

## REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES

**Release date:** January 30, 2020, 1:00 pm Central time  
**Proposal due date:** March 10, 2020, 3:00 pm Central time  
**Procurement Contact:** Keri Bennett  
Phone: (308) 865-5012 Email: [keri.bennett@nebraska.gov](mailto:keri.bennett@nebraska.gov)

**Return to:**  
Keri Bennett, Program Director  
315 W 60<sup>th</sup> Street, Ste 400  
Kearney, NE 68845-1504

The State of Nebraska, Department of Education, Office of Vocational Rehabilitation (Nebraska VR) is issuing this Request for Proposal (RFP) for the purpose of selecting a qualified Bidder to create a multisensory, Section 508 compliant Toolkit to orient new members to the statewide Brain Injury Advisory Council, to support their full and active participation in Council meetings, committees and other activities, and to prepare them for meaningful involvement at all levels, including Council project planning, implementation and quality management. The resulting contract may not be an exclusive contract as Nebraska VR reserves the right to contract for the same or similar services from other sources now or in the future. Funding for the project is provided by grant number 90TBSG0036-02-00, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. The ceiling amount for this project is \$15,000. The resulting contract may be up to one (1) year in duration. All required forms and communications regarding this RFP may be found at the Nebraska VR website: <http://www.vr.nebraska.gov>

### BUSINESS REQUIREMENTS

Any agency, business, organization or individual with either non-profit or for-profit status, with verifiable related experience and skills may respond to this RFP. Bidders with expertise in accommodating disability, especially disability resulting from brain injury are preferred.

### SCOPE OF SERVICES

To coordinate with Nebraska VR and Brain Injury Advisory Council members to create a Toolkit consisting of Section 508 compliant (accessible to people with disabilities) materials in multisensory/alternative formats including (but not limited to) the following content:

- A brief history and description of the federal Traumatic Brain Injury (TBI) Act legislation, and brief descriptions of current federal programs and funding mechanisms that address brain injury.
- A brief history and description of state-level legislation and programs that make up Nebraska's system of services for people with brain injury and their families, including the statewide support groups.
- General training and resources on Parliamentary Procedure (Roberts Rules of Order), and how to be an effective Board or Council member.
- The Council's vision, mission, by-laws, member roles, responsibilities and expectations, Council member profile, and commonly used acronyms.
- A Mentor "job description", training materials and templates for experienced Council members to help new members identify and request disability-related accommodations, participate fully in meetings and committee work, feel welcome on the Council, and be able to "tell their story" to shape Nebraska's policy, programs and services for people with brain injury.

Toolkit materials should be rooted in evidence-based person-centered planning principles. Accessibility standards and features should account for both physical and cognitive challenges that may present barriers to inclusion, participation, and decision-making, in particular the challenges that may result from brain injury. Toolkit features should include remote and web-based access options for individuals living in

rural areas. Information about the Council and Nebraska VR's TBI grant is available at the following website: <https://braininjury.nebraska.gov>

## **PROPOSALS MUST INCLUDE THE FOLLOWING SECTIONS AND SUBSECTIONS**

### **1. CORPORATE OVERVIEW**

The Corporate Overview section of the proposal should consist of the following subsections:

#### **a. BIDDER IDENTIFICATION AND INFORMATION**

The Bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the Bidder is incorporated or otherwise organized to do business, year in which the Bidder first organized to do business and whether the name and form of organization has changed since first organized. The Bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.

#### **b. SUMMARY OF BIDDER'S CORPORATE EXPERIENCE**

The Bidder should provide a summary listing the Bidder's previous projects similar to this solicitation in size, scope, and complexity. Provide narrative descriptions to highlight the similarities between the Bidder's experience and this solicitation. Include the following in each description:

- The time period of the project
- The scheduled and actual completion dates
- The Bidder's responsibilities
- The customer name, current telephone number and email address, and whether they can be contacted or not regarding the project outcome
- Identify whether the work was performed as the prime Contractor or as a Subcontractor

If the work was performed as a Subcontractor, the narrative description should identify the same information as requested for the Bidders above. Bidders should identify what share of contract costs, project responsibilities, and time period were performed as a Subcontractor.

#### **c. PROPOSED PERSONNEL/MANAGEMENT APPROACH**

The Bidder should present a detailed description of its proposed approach to the management of the project.

The Bidder should identify the specific professionals who will work on the project if their company is awarded the contract resulting from this solicitation. The names and titles of the team proposed for assignment to the project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.

The Bidder should provide resumes for all personnel proposed by the Bidder to work on the project. Nebraska VR will consider the resumes as a key indicator of the Bidder's understanding of the skill sets required to carry out the requirements of the solicitation in addition to assessing the experience of specific individuals.

Resumes should not be longer than three (3) pages. Resumes should include, at a minimum, academic background and degrees, professional certifications, related employment history, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from Nebraska VR.

Subcontractors:

If the Bidder intends to Subcontract any part of its performance hereunder, the Bidder should provide:

- name, address, and telephone number of the Subcontractor(s);
- specific tasks for each Subcontractor(s);
- percentage of performance hours intended for each Subcontract; and
- total percentage of Subcontractor(s) performance hours.

## **2. TECHNICAL APPROACH**

The technical approach section of the proposal should consist of the following subsections:

### **a. DEVELOPMENT APPROACH**

- Understanding of the project requirements
- Proposed development approach
- Proposed strategies for Nebraska VR staff, Council member and brain injury/disability stakeholder involvement in development. Development activities that include stakeholders with disabilities must be completed using a person-centered approach in barrier-free, accessible environments, and requests for disability-related accommodations must be honored.
- Technical and technology considerations

### **b. PROJECT WORK PLAN**

- Include a detailed project work plan to include objectives, major tasks/action steps, and estimated timelines (i.e. Month 1, Month 2...instead of actual dates). Include any benchmarks or decision points requiring Nebraska VR and Council review/approval.

### **c. PROJECT DELIVERABLES, DUE DATES AND SUSTAINABILITY**

- Deliverables and due dates
- Reasonable recommendations and/or requirements for maintenance, regular updates and sustainability of the final product.

## **3. COST PROPOSAL**

The Bidder must use the *State Cost Sheet* (Attachment A) and include details justifying any and all costs. The *State Cost Sheet*, and any other document submitted with the proposal shall not be considered confidential or proprietary and is considered a public record in the State of Nebraska. In the cost proposal, include documentation of any proposed in-kind match sources for the project (donated goods or services that directly relate to accomplishing project objectives). Third-party in-kind contributions must meet requirements specified in the HHS Grants Policy 107, 45 CFR 74.23 and 45 CFR 92.24. Proposed costs must total \$15,000 or less, and comply with terms and conditions of 45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

## EVALUATION OF PROPOSALS

All proposals that are responsive to the RFP will be evaluated. Each evaluation category will have a maximum point potential. The State will conduct a fair, impartial, and comprehensive evaluation of all proposals in accordance with the criteria listed in the document titled *RFP BIAC Toolkit 2020 Evaluation Criteria* (Attachment B).

## EVALUATION COMMITTEE

Proposals will be evaluated by members of an Evaluation Committee. The Evaluation Committee will consist of individuals selected at the discretion of Nebraska VR. Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFP may result in the rejection of this proposal and further administrative actions.

## PROPOSAL INSTRUCTIONS

Bidders should clearly identify proposal sections and subdivisions; failure to do so may result in disqualification. Failure to respond to a specific requirement may be the basis for elimination from consideration during evaluation. Proposals shall conform to all instructions, conditions, and requirements included in the RFP. Proposals may be found non-responsive if they do not conform to the RFP.

Proposals are due by the date and time shown in the Schedule of Events. It is the responsibility of the bidder to check the Nebraska VR website for all information relevant to this solicitation to include addenda or amendments issued prior to the opening date. The website address is: <http://www.vr.nebraska.gov>

Sealed proposals must be received in the Nebraska VR office at 315 W 60<sup>th</sup> Street, Ste 400, in Kearney, Nebraska by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted. No electronic, e-mail, fax, voice, or telephone proposals will be accepted.

## PROCURING OFFICE AND COMMUNICATION WITH STATE STAFF AND EVALUATORS

Procurement responsibilities related to this RFP reside with the Nebraska Department of Education, Office of Vocational Rehabilitation (Nebraska VR). The point of contact (POC) for the procurement is as follows:

Name: Keri Bennett  
Agency: Nebraska VR  
Address: 315 W 60<sup>th</sup> Street, Ste 400  
Kearney, NE 68845-1504  
Telephone: 308-865-5012  
Email: [keri.bennet@nebraska.gov](mailto:keri.bennet@nebraska.gov)

From the date the RFP is issued until the Intent to Award is issued, communication from the Bidder is limited to written contact with the POC listed above. After the Intent to Award is issued, the Bidder may communicate with individuals designated as responsible for negotiating the contract on behalf of Nebraska VR. The POC will issue any clarifications or opinions regarding this RFP in writing. Bidders shall

not have any communication with, or attempt to communicate or influence any evaluator involved in this RFP. Nebraska VR reserves the right to reject a Bidder’s proposal, withdraw an Intent to Award, or terminate a contract if Nebraska VR determines there has been a violation of these procurement procedures.

**SCHEDULE OF EVENTS**

Nebraska VR expects to adhere to the procurement schedule shown below, but all dates are approximate and subject to change.

	<b>ACTIVITY</b>	<b>DATE/TIME</b>
1.	Release RFP	January 30, 2020 1:00 pm Central time
2.	Last day to submit written questions	February 21, 2020 5:00 pm Central time
3.	Post Nebraska VR response to questions at website:	February 25, 2020 1:00 pm Central time
4.	Proposal opening Location: Nebraska VR 315 W 60 <sup>th</sup> Street, Ste 400 Kearney, NE 68845-1504	March 10, 2020 3:00 pm Central time
5.	Review for conformance to RFP requirements	March 10, 2020 3:30 pm Central time
6.	Evaluation period	March 11 – 23, 2020
7.	Post “Intent to Award” at website:	March 24, 2020
8.	Contract finalization period	March 24 – April 6, 2020
9.	Contractor start date	April 13, 2020

**ATTACHMENTS**

Attachment A: *State Cost Sheet*

Attachment B: *RFP BIAC Toolkit 2020 Evaluation Criteria*