assistance.**
- **Conducting data collection and analysis.**
- Preparing reports for publications, and for Office of Refugee Resettlement (ORR) grant reporting.

Contractor will consult with DHHS RRP staff on:

- development and implementation of evaluation plan, updates, and activities;
- identify and examine existing data sources related to refugee resettlement program grant work;
- plan, gather and examine data;
- provide quarterly progress reports and an annual summary report and;
- assist with dissemination of evaluation findings.

Details about the Refugee Resettlement Program (RRP) can be found at <https://dhhs.ne.gov/Pages/Refugee-Resettlement.aspx> along with data resources, information on program components, and more.

**Invoices:**

Invoices shall be submitted to:     DHHS  
  Refugee Resettlement Program  
  Attn: Administrator II  
  301 Centennial Mall South  
  Lincoln, NE 68509

**Scope of Work:**

1. The contractor will work collaboratively with DHHS RRP, Lincoln Public Schools, Omaha Public Schools, and other public schools or programs as necessary or identified, to develop and implement a multidisciplinary evaluation team to provide a needs assessment for the Afghan Refugee School Impact Grant and Early Refugee School Impact program needs in Nebraska, as necessary because of assessment results.
2. In consultation with DHHS RRP, identify and examine existing data sources related to refugee school impact program grant work for use in the development of the evaluation and performance measures, plans, and reports.
3. Contractor will consult with DHHS RRP staff to develop and implement an evaluation plan, based on RRP approval.
4. Submit monthly progress reports with updates on activities and outreach efforts.
5. Develop a plan to collect needed data, for DHHS RRP approval. Collect, identify, and document data that monitors and illustrates key short-term, intermediate, and long-term outcomes in key populations.
6. Contractor will develop a Performance Measurement Plan to evaluate and score Afghan RSI programming in Nebraska.
7. Write a report of findings.
8. In consultation with and approval of DHHS RRP, identify and implement effective dissemination of evaluation findings.

**Deliverables:**

Contracted bidder will complete the outlined deliverables listed below. RRP may waive deadlines or allow extension for the provision of certain Deliverables:

1. Evaluation Plan for the ORR grant – template provided to RRP
  - a. Due date will be determined in collaboration with DHHS RRP.
2. Performance Measurement Plan to reflect work plan updates and new targets for the ORR grant:
  - a. Due date will be determined in collaboration with DHHS RRP.
3. Written monthly progress reports with updates on activities and outreach efforts due by the 15<sup>th</sup> of the following month.
4. Data dissemination plan, due June 26, 2023.
5. Present evaluation findings to DHHS RRP via virtual platform when needs assessment process has finished and prior to July 31, 2023.
6. Final summary reports of all evaluation activities and key findings. Final summary report is due by August 31, 2023. Dates are subject to change due to program needs.
7. Final Performance Measurement Report, due by August 31, 2023.

Bidder name:	[enter text]
Deliverable 1 Cost: Per Evaluation Plan	[enter text]
Deliverable 2 Cost: Per Updated Performance Measurement Plan	[enter text]
Deliverable 3 Cost: Monthly Progress Reports	<b>INCLUDED</b>
Deliverable 4 Cost: Per Final Summary Report	[enter text]
Deliverable 5 Cost: Per Final Performance Measurement Report	[enter text]

Deliverable 6 Cost: Per Data Dissemination Plan	[enter text]
Deliverable 7 Cost: Per Presentation	[enter text]
<b>Technical Responses:</b>	
1. Provide a narrative on how bidder proposes to collaboratively develop and implement a multidisciplinary evaluation team to provide Refugee School Impact (RSI) early education needs assessment.	
<bidder response>	
2. Provide a narrative of how the bidder will work with RRP to produce the performance measurement plan and report. The bidder may provide an example of previous work.	
<bidder response>	
3. Provide a narrative of how bidder proposes to produce an evaluation plan using existing and programmatic data.	
<bidder response>	
4. Provide a narrative of how bidder proposes to offer evaluation-related technical assistance as needed.	
<bidder response>	
5. Provide a narrative of how bidder proposes to develop and implement data collection to evaluate refugee school impact program efforts to fulfill ORR grant reporting requirements.	
<bidder response>	
6. Provide a narrative on the bidder's experience on refugee and school program evaluation.	
<bidder response>	
7. Bidder will provide an example of a data dissemination plan completed for previous work.	
<bidder response>	
<b>Evaluation Criteria:</b>	
Proposals will be scored based on the following criteria:	
700 points	Technical Responses
140 points	Cost (Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award)
<b>840 points</b>	<b>Total</b>

Provide position titles and hourly rates for Change Orders as specified in in section V.F in the table below:

<b>Position Title</b>	<b>Rate</b>
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]