

SOLICITATION NUMBER: 97499 O3	RELEASE DATE: 03/10/2023
OPENING DATE AND TIME:	PROCUREMENT CONTACTS:
March 30, 2023 2:00 p.m. Central Time	Carrie DeFreece
SCOPE OF WORK RELEASE	

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 program evaluation and assistance services to various departments in the State. (DHHS) has recently undergone leadership changes at the Executive Level and has identified a need for leadership behavioral analysis services, leadership training and executive leadership coaching. The assistance will consist of four (4) separate parts.

This document presents a Scope of Work being released related to RFQ 97499 O3.

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	March 10, 2023	
2. Last day to submit written questions	March 17, 2023	
3. State responds to written questions through Scope of Work "Addendum" and/or "Amendment" to be posted to the Internet at: https://das.nebraska.gov/materiel/bidopps.html	March 20, 2023	
4. Proposal Opening WebEx: Join Cisco Webex meeting https://sonvideo.webex.com/join/7db6ada6-82e3-4e30-8e27-b467836c0fa2 Meeting Number: 2489 397 0999 Join by Video system sip: 24893970999@sonvideo.webex.com Join by Phone Toll: +1-408-418-9388 Toll Free: Join using Microsoft Skype for Business sip: 24893970999.sonvideo@lync.webex.com Need help? Go to https://help.webex.com	Thursday, March 30, 2023 2:00 P.M. Central Time	
5. Evaluation period	March 30 – April 7, 2023	
6. Orals / Demonstrations (if requested)	TBD	
7. Post "Intent to Award" to Internet at: https://das.nebraska.gov/materiel/bidopps.html	April 14, 2023	
8. Anticipated award date	April 17, 2023	
9. Estimated start date	April 24, 2023	

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-r18f2a59086fb43dd97e0700bc9c1eb91>
- 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. ELT Planning and Workshop ABC Company
- ii. If multiple files are submitted for one Scope of Work proposal, add number of files to file names: ELT Planning and Workshop 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: ELT Planning and Workshop ABC Company Proposal 1 File 1 of 2.

2. 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 "ELT Planning and Workshop 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. 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: Executive Leadership Team Planning and Workshop Scope of Work

Term of Project: On the latter of April 24, 2023 or the date of contract execution through one year in duration from date of execution. **Payment Structure:** Contractor shall invoice the Department of Health and Human Services (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 consists of five (5) divisions. Recently, three (3) areas have undergone leadership changes at the Executive Level and are in need of leadership behavioral analysis services, leadership training and executive leadership coaching.

Invoices:

Invoices shall be submitted to: DHHS Operations
Rick Gray
301 Centennial Mall South
Lincoln, NE 68509
402-471-8574
rick.gray@nebraska.gov

Scope of Work:

The purpose of this Scope of Work is to identify and select a leadership development organization with the capability of providing executive leadership analysis, delivering executive level training and providing executive coaching services to DHHS.

Project Requirements:

The successful Contractor shall perform each of the following tasks.

Part 1: Leader Behavioral Survey and Reporting

- (a) Administer a leader behavioral analytic survey for up to 100 people using a proven model assessment tool.
- (b) Submit an individualized report of the results to the designated representative for DHHS, which contain information on leadership tendencies.
- (c) Formulate an aggregated report detailing the results and analysis. Brief all participants on the results and analysis, which can be virtual and last up to 60-minutes.
- (d) Conduct Survey by within four (4) weeks of contract start date and provide aggregate report and briefing no later than five (5) weeks of contract start date.

Part 2: Leadership Workshop

The focus of the first workshop will include five areas of leadership development: high performing teams to increase empowerment, improved problem-solving, building greater trust, enhancing collaboration, and diversity of thought.

- (a) Develop content to deliver at a virtual 90-minute prep session, up to one-month prior to the Leadership Workshop, to orient the Nebraska DHHS Executive Leadership Team (ELT) on the Leadership Workshop. Approximately twenty (20) people will be in attendance.
- (b) Create content to deliver at an in-person, one (1) hour session the night prior to the Leadership Workshop, after a DHHS dinner. Approximately twenty (20) people of the ELT will be in attendance. Workshop to be held at a mutually agreed upon date no later than June 30, 2023.

- (c) Provide a one-day, in-person, Leadership Workshop focused on high performing teams to increase empowerment, improve problem-solving, build greater trust, enhance collaboration, and diversity of thought. Spend one (1) to two (2) hours facilitating a DHHS long-term strategy session.

Part 3: Decentralized Decision-Making Workshop

- (a) Provide a virtual ninety (90)-minute prep session to train on the concept of decentralized decision-making and provide early educational materials and general prep for the upcoming workshop. The prep session should be delivered at a mutually agreed upon time, up to one-month prior to the one (1)-day decentralized decision-making workshop.
- (b) Provide an in-person one (1)-day decentralized decision-making workshop focused on high performing teams to provide the tools necessary for making timely and responsive decisions at the appropriate level. At the end of the workshop, leaders should have a fully developed tool for decentralized decision-making in their respective divisions. The workshop will be delivered at a mutually agreed upon date no later than August 31, 2023.

Part 4: Senior Leader Coaching

Provide a senior mentor well-adept in leading large, complex organizations to conduct separate coaching sessions for DHHS division leaders in Public Health, Behavioral Health, and Children and Family Services.

Each separate coaching session shall include, but not be limited to, a focus on advising and supporting respective divisions on topics to be determined with the supported senior leader. Coaching sessions shall occur either in-person or virtually two (2) times per week for a period of two (2) months and then once weekly for four (4) additional months. The length of each separate session to be a minimum of thirty (30) minutes, but no more than two (2) hours.

The series of coaching sessions shall begin on a mutually agreed upon date no earlier than four (4) months from contract start date but must be completed by contract end date. Contractor will work with each separate division of DHHS to establish mutually agreeable dates and times and then follow up with written correspondence for confirmation.

Please complete total cost below for each deliverable.

Bidder name:	[enter text]
Deliverable 1 Cost: Leader Behavioral Survey (Part 1)	Total Cost: \$ [enter text]
Deliverable 2 Cost: Leadership Workshop planning, pre-sessions and implementation (Part 2)	Total Cost: \$ [enter text]
Deliverable 3 Cost: Decentralized Decision-Making Workshop planning and implementation including one (1) pre-session (Part 3)	Total Cost: \$ [enter text]

Deliverable 4 Cost: Executive Leader Coaching (Part 4)	Total Cost: \$ [enter text] Hourly rate for coaching \$/hr plus total hours
Bidder to indicate the Total Cost to perform Parts 1 through 4: \$ _____	
Technical Responses: Bidder to provide detailed narrative responses for each of the following items to demonstrate understanding of the project requirements.	
1. Discuss the tool bidder proposes to utilize for the Leader Behavioral Survey, including the types of information that will be gathered and the types of information that will result in the individualized and aggregate reports. <bidder response>	
2. Explain Bidder's recommended approach to working with the Executive Leadership Team during pre-planning sessions to develop and implement the proposed workshops. The bidder shall provide an example of previous similar work. <bidder response>	
3. Explain Bidder's recommended approach to working with the Executive Leadership Team during the facilitation of a One (1) to two (2)-hour Strategic Planning Session. The bidder shall provide an example of previous similar work. <bidder response>	
4. Provide an outline or overview to illustrate how each of the proposed workshops would be structured, including sample agendas and/or syllabi from previous similar workshops. <bidder response>	
5. Describe Bidder's experience with Executive Leadership Coaching as it relates to the project requirement outlined herein. <bidder response>	
6. Please provide information regarding proposed trainers and coaches being utilized for this Scope of Work. Information should include previous similar experiences and shall include a resume of the Team leaders for both workshops and for coaching.	
Evaluation Criteria:	
Proposals will be scored based on the following criteria:	
1450 points	Technical Responses
150 points	Cost (Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award)
1600 points	Total

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

Position Title	Rate
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]
[enter text]	[enter text]