

SOLICITATION NUMBER: 97499 O3 – Olmstead Plan Evaluation	RELEASE DATE: June 12, 2023
OPENING DATE AND TIME: July 11, 2023	PROCUREMENT CONTACTS:
2:00 p.m. Central Time	René A. Botts
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 Evaluations and Technical Assistance to the Nebraska Department of Health and Human Services (DHHS).

This document presents a set Scope of Work being released related to that RFQ. This Scope of Work is specific to the Nebraska Olmstead Plan – a comprehensive strategic plan for providing services to qualified persons with disabilities in the most integrated community-based settings pursuant to Olmstead v. L.C. (527 U.S. 581) decision. 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	June 12, 2023
2.	Last day to submit written questions	June 20, 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	June 23, 2023
4.	<p>Proposal Opening WebEx:</p> <p>When it's time, join your Webex meeting here.</p> <div style="background-color: #008000; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <p>Join meeting</p> </div> <p>More ways to join:</p> <p>Join from the meeting link https://sonvideo.webex.com/sonvideo/j.php?MTID=meb6a87646caec7888ffcc4a96fc95f49</p> <p>Join by meeting number Meeting number (access code): 2480 801 2299 Meeting password: v4cPcMdPg87</p> <p>Tap to join from a mobile device (attendees only) +1-408-418-9388,24808012299## United States Toll</p> <p>Join by phone +1-408-418-9388 United States Toll Global call-in numbers</p> <p>Join from a video system or application Dial 24808012299@sonvideo.webex.com You can also dial 173.243.2.68 and enter your meeting number.</p>	<p style="text-align: center;">Tuesday, July 11, 2023, 2:00 P.M. Central Time</p>
5.	Evaluation period	July 11, 2023 – July 25, 2023
6.	Orals / Demonstrations (if requested)	TBD
7.	Post "Intent to Award" to Internet at: https://das.nebraska.gov/materiel/bidopps.html	July 26, 2023
8.	Anticipated award date	August 16, 2023
9.	Estimated start date	August 16, 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-r8d43f164495f4660a77039b02473e06f>
- 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. Olmstead Plan Evaluation ABC Company
 - ii. If multiple files are submitted for one Scope of Work proposal, add number of files to file names: Olmstead Plan Evaluation 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: Olmstead Plan Evaluation 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: René A. Botts
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: René A. Botts
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 "OIG Audit 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, 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: Nebraska Olmstead Plan Evaluation Scope of Work

Term of Project: September 1, 2023 through June 30, 2025 (18 months)

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:

The Nebraska Olmstead Plan, first published in December 2020, and revised in June 2023, provides a strategic plan for the State of Nebraska to achieve the vision of people with disabilities living, learning, working, and enjoying life in the most integrated settings. The Olmstead Plan is meant to bring Nebraska into compliance with the tenets of the Olmstead vs. LC (527 US 581) in which the Supreme Court found that individuals with disabilities should have the supports needed to live in their communities when services are appropriate, the person does not oppose community-based services, and when community-based services can be reasonably accommodated.

Use this link to see the Nebraska Olmstead information including the plan:

<https://dhhs.ne.gov/Pages/Olmstead.aspx>

Nebraska's Olmstead Plan reflects the following fundamental beliefs in supporting individuals with disabilities. Nebraska is committed to: person-centered and family-centered approaches; ensuring the safety of, and an improved quality of life for, people with disabilities; services that are readily available, at locations accessible to individuals in need and their families; and supporting individuals to live a meaningful life in the community they choose.

To achieve that vision Nebraska has articulated seven goals within the Olmstead Plan around the development of high quality community-based services, housing, employment, education, transportation, supporting outcomes, and benchmarks to measure progress.

DHHS seeks a contractor to conduct evaluation and provide technical assistance in the development of revisions to the Olmstead Plan to include evaluation of the program's successes, identification of barriers, and recommendations for revisions to the plan. This will consist of, but is not limited to, quantitative and qualitative assessment of published outcomes and benchmarks; recommending updates and revisions to Plan outcomes and benchmarks; technical assistance to the DHHS and the Olmstead advisory committee in implementing plan revisions.

Contractor will work with NE DHHS staff on:

- Development and implementation of an evaluation plan, to include evaluation of outcomes and progression towards plan goals.
- Conducting interviews and focus groups with program staff, partners, and stakeholders.
- Survey and tool development and revision (as needed).
- Conducting data collection and analysis.
- Outcome and performance measure monitoring and reporting .
- Reviewing program records and subrecipient reports.
- Preparing analysis of the strategic plan and a report on the progress of the strategic plan and changes or revisions to the Legislature.
- Providing technical assistance on the implementation of recommended plan changes and revisions.

Invoices:

Invoices shall be submitted to: DHHS
 Nebraska Comprehensive Cancer Control Program
 Attn: Administrator II
 301 Centennial Mall South
 Lincoln, NE 68509
 Kristen.smith@nebraska.gov

Scope of Work:

1. In consultation and NE DHHS staff, the contractor will develop an evaluation plan including the collection and monitoring of evaluation indicators, providing updates on activities and assessments completed, and survey and assessment tool development and revision.
2. Conduct interviews and focus groups with program staff, partners, and stakeholders to evaluate plan successes, systemic challenges, and opportunities for plan revision.
3. Provide draft Plan Evaluation Report to DHHS for consultation and coordinated revisions prior to submission.
4. Develop an analysis of the strategic plan and a report on the progress of the strategic plan and recommended changes or revisions for the Legislature.
5. In consultation with and approval of NE DHHS, develop a communication plan and supporting materials to desminate evaluation findings. Supporting materials could include, but is not limited to, success stories, presentations, infographics, fact sheets, and impact statements.
6. Provide technical assistance to DHHS and Olmstead advisory committee in making recommended changes and revisions to the plan.
7. Attend and facilitate meetings with program staff, partner agencies, and stakeholders, as determined by NE DHHS staff.
8. Monthly touch-base with DHHS to share insights and progress to be coordinated with DHHS staff.

Deliverables:

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

#	Deliverable	Frequency & Due Date
1	Data Collection and Evaluation Plan	One-Time (January 15, 2024)
2	Olmstead Plan Evaluation Report	One-Time (October 15, 2024)
3	Communications Plan and Supporting Materials	One-Time (December 15, 2025)
4	Olmstead Plan revision recommendation draft language	One-Time (January 15, 2025)
5	Summary of Technical Assistance and Final Recommendations for Plan Revisions	One-Time (March 30, 2025)

Bidder name:	[enter text]
Deliverable 1 Cost: Data Collection and Evaluation Plan	[enter text]
Deliverable 2 Cost: Olmstead Plan Evaluation Report	[enter text]

Deliverable 3 Cost: Communications Plan and Supporting Materials	[enter text]
Deliverable 4 Cost: Olmstead Plan revision recommendation draft language	[enter text]
Deliverable 5 Cost: Summary of Technical Assistance and Final Recommendations for Plan Revisions	[enter text]
Total Project Cost:	[enter text]
Technical Responses:	
1. Provide a narrative of the bidder's experience evaluating state Olmstead plans or similar, including the use of quantitative and qualitative methods as well as using continuous quality improvement approaches or processes to achieve better results.	
<bidder response>	
2. Describe the bidder's experience evaluating partnerships, including identifying partners and stakeholders not currently represented.	
<bidder response>	
3. Provide a narrative of the bidder's experience with evaluating the quality and implementation of strategic plan objectives and activities (e.g., state cancer plan, organizational business plan).	
<bidder response>	
4. Describe how the bidder proposes to produce evaluation reports using existing and programmatic data. Provide an example of reports completed for previous work.	
<bidder response>	
5. Provide a narrative of how the bidder will work with NE DHHS to provide technical assistance and support the revision of the Olmstead plan. The bidder may provide an example of previous work.	
<bidder response>	
6. Describe the bidder's experience identifying systemic issues and developing inter-agency and statewide solutions.	
<bidder response>	
7. Provide a narrative of the bidder's experience with creating documentation for disseminating results for a variety of audiences. This could include but is not limited to success stories, presentations, infographics, fact sheets, and health impact statements. Provide an example completed for previous work.	
<bidder response>	
8. Describe bidder's experience with survey / assessment tool development and focus group design. The bidder may provide an example of previous work.	
<bidder response>	
Evaluation Criteria:	
Proposals will be scored based on the following criteria:	
3600 points	Technical Responses
600 points	Cost (Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award)
4200 points	Total

Provide position titles and hourly rates for Change Orders as specified in in section II.E. of the 97499-O3 Request for Qualification 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]