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| **Agency:** |  | **Agency Contact:** |  |
| **Phone:** |  | **Email:** |  |

***\*Indicates - Documentation must be included in the contract folder. For questions please contact your agency’s assigned Purchasing Officer. For a list of assigned Purchasing Officers please visit*** [***http://purchasing.nv.gov/***](http://purchasing.nv.gov/)

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| ***PRE-RELEASE*** |
| \*Completed Development Form or other Contract Request Form received. |  |
| Additional requirements that may need to be taken into consideration in developing the timeline:* Is a Technology Investment Request (TIR) required
* Is Interim Finance Committee (IFC) required
* Is Board of Examiners (BOE) required
 |  |
| \* Industry Market Research Report, when available. (Report can be obtained through your Assigned Purchasing Officer) |  |
| Request RFP number from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RFP No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| Post under “Upcoming Solicitations” on website(s), when applicable. |  |
| When applicable - set up/add to: * Email and/or electronic folder.
* Hard copy contract folder.
* Tracking sheets/database.
 |  |
| Format draft RFP using appropriate template from the Contracting Tool Box <http://purchasing.nv.gov/Contracts/ToolBox/>. Review/modify quantitative cost formula as needed (example can also be found in the Contracting Tool Box. |  |
| Assign Evaluation Criteria and Weights and send to Administrator or Chief for approval. |  |
| Request and/or verify Insurance Limits with Risk Management to incorporate. |  |
| Will this contract/project:* Involve federal funds? If yes, attach federal clauses.
* Require holdbacks?
* Require a Performance Bond?
* Have sufficient penalties and/or incentives?
* Require a liquidated damages clause?
 |  |
| \*Provide a draft RFP to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for review and incorporate any needed revisions. |  |
| Create/finalize RFP Timeline (obtain approval when applicable); add all dates to your calendar. |  |
| \*Provide a final RFP to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for review and approval. |  |
| Mark the final electronic document as FINAL and delete all drafts. |  |
| Reserve meeting rooms and applicable equipment if needed. |  |

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| ***EVALUATION COMMITTEE*** |
| Establish/review the Evaluation Committee (Name, Title, Agency, Phone & Email). |  |
| Send list of Evaluation Committee to Administrator or Chief for approval. |  |
| Send email to potential evaluators with Accept/Decline Memo letting them know the dates they are needed and what the expectations are. |  |
| Format Individual Score Sheet using Evaluation Criteria and Weights. |  |

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| ***MAILING LISTS*** |
| Query of the Purchasing Division’s Vendor Management System which lists vendors registered under the applicable codes <http://vms.purchasing.nv.gov/>. |  |
| \*Set up an Information Request/Point of Contact (POC) List. - This will include vendors from the query, vendors who have requested to be notified when the RFP is published as well as current contractor(s), companies which have proposed on past procurements, and vendors found in searches. |  |
| Add evaluators so they are notified when the RFP is released as well as any future Amendments. |  |

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| ***RELEASE*** |
| Release RFP – Notify those included on the Information Request/POC List & advertise RFP in public locations, including applicable newspapers and post to applicable website(s).  |  |

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| ***QUESTIONS AND ANSWERS/AMENDMENTS*** |
| Format Amendment with questions in the template. |  |
| Answer any questions pertaining directly to the procurement process. |  |
| Send remaining questions to the subject matter expert (SME) with a hard deadline on when a response must be received. |  |
| Once the response is received place answers in Bold/Italic after each question on the Amendment. |  |
| Notify those included on the Information Request/POC List and post to applicable website(s). |  |

| ***OPENING/EVALUATOR PACKETS*** |
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| Create a sign-in sheet listing vendors(s) that submitted proposals. |  |
| \*Check the Federal Debarred Vendor List (<http://www.sam.gov/portal/public/SAM/#1>) and perform a Google search for each vendor that submitted a proposal to verify there is no record of litigation or contract failure. Notify management of any findings for determination and include in the contract folder. |  |
| Ensure all Accept/Decline Memos from evaluators have been returned and are included in the contract folder. |  |
| Create Evaluator Packets to Include: * Memo outlining packet contents and reminder of the evaluation meeting, date, time and location.
* Sign-in-sheet listing vendor(s) submitting proposals
* Proposals (**without** costs)
* Vendor References
* Evaluation Guidelines
* Copy of RFP and Amendment(s)
* Individual Score Sheet for each proposal submitted
 |  |
| Deliver evaluator packets or call for pick-up. |  |
| Verify applicable website(s) updated to “*Evaluation*”. |  |

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| ***PRE-EVALUATION*** |
| If utilizing video equipment, test the day prior to the meeting. |  |
| Format Consensus Score Sheet, verify formulas and weights and prepare Cost Evaluation Form. |  |

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| ***EVALUATION MEETING*** |
| Prepare for Evaluation Committee Meeting. Create/prepare Cost Evaluation Form and ensure all applicable equipment is working. As applicable, bring Cost Proposals, one Technical Proposal for reference, Consensus Score Sheet, a list of evaluators and laptop with flash drive. |  |

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| ***VENDOR PRESENTATIONS/ACTIVITIES (when applicable)*** |
| Notify vendor(s) in writing of Vendor Presentations at least 14 days in advance. |  |
| Develop additional Evaluation Criteria/Weights, if needed. |  |
| Prepare for Vendor Presentations. As applicable, bring Technical/Cost Proposals, Consensus Score Sheet, Individual Presentation Scoresheets, laptop with flash drive and a list of evaluators. |  |

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| ***LETTER OF INTENT (LOI)*** |
| \*Request Dun & Bradstreet (DB) report on each selected vendor (<http://purchasing.nv.gov/Contracts/DunBradstreetRpts/>) and issue a PASS/FAIL. |  |
| If financial statements were requested, have a finance person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ review the report along with the DB and issue a PASS/FAIL. |  |
| Obtain approval from Administrator or Chief to issue the LOI. |  |
| Issue LOI to all vendors. |  |
| Verify applicable website(s) updated to “*Negotiations*”. |  |
| Prepare Public Records to include a review of all proposals to ensure vendors have not included confidential information in the non-confidential parts of their proposals. Include a PDF of the Consensus Score Sheet (evaluator names redacted). Resolve any potential issues prior to issuance of NOA. |  |

| ***CONTRACT*** |
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| Negotiate contract terms, when applicable. |  |
| \*Verify status and/or complete/update vendor registration with the Controller’s Office. |  |
| \*Licensure Verification (Secretary Of State, Contractor’s Board, Insurance Division, etc.). |  |
| Include attachments as applicable (example below):* Attachment AA: Negotiated Points
* Attachment BB: Insurance Schedule
* Attachment CC: Solicitation/RFP and Amendments
* Attachment DD: Contractor’s Response
 |  |
| Verify that the Insurance Certificate received meets the requirements, including;* Additional Endorsement
* Waiver of Subrogation
 |  |
| Submit Contract Entry and Tracking System (CETS) entry #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |
| Prepare Contract for Signatures. |  |
| Prepare Deputy Attorney General (DAG) Contract Routing Sheet, if applicable. |  |
| Signatures ~ Send all necessary copies with at least one copy of all attachments {Enter dates in “Contract Tracking Log” as the contract is sent to each location for signature}* Vendor
* Agency Head
* Department Head (if applicable)
* Deputy Attorney General
 |  |
| Ensure all applicable approvals are applied in CETS.* Budget Account Approval
* EITS Approval (if applicable)
* Division Approval
* Department Approval
* Contract Manager Approval
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| ***NOA ~ CONTRACT SUBMITTAL*** |
| Obtain approval from Administrator or Chief to issue Notice of Award (NOA). |  |
| Submit contract summary, signed contracts and all attachments to the Budget Division, Agency Budget Analyst for BOE agenda or other approval. |  |
| Mail 10-day Notification of Award Letters * Must be dated and executed SAME DAY contract is submitted to the Budget Office.
* Add 10 days to date of letter for appeal deadline. Ensure it does not land on a weekend or holiday.
* Appeal Amount ~ 25% of total contract (or each contract if awarding to multiple vendors).
 |  |
| Post Notification of Award in 3 Buildings. |  |
| **Allow the 10-day window for appeals!!!** |  |
| Ensure Budget Office - Clerk of the Board (COB) or Board of Examiners (BOE) approval is applied in CETS. |  |
| Verify applicable website(s) updated to “*Awarded”.* |  |

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| ***AFTER CONTRACT EXECUTION*** |
| Notify vendor and stakeholders that the contract was approved. Issue a Department memo and/or plan a kick off meeting (if applicable). |  |
| Destroy extra copies of proposals (save one complete copy per the retention schedule). |  |

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| ***NOTES*** |

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