



CI-2026-0087

**Strategic Communications, Outreach, Marketing and Related
Support Services for the City of Omaha**

Issue Date: 6/24/2026

Questions Deadline: 7/14/2026 02:00 PM (CT)

Response Deadline: 7/22/2026 11:00 AM (CT)

Contact Information

Contact: Michelle L. Horton, Deputy Director

Address: Douglas County Purchasing

Douglas County Purchasing

1819 Farnam St RM 902

Omaha, NE 68183

Email: michelle.horton@douglascounty-ne.gov

Event Information

Number: CI-2026-0087
Title: Strategic Communications, Outreach, Marketing and Related Support Services for the City of Omaha
Type: City - Request for Proposal
Issue Date: 6/24/2026
Question Deadline: 7/14/2026 02:00 PM (CT)
Response Deadline: 7/22/2026 11:00 AM (CT)

Notes: The City of Omaha is requesting proposals from qualified companies, herein called Bidder, Contractor, Vendor, Supplier, or other pronouns used in their place, for all work and/or goods set forth in the specifications.

NOTE: This Request for Proposal does not have any pricing lines listed in the Line Items tab. The cost proposal component of this RFP should be uploaded in the Response Attachments tab.

Requirement for Bid Bond: The surety company issuing the bid bond should be licensed by the State of Nebraska and listed on the current edition of Circular 570 of the United States Department of the Treasury. Acceptable substitutes for a bid bond: a certified check, an official bank check, a cashier's checks drawn on a national bank or a bank chartered under the laws of the state, payable to City of Omaha, or lawful money of the United States, or a United States Government Bond (negotiable). LETTERS OF CREDIT ARE NOT AN ACCEPTABLE SUBSTITUTE FOR A BID BOND AND WOULD BE CAUSE FOR REJECTION OF BID.

The bid bond amount is listed in the Attributes section.

A copy of the bid bond/acceptable substitute shall be uploaded in the Response Attachments section. The original document must be received by the City Clerk, 1819 Farnam Street LC-1, Omaha-Douglas Civic Center, Omaha, NE 68183 within seven (7) calendar days of the closing date and time indicated.

QUESTIONS: Bidders must submit bid questions in the Questions tab of the bid event. Questions will be answered within two (2) days of the questions cutoff date/time.

Bid Attachments

Appendix - Sample Matrix for Cover Letter 2026 06 17.docx

Download

Sample Matrix for Cover Letter

RFP_Strategic Comm, Outreach, Marketing & Related Support Services.docx

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Request for Proposal

References form (ADA).docx

Download

References form

Responsible Contractor Compliance (RC-1) Form

Requested Attachments

Bid Bond OR Acceptable Substitute

(Attachment required)

Upload a copy of your Bid Bond OR Acceptable Substitute.

Responsible Contractor Compliance Form (RC-1)

(Attachment required)

Upload a copy of the completed and digitally signed Responsible Contractor Form (RC-1). Form is provided in the Attachments Tab.

Proposal (non-proprietary portions)

(Attachment required)

Upload entire proposal here - do not include proprietary portions.

Cost proposal

(Attachment required)

Upload cost proposal here.

References

(Attachment required)

Upload the completed References form here. Form is provided in the Attachments Tab.

Proprietary portion of proposal

Upload proprietary portion of proposal here, if applicable.

Bid Attributes

1	Request for Proposal documents I acknowledge and accept that it is my responsibility as a Bidder to promptly notify the Purchasing Department Staff prior to the close of the bid of any ambiguity, inconsistency, or error which I may discover upon examination of the Request for Proposal documents. ☐ I have read, understand and agree. <i>(Required: Check if applicable)</i>
2	Response Attachments All documents uploaded in the Response Attachments tab must be fully completed and be the correct document uploaded for that Response Attachment. It may be cause for rejection of bid if a bidder uploads a Response Attachment document that is not fully complete or does not submit the correct document for that Response Attachment upload. ☐ I have read, understand and agree. <i>(Required: Check if applicable)</i>
3	Bid Bond/Acceptable Substitute is set at \$50.00 I understand that the bid bond/acceptable substitute amount is set at \$50.00. ☐ I have read, understand and agree. <i>(Required: Check if applicable)</i>
4	Bid Bond/Acceptable Substitute Upload (City) I understand that I must upload a copy of the signed bid bond OR acceptable substitute in the "Response Attachment" Tab. ☐ I have uploaded a copy. <i>(Required: Check if applicable)</i>

5 Bid security type

Bidder to select the type of bid security that is being submitted for this bid event.

☐ Bid bond issued by a surety company ☐ Acceptable substitute (e.g. cashier's check)

(Optional: Check only one)

6 Original bid security (bid bond or acceptable substitute)

BIDDERS MUST DELIVER ORIGINAL BID SECURITY (bid bond or acceptable substitute) TO THE CITY CLERK WITHIN SEVEN (7) CALENDAR DAYS OF THE BID CLOSING DATE. *The City and County prefer that original bid security be received prior to the bid closing date.* Bidders are allowed to upload a copy of their bid security in the lonwave system for ease of electronic bidding, however, this does not remove the requirement that original bid security be delivered to the City Clerk. Bidders must submit their original bid security in a sealed envelope with the bid title and bid closing date written on the envelope to the following address: **City Clerk, 1819 Farnam Street, LC-1, Omaha-Douglas Civic Center, Omaha, NE 68183.**

☐ I have read, understand and agree.

(Required: Check all that apply)

7 Provide the date the original bid bond/acceptable substitute was (or will be) mailed to the City Clerk.

Bidders are strongly encouraged to mail the original bid bond/acceptable substitute to the City Clerk prior to the bid closing date and should reference which bid it is for. **The original bid bond/acceptable substitute must be received in the City Clerk's office within seven (7) days of the bid closing or it may be cause for rejection of bid.**

____/____/____

(Optional)

8 Definitions (City)

The words "City of Omaha", "City", "Purchaser", or other pronouns used in their place shall mean the City of Omaha and its various departments and divisions. The words "Bidder", "Contractor", "Vendor", "Supplier", or other pronouns used in their place shall mean a firm responding to this Bid.

☐ I have read, understand and agree.

(Required: Check if applicable)

9 Federal Debarment or Suspension

Bidder certifies by submission of this bid that neither it nor its principals are presently debarred or suspended from participation in Federal contracts. If during the term of the agreement the awarded bidder or any person engaged in performing this agreement becomes debarred or suspended such Party shall notify the City of Omaha and Douglas County immediately.

Has bidder or its principals been debarred or suspended from Federal contracts?

☐ Yes ☐ No

(Required: Check only one)

10 Joint Governmental Purchases (City)

The City of Omaha has been authorized to join with other public corporations or units of government in the cooperative procurement of materials, equipment, work, or services. With the consent of the successful bidder the City may use the public competitive bid secured herein for the procurement of future materials, equipment, work, or services under the same terms, conditions, and prices offered by the bidder herein. Bidders are requested to indicate below if they are willing to extend the pricing, terms and conditions of this bid to other City departments, Douglas County departments or other governmental agencies, if the bidder is the successful bidder. If the successful bidder replies Yes to this provision, other City of Omaha, Douglas County departments and other government agencies may enter into a contract with the successful bidder for the purchase of goods and/or services described herein based on the terms, conditions and prices offered by the successful bidder to the City of Omaha. The City of Omaha prefers to have the option to extend the pricing, terms and conditions of this bid.

☐ Yes ☐ No

(Required: Check only one)

1 Bidder Name & Contact Person (First Name and Last Name)

1 Please type company name & contact person's first and last name.

(Required: Maximum 1000 characters allowed)

1 Bidder Contact Email Address

2 Please type your Email Address.

(Required: Email address)

1 Bidder Contact Phone Number

3 Please type your phone number.

() - ext:

(Required)

1 Bidder Additional Contact Information

4 Please enter any additional contact information you would like us to have.

(Optional: Maximum 4000 characters allowed)

1 Bidder Contact Mailing Address

5 Please type your mailing address in the following format:

Street Address or PO Box, City, State, Zip

(Required: Maximum 1000 characters allowed)

1 Bidder Website

6 Please type your website address, if applicable.

(Optional: Enter URL)

1 Questions and Answers

7 Question and Answers (Q&As) submitted on this bid may have material clarifications relating to the bid specifications. Bidders must read all Q&As in the Questions tab of this bid, as this information may be material to the bid.

☐ I have read, understand and agree.

(Required: Check if applicable)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature