



**NEBRASKA STATE BOARD OF EDUCATION**  
**State Board Team Building Training**  
**November 1, 2024**

**Section 1. General Information**

Introduction. The Nebraska Department of Education (NDE) is seeking a vendor to perform team building training for the State Board of Education (State Board). Vendor applicants (vendors) shall meet the following requirements:

- Possess extensive experience providing team building training for elected or appointed leaders, nonprofit boards, local school boards, or similar organizations.
- Understand preK-12 education, vocational rehabilitation, and the work of the Nebraska Department of Education.
- Perform as a high-impact facilitator, eliciting meaningful engagement from all participants.

Key project deliverables. The successful vendor will work with the point of contact to coordinate all aspects of the team building training. Services to be provided shall include, but may not be limited to, the following:

- 1) Design a four-hour team building training for all (8) members of the State Board for the afternoon of Wednesday, January 8, 2025, in Lincoln, Nebraska.
- 2) The training shall include a personality profile assessment tool that is administered prior to the training. The personality profile assessment shall serve as the basis for the team building training.
- 3) The vendor will provide all materials for the training, including costs related to the administration of the personality profile assessment.

Point of contact. The point of contact for questions and all matters related to this request is:

Dr. Ryan Foor, Assistant Commissioner/Chief of Staff  
Nebraska Department of Education  
Telephone: 402-471-5030  
Email: [ryan.foor@nebraska.gov](mailto:ryan.foor@nebraska.gov)

Submittal instructions. Vendors must submit the following materials to the point of contact by the proposal deadline:

- 1) One (1) digital PDF copy of the proposal via email.

All proposals must be submitted in accordance with the specific terms of this request.

Proposal deadline. The deadline for receipt of proposals is **Friday, November 22, 2024, at 5:00 pm, Central Standard Time.** Any proposal received after the date listed above will not be considered. The timeline for the process is provided below. The NDE reserves the right to modify this schedule at any time.

<u>Event</u>	<u>Date</u>
Proposals requested	November 1, 2024
Proposal due date	November 22, 2024
Award of contract	On or about December 6, 2024

## **Section 2. Proposal Requirements**

Proposals must be organized as outlined below and use the corresponding section titles and numbering in the body of the proposal. If information in the vendor's response is deemed to be insufficient for evaluation, the NDE reserves the right to request additional information or to reject the submission outright. Fulfillment of the requirements will be determined by the NDE, and such judgement shall be final.

### **A. Cover Letter**

All proposals must include a cover letter submitted under the vendor's name on the vendor's letterhead, containing the following:

- 1) An executive summary of the proposal; claims of proprietary information must be included in the cover letter;
- 2) Vendor contract information; and
- 3) Original signature and title of a person or an official of the vendor who is authorized to commit the vendor to a potential contract with the NDE.

### **B. Qualifications**

Describe the vendor's qualifications to provide the requested services, and include the following:

- 1) Description of the nature of the vendor's business; include a description of experience, competencies, and overall organizational capabilities;
- 2) Organization chart indicating key management team members;
- 3) Number of years in operation and number of years of experience providing team building facilitation services;
- 4) Description of the vendor's capabilities to provide the requested services; identify any third party or subcontractor proposed for any services and provide the corresponding

contact name, address, qualifications, phone number, and email address of the contact; and

- 5) Description of the project staff structure including the background, qualifications, length of time at the organization, and relevant experience of all staff involved in the project; list the responsibilities that each staff member will have during the execution of this project.

C. Project Plan

Provide a specific plan of operation, which includes delineation of project phases and specific activities, including those listed below.

- 1) Include a “lesson plan” for the four-hour team building training.
- 2) Describe the personality profile assessment tool that will be used for participants.
- 3) Describe any “pre-work” the participants may need to complete in advance of the on-site training.
- 4) Describe any resources required, including audio/visual equipment.
- 5) Identify any potential conflicts of interest in the vendor providing services to the NDE.

D. Cost of Proposed Services

Provide an itemized listing of proposed services and associated costs.

E. References

Provide three independent references from three different projects of similar scope, nature, and complexity to this request. References from educational, nonprofit, or governmental entities are preferred. Each of the references must include the following information:

- 1) Entity name;
- 2) Address, city, state; and
- 3) Contact name, title, phone number, and email address.

**Section 3. Selection**

Proposals will be evaluated based on the requirements stated above. Final selection of the vendor will be at the discretion of the State Board and will be based on the proposal that the State Board deems most appropriate in terms of previous experience, proposed services, and justification of cost.