

MEMORANDUM TO BIDDERS

Date: 7/20/22
To: All Bidders
From: Greg Walklin, Director of Procurement and Grants
Nebraska Department of Health and Human Services
RE: Evaluation of Request For Proposal 112209 O3

This memorandum serves to provide transparency to bidders about the evaluation process for Request for Proposal 112209-O3.

The Proposal Response Instructions with the RFP contained 114 categories for response. Before RFP release, DHHS split these categories into two groups: categories for which DHHS would assess proposals on a pass/fail basis, and categories for which DHHS would score proposals. As well, DHHS issued Evaluation Criteria with the RFP. These criteria noted that the proposal would be evaluated in three stages:

1. Stage 1: A minimum requirements check,
2. Stage 2: A Pass/Fail review, and
3. Stage 3: Scoring of the proposals.

That Evaluation Criteria also noted that Stage 3 would be evaluated with a total of 5,100 points. DHHS set all categories and point totals before RFP release on April 18, 2022. A copy of the Evaluation Criteria was posted along with the RFP, and highlighted at the Pre-Proposal Conference on April 28, 2022.

During preparation of the categories for Stage 2, but before any bidders had been evaluated in Stage 2, DHHS determined that one category had been inadvertently left in *both* the pass-fail and scoring sections of the evaluation, and had been intended to be included in the pass-fail review. DHHS kept that section to the Stage 2 review, and then subsequently evaluated all bidders on that section. As a result of the move, the amount of points for the scoring portion of the RFP was incorrectly stated in the published version of the Evaluation Criteria. That total should have been 5,000 points, not 5,100 points. Thus the Stage 3 Points are corrected as follows:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	1,000
Part 2 — Approach	5,000
Total Points without Oral Interviews	6,000
Oral Interviews (if required)	500

Total Points with Oral Interviews	6,500
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Importantly, this move, however, has no impact on any proposals. All proposals have passed Stage 2.

DHHS has not yet begun Stage 3. It will now begin so. We still anticipate posting the intent to award by August 19.

We are providing this memorandum to bidders, and publicly posting it, to provide complete transparency to our process.

A revised version of the Evaluation Criteria, Addendum 4, will be posted today, as well.