



7000 N Mopac Expressway, Suite 200 | Austin, TX | 78731 | 512.523.4834 | [info@civicinitiatives.com](mailto:info@civicinitiatives.com)

## **STATEMENT OF WORK (SOW)**

SOW Name: State of Nebraska, Department of Health and Human Services,  
MLTC Procurement Support

Contract Number: MLTC22

Provided Under the terms of

Master Agreement #19-19-05

Participating Addendum for

NASPO ValuePoint

Procurement of Acquisition Support Services (PASS) Contract

Between

Civic Initiatives ["Civic Initiatives"], a company incorporated in Texas with an address at  
7000 N Mopac Expwy, Suite 200, Austin, TX 78731

And

State of Nebraska, Department of Health and Human Services ("Client"), with an address at  
301 Centennial Mall South, Lincoln, Nebraska 68509



## 1. Scope of Work

Civic Initiatives will provide on-demand procurement support services to Client in support of ongoing procurement-related projects on an as needed basis. Request for support may be made in one of two means:

1. **Informal Requests** – Client will email Civic Initiatives identified Project Manager (CI-PM) to request support for procurement-related tasks that require limited hours to fulfill the need (e.g., provision of subject matter expertise, support for meetings, review of documents, etc.). CI-PM will acknowledge and inform Client Project Manager (Client PM) of the resource(s) that will fulfill the work requested.
2. **Formal Requests** – Client will provide a Scope of Work (SOW) to Civic Initiatives for project-based work (e.g., projects with a clear timeline and associated deliverables). CI-PM will acknowledge and will provide Client PM with a workplan and associated Not-to-Exceed (NTE) project cost and once agreed Client will initiate the project with a Notice to Proceed.

If any Formal Requests are made in conjunction with the creation of the initial SOW they will be included in Exhibit A. If Formal Requests are made after the initial SOW, the project will formally be added to the current SOW as a new Exhibit upon receipt of the Notice to Proceed from the Client.

## 2. Deliverables

### 2.1. Deliverables

All deliverables for work performed under this SOW will be detailed and agreed to in the request processes outlined in Section 1 above.

### 2.2. Acceptance Criteria and Process

- 2.2.1. *Initial Draft:* Civic Initiatives will provide the Client PM with an Initial Draft Version with instructions for Client to provide feedback.
- 2.2.2. *Client Feedback:* Client will have ten (10) business days to provide Civic Initiatives with feedback.
- 2.2.3. *Final Draft:* Upon receipt of feedback from the Client, Civic Initiatives will incorporate feedback reconciling any feedback as necessary with the Client. Civic Initiatives will provide a Final Draft for Acceptance within three (3) business days.
- 2.2.4. *Acceptance:* Should Civic Initiatives not receive additional feedback or the Acceptance Document within five (5) business days, Civic Initiatives will consider the Deliverables accepted by the Client. In any event, Civic Initiatives and Client agree to work together on any reasonable concerns which may arise to ensure the Deliverable meets client expectations.

## 3. Pricing

### 3.1. Project Costs

All work performed under this SOW will be billed based on OFFSITE hourly rates for project resources as outlined in the NASPO ValuePoint Master Agreement #19-19-05. Informal Requests will be invoiced monthly based on resources and hours utilized during



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the previous month. Formal Requests will be invoiced upon acceptance of project deliverables. Each Exhibit for a Formal Request will include a rate table indicating the resources, hours and rates utilized to establish deliverables-based pricing. All invoices are Net45, as per the Nebraska Prompt Payment Act.

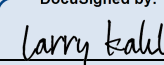

3.2. Travel Expenses

Civic Initiatives will utilize ONSITE hourly rates for project resources as outlined in the NASPO ValuePoint Master Agreement #19-19-05.

**Contractual Recitations**

This SOW is subject to the terms set forth in Master Agreement #19-19-05 between Civic Initiatives and Client. This SOW is effective on the Execution Date (date executed by Client on Signature Page below). Changes to this SOW will be valid only through an Amendment as permitted by the Master Agreement and only if the Amendment is signed by both Parties.

**Signatures**

BY CLIENT	BY CIVIC INITIATIVES
<i>Client authorizes Contractor to provide services to Client and agrees to pay Civic Initiatives for Deliverables as described in this SOW:</i>	<i>Civic Initiatives agrees to provide services and Deliverables as described in this SOW:</i>
LWK	
<b>Client Name</b> <small>DocuSigned by:</small> 	<small>DocuSigned by:</small> 
<b>Client Authorized Signatory (Signature)</b>	<b>Civic Initiatives Signatory (Signature)</b>
Larry Kahl	Dustin Lanier
<b>Client Authorized Signatory (Printed)</b>	<b>Civic Initiatives Authorized Signatory (Printed)</b>
10/21/2022   11:34:38 CDT	10/13/2022   09:03:05 PDT
<b>Dated (SOW Execution Date)</b>	<b>Dated</b>



## Exhibit A

### MLTC Procurement Support (Project #3)

### Child Welfare System RFP Evaluation Review

Civic Initiatives will perform tasks necessary to review Child Welfare System RFP evaluations and scoring to ensure the process was conducted appropriately and fairly.

#### Tasks

1. Identify disparities that do not appear to support fair and impartial evaluations.
2. Review score outliers to determine justification of the scores.
3. Review subjective evaluation comments and scores to determine if they directly correlate to the response requirements of the RFP.
4. Opine on whether the evaluation documentation supports a fair and impartial evaluation process.
5. Review and determine if there are sufficient, justifiable reasoning and documentation supporting the selected vendor.
6. Additional resources, references, and best practices from comparable processes utilized by other states in the letting of similar contracts shall, as practical, be used as benchmarking for the outcome of the current process.

#### Deliverables

Civic Initiatives will provide State of Nebraska, Department of Health and Human Services, MLTC Procurement Support:

1. Draft report of findings according to Tasks 1-6
2. Virtual briefing of findings
3. Final written report of findings

#### Project Timeline

A virtual meeting to review of the draft findings will be held with the DHHS Director of Procurement and Grants in late October or early November, with the specific date being identified at a later time. After the review, Civic will provide the draft report to the Director.

A virtual meeting of the draft report findings with Director, DHHS CEO, DHHS COO, and other DHHS management or procurement staff will be held at the end of October or early November, with the specific date being identified at a later time.

#### Project Cost

The estimated project cost is **\$12,615.00**.

The following table provides a detailed breakdown of the resources, hours, and costs required to execute the deliverables.

**SOW Estimated Level of Effort**

Resource	NASPO Labor Category	NASPO Labor Rate	NASPO Off-Site Hours	Total
Hiren Desai	Acq Support Spec III	\$176.87	50	\$8,843.50
Tom Stratton	Program Manager	\$176.87	15	\$2,653.05
Woody Fluharty	Program Director	\$223.69	5	\$1,118.45
			70	<b>\$12,615.00</b>

**Certificate Of Completion**

Envelope Id: 6BE63BBD3C6E479380FF491BD3C95A85	Status: Completed
Subject: Complete with DocuSign: Child Welfare System SOW - GW Comm 10-5.docx	
Envelope Type: Contract	
Document #:	
Divison:	
DHHS Sender: dhhs.procurement@nebraska.gov	
DHHS Sharepoint ID:	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Shared
Time Zone: (UTC-06:00) Central Time (US & Canada)	301 Centennial Mall S
	Lincoln, NE 68508-2529
	dhhs.procurement@nebraska.gov
	IP Address: 164.119.5.231

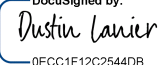
**Record Tracking**

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**Signer Events**

Dustin Lanier  
 dlanier@civicinitiatives.com  
 Founder and Principal Consultant  
 Civic Initiatives  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 199.101.33.25

**Timestamp**

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 Viewed: 10/13/2022 11:02:59 AM  
 Signed: 10/13/2022 11:03:05 AM

**Electronic Record and Signature Disclosure:**  
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 ID: 4b6b0312-240d-4a5e-812f-cf5450703e4d

Larry Kahl  
 Larry.Kahl@nebraska.gov  
 DHHS Chief Operating Officer  
 LWK  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 164.119.5.10

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 Viewed: 10/21/2022 11:33:19 AM  
 Signed: 10/21/2022 11:34:38 AM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Bonnie Engel Bonnie.Engel@nebraska.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/13/2022 8:46:31 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	10/21/2022 11:33:19 AM
Signing Complete	Security Checked	10/21/2022 11:34:38 AM
Completed	Security Checked	10/21/2022 11:34:38 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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**How to contact Nebraska Department of Health & Human Services:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [john.canfield@nebraska.gov](mailto:john.canfield@nebraska.gov)

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To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [john.canfield@nebraska.gov](mailto:john.canfield@nebraska.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum



Enabled Security Settings:	Allow per session cookies
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\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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