



## FINAL SELECTIONS for

### **RFQ-2003 Environmental Program Assistance On-call**

March 2020

The following final selections have been made to provide services for the above referenced RFQ:

***HDR, WSP***

Before any agreements can be issued, Consultant must:

- Submit current Certificate of Insurance to: [NDOT.Consultant.Insurance@nebraska.gov](mailto:NDOT.Consultant.Insurance@nebraska.gov)  
The insurance requirements, example Insurance Certificate, Insurance checklist can be found at: <https://dot.nebraska.gov/business-center/consultant/insurance/>
- Set up an OnBase account (if one has not yet been set up). Invoices for services must be submitted thru the OnBase system. Information regarding setting up an account along with other information can be found at:  
<https://dot.nebraska.gov/business-center/consultant/onbase-help/>
- Submit an ICR schedule to: [NDOT.ControllerAuditRequests@nebraska.gov](mailto:NDOT.ControllerAuditRequests@nebraska.gov) if your firm's Indirect Cost Rate (Overhead) is not current,
- Submit an ACH/W-9 Form to Consultant Services staff, if your firm has not provided services for NDOT. The form can be found at:  
<https://dot.nebraska.gov/business-center/consultant/invoices/>