

State of Nebraska – Nebraska State Historical Society REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES

Historic Tax Credit Statewide Education

Context

The Nebraska State Historical Society (NSHS) is a state agency and consultants will need to adhere to any applicable state and federal regulations. Funding for this project is dependent on a grant awarded by the National Park Service, CFDA/Assistance Listing 15.904, grant P24AF01925.

This project will be paid in part or fully through federal monies. As such, consultants are expected to adhere to both State of Nebraska requirements and applicable requirements by the Secretary of Interior/National Park Service, and those contained within Office of Management and Budget (OMB) circulars and 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Reference: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

Consultant will need to be registered in the System for Award Management (SAM) and be assigned a Unique Entity Identifier (UEI) in order to receive federal funds. This is a free process but can take time to set up. Visit www.sam.gov or contact NSHS for more information.

Project Goals

NSHS is seeking the services of a skilled consultant to conduct a survey of selected Nebraska downtown buildings and use the collected information to create educational deliverables to promote the benefits and opportunities of Historic Tax Credit programs. The intent of this program is to partner with organizations in Nebraska in providing more educational materials to the public on the topics of historic preservation, building reuse, and available Historic Tax Incentives.

Scope of Work

NSHS through the State Historic Preservation Office (SHPO), seeks the services of a skilled consultant to survey, prepare, and present educational deliverables about historic structures in downtown commercial areas and their potential uses throughout Nebraska. The project timeline is 13 months (January 2025 – January 2026). All activities are to be completed by December 31, 2025, with January 2026 for reports and project closeout. Any number of communities could be surveyed for the purpose of the project but historic structures (listed on the National Register of Historic Places or determined eligible) must be present. The resources being surveyed in downtown areas can vary based on the consultant's proposal, but a final survey plan is to be submitted to and approved by the SHPO.

The deliverables can cover any number of topics, approved by the SHPO, but must provide information about the Historic Tax Credit programs administered by the SHPO. The deliverables must be made accessible to Nebraskans across the state by having them be digitally accessible. Consultants can submit additional programming ideas to promote and educate the public about the deliverables and the findings of their survey.

Possible programming deliverables could include:

- Educational brochures,
- Published and distributed reports, and
- Training videos.

All activities undertaken for the programs must conform to all standards and regulations provided within the HPF Grant Manual issued by the National Park Service. A copy of the HPF manual may be obtained online at: [nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm](https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm). Any project funded must include a final product at completion that matches the detailed line items outlined in a bid, defined in the service agreement, and approved by NSHS/SHPO staff.

The total budget estimate is to be proposed by the bidder and approved by NSHS project coordinators upon acceptance of services. The consultant will be expected to have experience in providing public educational opportunities and have an existing association or commitment to historic preservation.

The selected consultant's contract will include, and extend through, the following phases of work, tasks, and expected deliverables.

1. Project Plan
 - a. Planning phase meeting with the Deputy State Historic Preservation Officer or their designee(s); and
 - b. Plan of action summarizing agreed-upon deadlines for submitting and reviewing programming topics, project reporting, and end of project deliverables.
2. Project Progress Reports
 - a. The first progress report shall be submitted no later than April 15, 2025. It shall include a summary of activities completed in the first three months of the 12-month program period. It should also include a projection of the next three months of programming and note any potential opportunities or challenges the project may face in meeting program goals.
 - b. The second progress report shall be submitted no later than July 15, 2025. It shall include a summary of activities completed in the previous three months. It shall also include at least one Final Deliverable from a completed educational program.
 - c. The third progress report shall be submitted no later than October 15, 2025. It shall include a summary of activities completed in the previous three months.
 - d. The fourth and final progress report shall be submitted no later than January 15, 2026. It shall include all required Final Deliverables, including final numbers on

how many people attended all educational programs and any materials created.

3. Final Deliverables
 - a. Electronic copies of material created to advertise the programs (emails, flyers, etc.).
 - b. Digital recordings of virtual presentations.
 - c. Electronic copies of any handouts created for programming that were approved as part of the service agreement.

Submission Documents

Consultants shall provide the following information as part of their proposal.

- Signed Request for Proposal for Contractual Services Form (see last page)
- Corporate Overview – 40 points
 - Cover Letter
 - Statement of general research approach and any experience with similar projects
 - Information describing up to three (3) projects similar to the scope of work or other completed projects
- Technical Approach – 40 points
 - Personnel/Management Approach
 - Experience related to project scope and work similar to this project, including skills related to the evaluation criteria
 - Narrative describing how the consultant would accomplish the project goals, including specific activities
- Cost Proposal covering all aspects of the project. – 20 points
 - The total budget estimate is to be proposed by the bidder and approved by NSHS project coordinators upon acceptance of services.

Proposal documents should be sent to:

Michelle Zinke
Procurement Manager
Nebraska State Historical Society
1500 R Street
Lincoln, NE 68508
michelle.zinke@nebraska.gov

Proposals can be submitted electronically or mailed to NSHS. Subject line if emailed should be “RE: Historic Tax Credit Statewide Education RFP.” If mailed, write “RE: Historic Tax Credit Statewide Education RFP” on the envelope.

Selection Process

NSHS uses a competitive process to select consultants for projects through grants from the National Park Service. NSHS project staff will review all submitted proposals and select a consultant based on the criteria included in the Submission Documents section of this Request

For Proposal. Specific focus will be on the provided information's demonstration of relevant experience, vested interest in historic preservation, geographic scope, cost realism and reasonableness, and budget.

Timeline*

**All dates are estimated and may be adjusted by project staff.*

RFP Posted: October 18, 2024

Written Q&A Submission Deadline: October 28, 2024

Written Q&A Answers Posted on NSHS website: November 1, 2024

Proposals due to NSHS: November 11, 2024

Bid Opening: November 12, 2024

Clarifications & Corrections/Review by Project Staff: November 12-15, 2024

Selection & Intent to Award: November 18-22, 2024

Contract Award: November 29, 2024

Project Period: January 1, 2025 – January 31, 2026

CONTRACTUAL AGREEMENT FORM

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Contractual Agreement Form, the bidder guarantees compliance with the provisions stated in this solicitation and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder is not owned by the Chinese Communist Party.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Vendors. This information is for statistical purposes only and will not be considered for contract award purposes.

_____ NEBRASKA VENDOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Vendor. "Nebraska Vendor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation. All vendors who are not a Nebraska Vendor are considered Foreign Vendors under Neb. Rev Stat § 73-603 (c).

_____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

_____ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. § 71-8611 and wish to have preference considered in the award of this contract.

THIS FORM MUST BE SIGNED MANUALLY IN INK OR BY DOCUSIGN

COMPANY:	
ADDRESS:	
PHONE:	
EMAIL:	
BIDDER NAME & TITLE:	
SIGNATURE:	
DATE:	

VENDOR COMMUNICATION WITH THE STATE CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

NAME:	
TITLE:	
PHONE:	
EMAIL:	