

## REQUEST FOR PROPOSALS

Request for Proposals (RFPs)  
For: ServeNebraska

RFP Issued: January 20, 2015

**Submission Deadline: 5:00 p.m. CST – February 6, 2015**

**Range of budget: \$6,000**

No interpretation of the meaning of the proposal specifications, etc., will be made to any single organization who may submit a proposal. Questions may be submitted in written form to:

Janet Schmidt or Fax: 402-471-6286 or Email: [Janet.Schmidt@nebraska.gov](mailto:Janet.Schmidt@nebraska.gov)  
Fiscal/Operations Officer  
ServeNebraska  
P. O. Box 98927  
Lincoln, NE 68509-8927

Questions will be answered by the appropriate individuals and answered within 2 business days via email with a return reply acknowledging receipt of the email requested.

### Introduction

ServeNebraska is inviting proposals for a Strategic Planning Process that includes the design and facilitation of four to six ServeNebraska Public Forums to inform the Commission's strategic planning through the final draft of the 2016-2019 Draft Strategic Plan. Based on research and referrals, your organization has been invited to submit a proposal on producing such a strategic planning process.

### Submission Procedure

Proposals conforming to the requirements set out below must be received by Janet Schmidt, Fiscal/Operations Officer, by US mail, courier or email ([Janet.Schmidt@nebraska.gov](mailto:Janet.Schmidt@nebraska.gov)) no later than **5:00 p.m. CST on February 6, 2015**. All submittals must be received in electronic or hard copy form. If submitted electronically via email, please submit in Adobe Acrobat format. If submitted in hard copy, please submit two copies. Proposals must state they are valid for a period of (90) days from the closing deadline. Hard copy proposals must be submitted in a sealed envelope and marked RFP. The name and address of the organization submitting the proposal must also appear on the sealed envelope.

ServeNebraska reserves the right to waive irregularities and to reject any or all proposals. ServeNebraska also reserves the right to negotiate with the selected organization in the event that the price exceeds available funds. ServeNebraska will not consider any proposal not prepared and/or not submitted in accordance with the submission requirements and may reject any and all proposals. Any proposal received after the closing time and date specified shall not be considered. No organization can withdraw a proposal within 21 days after the actual date of the opening thereof.

## Modification of Bids

Modifications to proposals already submitted will be allowed if submitted in writing prior to the closing date for submitted proposals stated in the Request for Proposals.

## Project Documents Required

### PROJECT DOCUMENTS:

<b>Title Page:</b>	<b>ServeNebraska Strategic Planning Proposal</b>
<b>Body of Proposal:</b>	<b>Proposal Narrative &amp; Specifications</b>
<b>Supporting Docs/ Attachments:</b>	<b>(Name of Organization in header) List separate supporting documentation as Exhibit A, B, C. etc. that is referred to in the proposal narrative and/or specifications.</b>

## Opening, Evaluation & Contracting

Proposals may be opened by ServeNebraska at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offers best fulfills the needs of ServeNebraska and this project. ServeNebraska anticipates entering into a service contract with the organization selected to execute the proposed work. This Request for Proposals, however, does not commit ServeNebraska to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for services offered. ServeNebraska reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all organizations with qualified offers or to cancel this Request of Proposals, if it is in the best interests of ServeNebraska to do so. The decision of ServeNebraska is final.

After the selection of a Contractor, the schedule of work should include a period of collaboration between ServeNebraska and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope") starting with the date of this Agreement extending until December 31, 2015.

## Form of Contract

Enclosed with this Request for Proposal is a sample copy of ServeNebraska's typical form of contract. ServeNebraska expects to enter into contract with the successful organization on the basis of this form of contract.

The submission of a proposal implies acceptance of determining final scope amounts and general acceptance on the part of the successful organization of the terms of this form of contract and especially those parts establishing warranties, guarantees and ServeNebraska's rights to intellectual property.

## Project Completion

The Project is to be completed on or before December 31, 2015.

## **Background for Proposed Scope of Work**

### *Background*

ServeNebraska ***mobilizes Nebraskans to strengthen their communities through collaboration, volunteering and national service programming.*** This mission statement is simple in its design but inclusive in categorizing everything the Commission does or sets out to do – mobilize Nebraskans; strengthen communities; collaborate; volunteer; national service programs.

ServeNebraska’s mission is vibrant and alive through participants in Commission programs who mentor and support students in after school programs; assist probationers to improve their education and gain employment; recruit, train and manage community volunteers; expand economic resources and instill community identity; integrate new Americans into their communities; support returning veterans; help youth and adults improve their literacy; provide at-risk youth opportunities to learn skills and help their neighbors; and recognize the extraordinary community service and volunteerism of deserving Nebraskans who continue to demonstrate their willingness to help others.

ServeNebraska flourishes under the leadership of a 20-25 person Commission. The Nebraska Volunteer Service Commission was created by Executive Order # 94-5 signed by Governor E. Benjamin Nelson on July 26, 1994. The Nebraska Executive Order was issued in recognition of the vital importance of community service in meeting the needs of Nebraska communities; the value of united effort by a dedicated citizenry; and the strength of collective action by the diverse residents of Nebraska in making “the good life better”.

This third Strategic Plan (2016-2019) changing from a five year plan to a three year plan will continue to provide a roadmap for using national service and volunteerism to address critical challenges facing Nebraska communities in these tough economic times. It will build on the strong foundation of national service and volunteerism which has developed in Nebraska under the leadership of the ServeNebraska Commission. The Commission wishes to look forward to expanding ServeNebraska programming such as national service, future projects with the growing number of national and community partners, expand the county volunteer ambassador network, and needed youth initiatives. This is an additional reason why ServeNebraska wishes to sponsor and hold four to six public forums.

ServeNebraska’s Fund-Advisory Sustainable Infrastructure Committee Chair, in partnership with the ServeNebraska Executive Director, will be operating as Project Manager and Coordinator for the work.

### **Proposal Contents**

Proposals, together with letters of transmittal, should include the Organization’s description of the work that will be performed and the following information:

- The team of people or the individual who would execute the work, with descriptions of the experience and skills of each individual and his/her role in the organization and in the team.
- The name of the person in your organization that would be the official contact person for any contractual relationship.
- At least two comparable previous projects in which the organization has engaged, with names and telephone numbers of contacts with whom the organization’s previous performance can be discussed.
- Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.
- A management plan for the work.

- A schedule for the work, including the range of start dates to which your organization is prepared to commit and anticipated completion date. This schedule should work within the timeframes outline by ServeNebraska. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with ServeNebraska and their locations.
- Proof of insurance and bonding
- Written description and explanation of completed offer.
- A completed ServeNebraska dollar estimate for the full scope of work described in its entirety.

Proposals submitted should be for the entire RFP. Contractors cannot bid on selected items of work. If a Contractor selects not to prepare an offer on the entire RFP, please provide the reasoning for your selection(s).

### **SCOPE OF WORK**

All proposals must account for the following scope of work:

- Assume lead role in long-range strategic planning services for the development of a final draft of the ServeNebraska 2016 – 2019 Strategic Plan and work as part of the ServeNebraska Staff team.
- Plan, organize and draft work plans.
- Distribute information routinely to all who are involved with the strategic planning process and communicate efficiently.
- Present any research found to define ServeNebraska’s role and areas of need within the state that ServeNebraska will want to consider to focus its efforts.
- Design and facilitate four to six statewide ServeNebraska public information forums.
- Compile and disseminate into report form the data gathered from the public information forums. Discern possible themes and strategic directions.
- Be responsive and open to changes in strategic direction, priorities, values and the mission of ServeNebraska.
- Review of current ServeNebraska organization values, priorities and vision statement.
- Formulate strategic goals and actions steps to attain the goals.
- Provide written drafts of work completed on the strategic plan with updated action plans on an ongoing basis as the planning process moves forward while engaging in open and honest discussion and making any needed changes.
- Develop power point presentation of final draft of 2016-2019 Strategic Plan to be presented to the Commission for its final approval.

- Timeline of Deliverables
  - February 2015 – Communicate with ServeNebraska Staff on the priorities of ServeNebraska and the Continuous Improvement efforts and desired outcomes from the Staff’s perspective.
  - February 2015- Complete initial discussions with Commission leadership and Staff to confirm number of forums to be held, locations, objectives, and format to be held in May through June 2015 time frame.
  - March 9-10, 2015 -- Facilitate discussion with full Commission reviewing current Commission mission, values and priorities. Stimulate thinking about new priorities and strategic areas of focus for 2016-2019. Strategic Planning session location and facilities have already been booked.
  - March through April 2015 – Create schedule of forums and secure space at specified locations. Prepare presentation format to be used at all forums and provide information to Staff for input and approval.
  - May through June 2015 – Co-present at forums with ServeNebraska Staff. Compile data from public information forums into report form emphasizing themes and strategic directions that surface.
  - July 24, 2015 – Update to the Commission on strategic plan development.
  - September 2015 – Write final draft strategic plan. Review draft strategic plan with Commission leadership and Staff. Make any revisions requested.
  - October 30, 2015 – Present final draft of strategic plan to Commission for approval.

### **Other Work**

If the organization has identified a scope of work not listed in the section called “Proposed Scope of Work” that the organization feels is required to complete the project, then the organization should assume that scope falls within the organization’s responsibilities. Any work identified as such must be listed and described separately in the Request for Proposal response and detailed estimates of costs provided.

### **Ownership**

The Contractor hereby irrevocably assigns to ServeNebraska any right, title, or interest the Contractor now has or may hereafter acquire in, to and under all Work or other proprietary or intellectual property rights or interests in, to, and under such other proprietary or intellectual property rights or interest in connection with the work.

### **Invoicing**

- The selected organization shall bill the Commission for the services and expenses under the contract on an Invoice that will be provided by the Commission.
- The Invoice shall include a total for all hours claimed under this contract.
- Total costs shall be submitted no later than ten (10) days after the end of the month services are provided. Invoice shall be submitted to the Commission Fiscal Contact with required supporting receipts and/or documentation.