



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Request for Qualifications

On-Call Business Intelligence/Data Analytics
Services (LINC-D)

August 9, 2023

Statements of Qualifications are due Wednesday, August 30, 2023, 4:00 P.M.

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Transportation (NDOT), is issuing a Request for Qualifications (RFQ) for Business Intelligence/Data Analytics (LINC-D). Qualified consultants are invited to submit a statement of qualifications as outlined below. NDOT's website referred to in this document is located at: <http://www.dot.nebraska.gov/business-center/consultant/>

All consultants interested in providing professional services for NDOT are strongly encouraged to review NDOT's template [IDIQ Master On-Call PE Agreement](#), [IDIQ Task Order Agreement](#), [Sample Fees and Payments Exhibit](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFQ. By submitting a statement of qualifications in response to this RFQ, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOT's website. An agreement will not be executed unless consultant provides a current overhead schedule and proof of meeting the insurance requirements in the form of an [Insurance ACORD](#). Further information regarding insurance, including a [checklist](#) to assist in submitting an acceptable certificate, can be found at <https://dot.nebraska.gov/business-center/consultant/insurance/>.

This RFQ does not commit NDOT to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. NDOT reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all responses received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFQ, if it is in the best interest of NDOT to do so.

In accordance with Nebraska Revised Statute [84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOT are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

Standard Work Categories anticipated on this project are listed below. Consultant/team must be certified in the following Standard Work Categories. Information regarding the Standard Work Categories can be found on NDOT's website.

102 Transportation Planning

Information regarding the [Standard Work Categories](#) can be found on NDOT's website.

Overview of the work

The work for this scope of services is for continued support of Nebraska Department of Transportation's (NDOT) Business Intelligence (BI) activities, which could include statistical modeling, machine learning, predictive analytics, data visualization and other techniques to improve decision making that support agency goals. These activities will lead to the creation of recommendations for improvements to processes, tools (such as dashboards), data collection, data structure and data governance, etc. In addition to recommendations, support activities may also include the development of new tools, new visualizations, and help with other data and performance management related activities. Support activities will vary in size and scale according to individual business needs. It is anticipated that the contract will be completed by **September 31, 2025**.

Work Plan

NOTE: the following sections provide a generic description of the tasks and documentation the Consultants will typically engage in; however, some work may deviate from the descriptions based on the customer's needs.

The NDOT Project Manager (PM) will use judgement to determine which tasks and what documentation will be needed for each support activity.

The Consultant will be working on many different types of analyses, and BI support activities, each varying in size and complexity. The types of analyses will be dictated by the business owners who are interested in answering questions that will help them run their operations more effectively and efficiently. Since the types of analyses are unknown ahead of time, this scope will list generic tasks the Consultant will typically engage in for every activity. In addition, the overall contract is structured for on-demand services, meaning the Consultants will be contacted based on the NDOT's needs, and the timing and extent of work will be negotiated at the time the task is assigned. Additionally, work completed may be available for public review.

The flow of work for each activity will usually follow a series of steps. The typical work associated with each step is described as follows:

1. Conceptual Development and Scoping: Each support activity usually involves a preliminary discussion with the business owner to review the business question they are trying to investigate. Once a solid idea is formed, the NDOT PM and Consultant will hold a follow-up meeting with the business owner(s) to flesh out the details and create a scope.
2. Proposal Review and Fee Estimate: Once the scope is formed, the Consultant will fill out a proposal form, which describes the problem statement, work tasks, data types, expected benefits and challenges, among other things. Once approved, the Consultant will use the proposal to develop an estimate of total cost, and duration, for the support activity. NDOT will prepare an independent cost estimate, and compare this with the consultant's proposal, and negotiate to a mutual agreeable contract if necessary. The Consultant will also list the approach along with any known risks or constraints. The NDOT PM will approve the proposal estimate before any work can begin.
3. Activity Kickoff Meeting: Once the activity has been approved, a kickoff meeting will be scheduled with the NDOT business owner, NDOT project management team and the Consultant. The Consultant will be responsible for meeting preparation, documenting meeting minutes, and updating activity proposals where appropriate. The kickoff meeting will serve to formalize the Consultant's interaction with the NDOT business owner and

solidify activity understanding amongst the stakeholders. Note: if the work changes significantly from what is listed in the proposal, the Consultant may need to update their fee estimate.

4. Data Review (if applicable): Once the kickoff meeting has concluded, the Consultant will engage in a review of the proposal requirements and data. These reviews may require additional meetings with the NDOT business owner, NDOT project management team, NDOT Business Technology Support Division (BTSD), and others. These meetings may be in person but will typically be conducted over the phone or by web conference.
5. Data Analysis (if applicable): Once the Consultant understands the business owner's data, it will begin to analyze the data against the business owner's problem statement. These analyses could include statistical analysis, predictive analytics, machine learning, etc. Through these analyses, the Consultant will be expected to establish mathematical relationships between relevant data and business outcomes.
6. Findings Discussions: After each analysis or activity reaches a logical conclusion, the Consultant will prepare summary information regarding findings and recommendations for the NDOT business owner. A meeting to review these things will also take place to give the NDOT business owner an opportunity to react and provide feedback on the results.
 - Feedback and Updated Analysis: In some situations, the Consultant may have missed a critical piece of information or the NDOT business owner may have failed to mention a key aspect of the problem. In these situations, the Consultant may be asked to re-analyze data using new information.
 - Supplemental Analysis: In some situations, the initial analysis may reveal new learning insights, which create new business questions. In these situations, the Consultant may be asked to perform supplemental analysis. Otherwise, a new proposal will be filled out. In either case, the Consultant will be asked to provide a cost estimate for the work.
7. Documentation and report out: At the conclusion of each activity, the Consultant may be required to provide documentation of results. Documentation requirements will be dictated by the business owner's needs and may range from a one-page executive summary to a complete formal report. Along with the documentation, the Consultant will do a formal presentation on the findings (further described in the "Meetings" section of this document).
8. Deliverables: Deliverables will vary from activity to activity based on the business owner's need. The Consultant may be asked to provide things like dashboards, pivot tables, GIS shapefiles, charts, etc. The format of each deliverable will be provided by the Consultant to NDOT in a format that NDOT can maintain for future use (unless specified otherwise).
9. Ongoing Project Management: Throughout the project, the Consultant will be required to review proposals, attend regularly occurring project management meetings, attend review meetings with NDOT executives, submit invoices and project status updates, etc.

The following is a list of typical project management deliverables:

- Project Status Reports – These will be attached to all invoices and/or submitted monthly. They should list:
 - i. Project status
 - ii. Budget status
 - iii. Accomplishments in the last 30 days
 - iv. Planned activity for the next 30 days
 - v. identification of services considered out of scope
- Bi-weekly Project Management Meeting Agendas and Minutes

Meetings

Along with meetings scoped within each individual activity, there will be several types of recurring meetings. They are listed as follows:

1. **Executive Summary Meetings**: Whenever support activities are concluded, the Consultant will attend and present at NDOT Executive summary meeting. The Consultant may join via web conference or in person where directed. The NDOT will typically host web conferences; but the Consultant will be expected to have web conference hosting capabilities of their own. The NDOT PM will lead the summary meeting, while the Consultant will be expected to lead individual analysis discussions.
2. **Bi-weekly Project Management Meetings**: The Consultant and NDOT PM will meet once every two weeks to review project progress, budget, etc. These meetings will held via conference call; but may include some travel to NDOT.
3. **Project Specific Meetings**: For each individual activity, the Consultant will be expected to engage in various meetings. The "Work Plan" section of this document describes when meetings might be appropriate. These meetings will generally be a conference call or web conference; but may in require an onsite visit by the Consultant if authorized by the NDOT PM.

Qualifications, Knowledge and Experience

The Consultant should have extensive training and experience in the areas of BI activities, including statistical modeling, machine learning, predictive analytics, data visualization, etc.

Software and Equipment Requirements

The Consultant will need to be fluent in programming languages such as R, Python, SQL, HTML, CSS, Javascript, etc., as dictated by the project. They will need to utilize tools and visualization software, such as R Shiny.

Expectations for the Deliverables

Deliverables will vary from activity to activity based on the business owner's needs. The Consultant may be asked to provide things like dashboards, pivot tables, GIS shapefiles, charts, etc. The format of each deliverable will be provided by the Consultant to NDOT in a format that NDOT can maintain for future use (unless specified otherwise).

DETAILS

It is anticipated that two (2) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed two-year contract term will have a maximum value of \$177,500 per consultant. The contract term may be extended up to 6 months at the discretion of NDOT. Typical Task Orders that will be awarded under this IDIQ contract average \$20,000 to \$30,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

Four (4) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

NDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. NDOT also reserves the right to accomplish

services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

NDOT will not hold a briefing. All information is contained within this RFQ and on NDOT's website. If additional information is deemed necessary, it will be posted on the same web page as this RFQ and will be labeled as an update. Consultants interested in this RFQ are responsible for checking for updated information.

Interested consultants must be certified by NDOT or have a completed certification form on file with NDOT prior to the deadline identified in the Schedule of Activities. Instructions for completing the NDOT Annual Consultant Certification form is available at: <https://dot.nebraska.gov/media/g1qb344b/cert-instruc-annual-certification.pdf>

Please submit your Drug-Free Workplace Policy (DF Policy) separate from the response to this RFQ ([DF Policy Example](#)). The DF Policy is a one-time submittal to NDOT. Please do not re-submit unless your DF Policy has changed or you never have previously submitted a DF Policy. While the DF Policy is not a submittal requirement, all consultants must have an acceptable DF Policy on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's DF Policy may be submitted via email to: NDOT.PDAnnualCertification@nebraska.gov

Please do not call or write NDOT staff for information regarding the services in this RFQ. Email all inquiries/questions to NDOT Procurement Engineer, at: ndot.pdRFQinfo@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (70 pts)

A. QUALIFICATIONS (40 PTS)

1. Qualifications of the key team members to perform the services described in the Scope of Services.
2. Consultant's knowledge and understanding of transportation-based data analysis and visualizations.
3. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified sub consultants to meet project objectives.
4. Knowledge of applicable federal regulations, and State and Federal procedures related to transportation policy.
5. Qualifications and capability of key sub consultants to perform the services outlined in this RFQ.

B. PERFORMANCE DATA (10 PTS)

1. Cooperation, communication, and timeliness of deliverables with NDOT staff on previous projects. If the consultant's team has no experience with NDOT, the consultant should include three (3) references in their response, including contact information, that have been directly involved with similar services provided by the consultant.

2. The consultant’s team has performed data analysis, created visualizations and other business intelligence functions with other state DOT’s and include (3) references in their response, including contact information, that have directly been involved with similar services.

C. UNDERSTANDING OF THE SERVICES TO BE PROVIDED (20 PTS)

1. Consultant has demonstrated understanding of the key elements of the services.
2. Consultant has experience in performing Business Intelligence services and analysis for other State DOT’s, MPO’s or local public agencies (see additional criteria and instructions under SUBMITTAL OF QUALIFICATIONS below).
3. Consultant has provided comparable projects for which they have been involved.
4. Consultant shall have thorough knowledge of FHWA policies and procedures regarding the use of data routinely collected by State DOT’s.

Final Selection (30 pts, 100 pts total)

D. DISCUSSION OF FOCUS AREA TOPICS (20 pts)

1. Consultant’s interview presentation was clear and concise.
2. Consultant showed knowledge and understanding of topics.

E. COMMITTEE Q&A SESSION (10 pts)

1. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date (2023)	Time (CST)
RFQ posted	Aug 9, 16, 23	
Last day questions will be accepted	Aug 16	4:00 PM
Last day Q&A or updates to RFQ may be posted	Aug 23	4:00 PM
NDOT Form 497 & Drug-Free Workplace Policy on file at NDOT	Aug 23	4:00 PM
Statement of Qualifications & Work Examples Due	Aug 30	1:00 PM
Post Short-List Consultants & Interview Schedule	Sep 12	4:00 PM
Interview	Sep 20	9:00am-Noon
Post Final Selections	Sep 22	4:00 PM

NOTE – Shortlisted Firms may be asked to provide verification that they and all subconsultants have submitted their indirect cost rates and certifications for their latest fiscal year. Latest fiscal year means the last fiscal year with an end date no more than 6 months in the past.

IDIQ ORDERING PROCEDURES

When ordering specific on-call design services NDOT will consider each selected consultant’s statement of qualifications along with any performance data on file with NDOT. The selection of a consultant will be based upon the following criteria:

1. Professional qualifications of the firm
2. Specialized experience and technical competence in the type of work required
3. Past performance of similar type of work
4. Capacity of firm to perform he work in a timely manner

Upon selection, NDOT will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following

performance details:

1. Detailed scope of work
2. Detailed description of deliverables
3. Description of performance/quality measures
4. Timeline for delivery of services

SUBMITTAL OF QUALIFICATIONS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) electronic copy (PDF format) of your firm's statement of qualification (SOQ) must be submitted using the Online "[SOQ Submittal Form](#)" link found on the Consultant Services Business Opportunities page. Please "reduce file size" of PDF before submitting. Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFQ.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [NDOT Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate NDOT Form 498 must be submitted for each subconsultant to be used.
7. Consultant shall provide a maximum of three (3) documents as examples of work performed similar to the service requested in this RFQ. Please e-mail documents to the following e-mail address prior to the due date of statements of qualifications: ndot.PDRFQinfo@nebraska.gov

Additional submittal requirements are:

1. All material in the submittal must be formatted for 8½ x 11 paper, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.

INTERVIEWS

Interview date and times for short-listed consultants will be posted on NDOT's website. Interviews will be capped at 15 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

NDOT will make every effort to post the short-listed consultants and the interview schedule on NDOT's website prior to the deadline identified in the Schedule of Activities.

NDOT selection committee will conduct interviews with the short-listed consultants via WebEx. Consultant may contact the Procurement Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Deputy Director, the selected consultants will be notified by telephone. NDOT will make every effort to post the final selections on NDOT's website prior to the deadline identified in the Schedule of Activities.

Vicki Kramer, Director
Nebraska Department of Transportation

EQUAL OPPORTUNITY EMPLOYER