



**State of Nebraska – History Nebraska
REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES**

RFP GREENBOOK #1 – NEBRASKA GREEN BOOK SITES PROJECT

Response to Pre-Proposal Meeting Questions

Pre-Proposal Meeting held March 6, 2024, 2:00pm

QUESTION	RESPONSE
1. Has anyone reached out to any of the property owners? Do you (History Nebraska) know if there is already “buy-in” and/or interest in being part of a nomination?	History Nebraska has worked with Great Plains Black History Museum (Omaha, NE) on this project as well as Omaha Public Schools (OPS). OPS students did a project on the Green Book sites including a meeting with some of the owners and people who lived through the Green Book sites time period and experienced it. There was interest in being part of a larger project. That list will be available as a resource to the consultant selected through the RFP process. Please note the list only reflects sites in the Omaha area.
2. The RFP states that payments cannot be made until goods or services have been delivered and accepted. Does this mean that we can submit just one invoice, or can we submit invoices by phases?	Per Nebraska Statute 81-2403, payments must be made on a reimbursable basis. However, History Nebraska can make payments by phases. The phases should be identified as part of the submitted RFP. If selected for the project, those phases would then be used for the payment structure that is included in the contract. Payment would still be dependent on the deliverables associated with the phase, and those deliverables being met prior to the payment being made.
3. Do you have a budget in mind?	There is not a specific budget set for this project. Consultants should propose their own budget as part of the RFP submitted. The cost proposal will be part of the evaluation criteria and the points associated with it will be based on the formula included in the RFP (page 17). Please note that the evaluation and points available for the RFP scoring includes both the cost proposal and the other information identified in the RFP (i.e., corporate overview and technical approach). A

	sample Cost Proposal form is included in Appendix C. This form is a sample – consultants may use this form or submit one of their own.
4. Where can we find the RFP?	The RFP can be found on the History Nebraska website here: https://history.nebraska.gov/rfp/ . This website page will also be used to post answers to the questions from the pre-proposal meeting as well as any written questions that are received.
5. Please provide an overview of the deliverables associated with this project.	The Scope of Work (SOW) starts on page 8 in the RFP. The SOW includes the anticipated phases and expected deliverables.
6. The technical approach section has a page limit. Is the sample of historical context writing part of that page count, or separate.	Yes, the writing sample is included within that page count. The page limit listed in the RFP for that section is 3-4 pages (see page 15 of RFP).
7. Is the list of extant sites in Appendix B complete?	The list included in Appendix B is based on information available from the New York Public Library. Please note their information is missing the following volumes: 1936, 1942, 1943, 1944, 1945, 1946, 1958, and 1965.

Response to Written Questions Submitted

QUESTION	RESPONSE
1. Under Scope of Work item 1. Planning – The planning phase indicates that several meetings or workshops will need to be held. Do these need to be in person, or can they be held virtually? If in-person, will NE SHPO assist the contractor in finding meeting locations?	They can be done virtually through Google Meets and/or Zoom. If the need arose for an in-person meeting, the selected contractor and History Nebraska will work together to find a time and place that works to meet.
2. Scope of Work item 3. Review & Edit – The RFP notes that we will need to present the NRHP nomination before the Review Board. Can we anticipate that their meetings in 2025 and 2026 will follow the same general timeframe as in 2024, with meetings in January, May, and September?	Yes, Board meetings are held tri-annually and always take place during the same months of January, May, and September with the rare exception of a cancellation due to weather or other unforeseen circumstances. In which case, the meeting will be rescheduled for a different day. Consultants may present the NRHP at the Board meeting virtually via Google Meets.