

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

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Director

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State of Nevada
Purchasing Division
Request for Proposal: 3296
For
TEMPORARY EMPLOYMENT SERVICES

Release Date: November 29, 2016

Deadline for Submission and Opening Date and Time: December 20, 2016 @ 2:00 PM

Refer to Section 9, RFP Timeline for the complete RFP schedule

For additional information, please contact:

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Refer to Section 10 for instructions on submitting proposals

VENDOR INFORMATION SHEET FOR RFP 3296

Vendor Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	
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V2	Street Address	
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V3	City, State, ZIP	
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V4	Telephone Number	
	Area Code:	Number:

V5	Facsimile Number	
	Area Code:	Number:

V6	Toll Free Number	
	Area Code:	Number:

V7	<i>Contact Person for Questions / Contract Negotiations, including address if different than above</i>	
	Name:	
	Title:	
	Address:	
	Email Address:	

V8	Telephone Number for Contact Person	
	Area Code:	Number:

V9	Facsimile Number for Contact Person	
	Area Code:	Number:

V10	<i>Name of Individual Authorized to Bind the Organization</i>	
	Name:	Title:

V11	<i>Signature (Individual must be legally authorized to bind the vendor per NRS 333.337)</i>	
	Signature:	Date:

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Prospective vendors are advised to review Nevada’s ethical standards requirements, including but not limited to, NRS 281A and the Governor’s Proclamation, which can be found on the Purchasing Division’s website (<http://purchasing.nv.gov>).

1. PROJECT OVERVIEW

- 1.1** The State of Nevada Purchasing Division is seeking proposals from qualified vendors to provide temporary employment services statewide on an as needed basis.
- 1.2** The State may award one (1) or more contracts in conjunction with this RFP, as determined to be in the best interest of the State. It is the intention of the State to award contract(s) on a statewide basis; however, proposals may be considered regionally.
 - 1.2.1 Northern Region – primarily Reno and Carson City;
 - 1.2.2 Southern Region – primarily Las Vegas; and
 - 1.2.3 Rural Region – primarily Elko, Ely and Winnemucca and potentially other rural cities of the State.

Most of the State’s temporary staffing requirements are located in Carson City, Reno and Las Vegas. Vendor’s proposal must identify the geographic region(s) in which temporary employment services are being offered.

- 1.3** The State would prefer proposing vendors to have a local presence in key areas which would include Reno, Carson City, Las Vegas and Elko. Include in your proposal where you have a local presence.
- 1.4** The number of contracts awarded will be determined based on the evaluation of all proposals submitted.
- 1.5** Vendors may also propose on all position classifications identified, or on a specific classification or group of classifications.
- 1.6** The contract(s) will be mandatory for State agencies located in geographic regions serviced by the contract. The University and Community College System, the Court System, the Legislative Counsel Bureau, and Political Subdivisions (i.e., cities, counties, school districts, etc.) may use the contract(s) resulting from this RFP; however, they are not required to do so.
- 1.7** The State Purchasing Division will administer contract(s) resulting from this RFP. The resulting contract(s) will be for a contract term of four (4) years, anticipated to begin April 1, 2017, subject to Board of Examiners approval and will terminate March 31, 2021.

2. ACRONYMS/DEFINITIONS

For the purposes of this RFP, the following acronyms/definitions will be used:

Acronym	Description
Agency	A State Agency, the University and Community College System, the Court System, the Legislative Counsel Bureau or Political Subdivision requesting temporary employment services.

Acronym	Description
<i>Assumption</i>	An idea or belief that something will happen or occur without proof. An idea or belief taken for granted without proof of occurrence.
<i>Awarded Vendor</i>	The organization/individual that is awarded and has an approved contract with the State of Nevada for the services identified in this RFP.
<i>BOE</i>	State of Nevada Board of Examiners
<i>Confidential Information</i>	Any information relating to the amount or source of any income, profits, losses or expenditures of a person, including data relating to cost or price submitted in support of a bid or proposal. The term does not include the amount of a bid or proposal. Refer NRS 333.020(5) (b).
<i>Contract Approval Date</i>	The date the State of Nevada Board of Examiners officially approves and accepts all contract language, terms and conditions as negotiated between the State and the successful vendor.
<i>Contract Award Date</i>	The date when vendors are notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners.
<i>Contractor</i>	The company or organization that has an approved contract with the State of Nevada for services identified in this RFP. The contractor has full responsibility for coordinating and controlling all aspects of the contract, including support to be provided by any subcontractor(s). The contractor will be the sole point of contact with the State relative to contract performance.
<i>Cross Reference</i>	A reference from one document/section to another document/section containing related material.
<i>Customer</i>	Department, Division or Agency of the State of Nevada.
<i>Division/Agency</i>	The Division/Agency requesting services as identified in this RFP.
<i>Evaluation Committee</i>	An independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS 333.335.
<i>Exception</i>	A formal objection taken to any statement/requirement identified within the RFP.
<i>Goods</i>	The term “goods” as used in this RFP has the meaning ascribed to it in NRS §104.2105(1) and includes, without limitation, “supplies”, “materials”, “equipment”, and “commodities”, as those terms are used in NRS Chapter 333.
<i>Key Personnel</i>	Vendor staff responsible for oversight of work during the life of the project and for deliverables.

Acronym	Description
<i>LCB</i>	Legislative Counsel Bureau
<i>LOI</i>	Letter of Intent - notification of the State's intent to award a contract to a vendor, pending successful negotiations; all information remains confidential until the issuance of the formal notice of award.
<i>May</i>	Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the State may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.
<i>Must</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.
<i>NAC</i>	Nevada Administrative Code –All applicable NAC documentation may be reviewed via the internet at: www.leg.state.nv.us .
<i>NOA</i>	Notice of Award – formal notification of the State's decision to award a contract, pending Board of Examiners' approval of said contract, any non-confidential information becomes available upon written request.
<i>NRS</i>	Nevada Revised Statutes – All applicable NRS documentation may be reviewed via the internet at: www.leg.state.nv.us .
<i>Pacific Time (PT)</i>	Unless otherwise stated, all references to time in this RFP and any subsequent contract are understood to be Pacific Time.
<i>Proprietary Information</i>	Any trade secret or confidential business information that is contained in a bid or proposal submitted on a particular contract. (Refer to NRS 333.020 (5) (a).
<i>Public Record</i>	All books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential must be open to inspection by any person and may be fully copied or an abstract or memorandum may be prepared from those public books and public records. (Refer to NRS 333.333 and NRS 600A.030 [5]).
<i>Redacted</i>	The process of removing confidential or proprietary information from a document prior to release of information to others.
<i>RFP</i>	Request for Proposal - a written statement which sets forth the requirements and specifications of a contract to be awarded by competitive selection as defined in NRS 333.020(8).
<i>Shall</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.

Acronym	Description
<i>Should</i>	Indicates something that is recommended but not mandatory. If the vendor fails to provide recommended information, the State may, at its sole option, ask the vendor to provide the information or evaluate the proposal without the information.
<i>State</i>	The State of Nevada and any agency identified herein.
<i>Subcontractor</i>	Third party, not directly employed by the contractor, who will provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.
<i>Trade Secret</i>	Information, including, without limitation, a formula, pattern, compilation, program, device, method, technique, product, system, process, design, prototype, procedure, computer programming instruction or code that: derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by the public or any other person who can obtain commercial or economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.
<i>User</i>	Department, Division, Agency or County of the State of Nevada.
<i>Vendor</i>	Organization/individual submitting a proposal in response to this RFP.
<i>Will</i>	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.

2.1 STATE OBSERVED HOLIDAYS

The State observes the holidays noted in the following table. When January 1st, July 4th, November 11th or December 25th falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

3. GENERAL INFORMATION

- 3.1** This RFP is soliciting proposals from Temporary Employment Companies to provide services relating to administrative and office support. These services are as needed and upon request from State agencies and political subdivisions. Contractor(s) will be responsible for hiring, firing, taxes, workers' compensation, etc., for the temporary assigned individuals who are not employees of the State of Nevada.
- 3.2** The State of Nevada paid out approximately \$8,054,251.00 in CY 2015 and \$7,025,530.00 in CY 2016 for these services under the current statewide contracts.
- 3.3** The State will not guarantee any minimum level of usage for any resulting contract(s) under this RFP.
- 3.4** The State agencies with the greatest demand for these services are:
- 3.4.1 Arts Council;
 - 3.4.2 Business & Industries;
 - 3.4.3 Bureau of Licensure & Certification;
 - 3.4.4 Department of Employment, Training and Rehabilitation;
 - 3.4.5 Department of Motor Vehicles;
 - 3.4.6 Department of Health and Human Services;
 - 3.4.7 Department of Transportation;
 - 3.4.8 State Museum and Railroad Museum; and
 - 3.4.9 Department of Welfare and Supportive Services.
- 3.5** The job classifications used most frequently are:
- 3.5.1 Administrative Assistants 1-4;
 - 3.5.2 Art Programmer;
 - 3.5.3 Clerical Trainee;
 - 3.5.4 Curatorial Assistant;
 - 3.5.5 Dispatcher;
 - 3.5.6 Eligibility Worker;
 - 3.5.7 Laborer (light and heavy); and
 - 3.5.8 Research Assistant.
- 3.6** *Attachment M - Listing of Position Classifications & Pay Rate* includes a listing of position classifications/titles, pay grade and approximate employee pay rate; however, the listing is not meant to be all-inclusive. Agencies may request other temporary positions by way of providing the contractor(s) with the employee pay rate, position classification/title and description of duties. These additional positions shall be captured on reports submitted to the State by the contractor(s).
- 3.7** Agencies may refer a person to be hired to the contractor to sign up to perform specific services needed or may request the contractor(s) to recruit and provide the temporary employee.

- 3.8** Upon notification from the agency, the contractor(s) will provide expedient temporary employment services. An e-mail, facsimile, or telephone call from the agency will constitute a request for service.
- 3.8.1 The agency reserves the right to interview the candidate to determine their qualifications for the required position.
- 3.8.2 The agency may reject and/or remove any individual who does not meet the requested experience or is deficient in the performance of the assignment.
- 3.9** Agencies may select from contractor(s) within their geographic region based on the preference of the agency. Multiple contractors may be contacted to fill the same position.
- 3.10** As a result of this RFP, if contracts are awarded to new vendors, any long term assignments will be required to transition to the new contracts.

4. TEMPORARY ASSIGNMENT RESPONSIBILITIES

4.1 AGENCY RESPONSIBILITIES

- 4.1.1 Prior to contacting the contractor(s), the agency is responsible to define details of the request to include, but not be limited to:
- 4.1.1.1 Number of individuals needed;
 - 4.1.1.2 Job duties;
 - 4.1.1.3 Equipment to be used;
 - 4.1.1.4 Knowledge, skills and experience;
 - 4.1.1.5 Computer software to be used;
 - 4.1.1.6 Hours of work;
 - 4.1.1.7 Expected length of assignment;
 - 4.1.1.8 Job related attire;
 - 4.1.1.9 Position location;
 - 4.1.1.10 Agency contact person; and
 - 4.1.1.11 Other pertinent job-related information.
- 4.1.2 Depending on the amount of detail required, it is recommended the using agency submit this information in writing via e-mail or facsimile to reduce the possibility of an inappropriate temporary assignment.
- 4.1.3 The agency is responsible for requesting additional background investigations beyond normal references prior to the temporary assignment.
- 4.1.3.1 Should an additional background check be required due to the nature of the assignment, the agency may be responsible for the cost of the additional checks.
 - 4.1.3.2 It is reasonable to expect employment eligibility and references will be required for all temporary employees; background checks for referrals by the State will be at the discretion of the agency.

- 4.1.3.3 Standard checks which would include employment eligibility and reference checks shall be at the cost of the contractor(s).
- 4.1.3.4 Other background checks will be at the discretion of each requesting agency.
- 4.1.3.5 Additional checks will vary by agency and may be at the expense of the employee or the requesting agency.
- 4.1.3.6 It is the agency's discretion if temporary employees will be allowed to start work pending successful completion of one or more of these verifications.
- 4.1.4 In lieu of the aforementioned, agencies reserve the right to request and conduct pre-employment background checks and drug testing prior to the potential temporary assignment's starting date at the agency.
 - 4.1.4.1 State agencies will limit their background checks and drug testing requirements to the same as required of their own permanent full-time employees holding the same or similar positions to be filled by the temporary assigned individual.
 - 4.1.4.2 Requirements for background and drug screens will vary by the individual requesting agency.
- 4.1.5 Due to job requirements and environment (i.e., law enforcement), hiring decisions may be partially based on the results of the background checks and/or drug tests.

4.2 CONTRACTOR(S) RESPONSIBILITIES

- 4.2.1 The contractor is responsible to obtain the information as described in *Section 4.1.1*, and any other information necessary to determine what job category satisfies the service request. The contractor will inform the agency contact of the proposed job classification and applicable rate to obtain authorization to proceed with the service request. **Placing temporarily assigned individuals out of applicable job classification is considered an abuse of the contract. Periodic checks of requests and assignments will be performed to ensure this does not occur.**
- 4.2.2 The contractor is responsible for conducting appropriate background and reference checks on its employees prior to any potential assignments and should be prepared to conduct more extensive background investigations when required as identified in *Section 4.1.3*.

- 4.2.2.1 Contractor(s) should identify in their proposals the cost of additional background checks and tests.
- 4.2.2.2 Failure to provide this information will be considered “no charge” to the State for background checks and tests.
- 4.2.3 The contractor will be responsible for federal and state payroll requirements, including but not limited to payroll taxes, payroll reports, workers’ compensation, and liability insurance.
- 4.2.4 The contractor will be responsible for having insurance coverage for any person sent to the State as employees under their Workers’ Compensation policy and provide evidence thereof.
- 4.2.5 The contractor is responsible for conducting periodic quality assurance checks with the agency’s contact person to verify that the agency’s requirements are being fulfilled by the temporarily assigned individual.

At a minimum, these checks should be completed at the end of the first week of any assignment and monthly on long-term assignments.
- 4.2.6 Temporarily assigned individuals may be changed to permanent placement if the individual elects to accept employment with the State within or outside of the contract agency. This will incur no fee to the State.
- 4.2.7 The State will not be responsible for the contractor’s employees who voluntarily leave the contractor’s employment or engage in employment with any other company of entity.
 - 4.2.7.1 The frequency of conversions to State service is unknown, but is by no means common.
 - 4.2.7.2 The State will not pay a placement or conversion fee for individuals who are a direct referral from the State.
- 4.2.8 The contractor will have the ability to bond temporarily assigned individuals as directed by the agency. The fee for this service will be borne by the agency. Selection of the bonding insurer is at the contractor’s discretion; however, each insurance policy shall be:
 - 4.2.8.1 Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and
 - 4.2.8.2 Currently rated by A.M. Best as “A- VII” or better.

- 4.2.9 In the event a temporary employee requires travel, the only reimbursable travel costs authorized are those that are incurred for official State business and authorized in writing in advance by an authorized contract agency representative.
 - 4.2.9.1 Travel expenses must be submitted on the State's Claim for Travel Expenses form with original receipts for airfare, rental cars, parking and/or hotel receipt;
 - 4.2.9.2 Valid travel costs will be reimbursed at the current State of Nevada travel rates found on the GSA site www.gsa.gov;
 - 4.2.9.3 The temporarily assigned individual and the agency's contact person must sign the travel expense form;
 - 4.2.9.4 The form must be submitted with the contractor's invoice for services with the travel expense as a separate line item on the invoice; and
 - 4.2.9.5 The type of position requiring travel will vary based on the individual agency's requirements.
- 4.2.10 The contractor must provide assistance to the agencies in problem resolutions, in regard to temporary assigned individuals, at no additional cost to the State.
- 4.2.11 The contractor's temporarily assigned individuals agree to be bound by the State's security regulations, policies and standards as required by the agency (e.g., Department of Corrections). This will vary based on the individual agency's requirements.
- 4.2.12 The temporarily assigned individual will complete a weekly timesheet supplied by the contractor. The timesheet should include the following:
 - 4.2.12.1 Name of the agency;
 - 4.2.12.2 Name of the temporarily assigned individual;
 - 4.2.12.3 Dates worked;
 - 4.2.12.4 Beginning and ending time;
 - 4.2.12.5 Number of regular hours worked each day; and
 - 4.2.12.6 If applicable, number of overtime hours worked each day, pursuant to **Section 7.2.9**.
- 4.2.13 The contractor shall be responsible for the proper care and custody of any State-owned personal tangible property and real property furnished for the use in connection with the performance of the contract.
 - 4.2.13.1 The contractor will reimburse the State for such property's loss or damage caused by the contractor's assigned individual, with the exception of normal wear and tear.

- 4.2.13.2 The equipment used may include computers, copy machines, phones, printers, etc. Equipment may vary depending on the employee assignments.
- 4.2.13.3 Temporary assigned individuals should use reasonable care with State property; willful or negligent actions may result in the State seeking reimbursement from the contractor.
- 4.2.14 Unless specifically excluded by the agency in its description of job duties or equipment to be used, Contractor shall assume that temporarily assigned individuals may drive State of Nevada motor vehicles as authorized by the agency, and Contractor will be responsible for having insurance coverage for the temporarily assigned individual's authorized operation of motor vehicles owned or leased by the State of Nevada, *refer to Attachment E – Insurance Schedule for RFP 3296.*
 - 4.2.14.1 It is strongly recommended that any temporarily assigned individuals who will be driving a State vehicle enroll in Risk Management's Defensive Driving course.
 - 4.2.14.2 The course is held in Las Vegas, Carson City and Reno and is a four (4) hour classroom course.

4.3 STAFFING REQUIREMENTS

- 4.3.1 Terms of availability or unavailability in response to a temporary assignment request are as follows:
 - 4.3.1.1 Contractor will notify the requesting agency on availability within four (4) hours after a request is made for services that will commence within five (5) working days following the request;
 - 4.3.1.2 Contractor will notify the requesting agency on availability within two (2) days after a request is made for services that will commence later than five (5) working days following the request; and
 - 4.3.1.3 Contractor will confirm with the agency the arrival of its employee by telephone within one-half (1/2) hour after scheduled arrival time.
- 4.3.2 Contractor is responsible to communicate with its employee the agency's requirements regarding hours of work, duration, location, expectations, dress code and other information concerning the assignment.
- 4.3.3 All temporarily assigned individuals will be appropriately dressed for the assignment and shall maintain a professional demeanor. Dress code policy is established by the individual agencies. Temporary employees must dress according to the requirements of the agency requesting the assignment.
- 4.3.4 Temporarily assigned individuals should be available for the entire length of the assignment; however, if a replacement is required, a qualified replacement must

be provided within twenty-four (24) hours of notification, including weekends and holidays.

4.3.5 The agency reserves the right to reduce the length of the temporary assignment and will provide the contractor with as much notification as possible.

4.3.6 Work Hours

4.3.6.1 The exact work hours for temporarily assigned personnel will be determined by the agency. Generally, work hours begin at 8:00 a.m. and end at 5:00 p.m. Monday through Friday excluding State observed holidays (*refer to Section 2.1 – State Observed Holidays*).

4.3.6.2 Temporarily assigned personnel will work no more than eight (8) hours per day, excluding one (1) hour for lunch or a total of forty (40) hours per week.

4.3.6.3 Temporarily assigned individuals will not be paid for their lunch hour.

4.3.6.4 Agencies have the right to request temporarily assigned individuals for holiday, evening/night, weekend or shift work.

4.3.6.5 Hours may vary per requesting agency.

4.3.7 The State reserves the right to request a replacement of any individual. If for any reason a replacement is required within the first eight (8) hours of service, there will be no charge to the State. Any time beyond the initial eight (8) hours of service, the temporarily assigned individual is determined to be unsatisfactory; the contractor agrees to issue a credit invoice to the agency for the total charges from the point the agency notifies the contractor to request a replacement.

4.3.7.1 The contractor agrees to replace an unsatisfactory individual within one (1) business day; however, the agency has the option to contact a different contractor for the service.

4.3.7.2 The agency shall be the sole judge as to whether a temporarily assigned individual is satisfactory and is fulfilling the agency's requirements.

4.4 VENDOR RESPONSE TO STAFFING REQUIREMENTS

4.4.1 Vendors must describe how they will obtain and assign temporary staffing under the contract. The vendor's policies and responses must include the following:

4.4.1.1 Define skill testing and screening mechanisms, including a description of reference and/or background checks solicited for each applicant;

- 4.4.1.2 Describe any benefits and incentive programs, as well as, skill enhancement opportunities which are available to assignable staff; and
- 4.4.1.3 Explain the manner in which job assignments/job matching will be determined.
- 4.4.2 Vendors should describe their minimum pre-employment screening. This may be negotiated with selected vendor(s) to ensure consistency at entry level positions; additional requirements will be at the requesting agency's discretion.
- 4.4.3 Vendors should identify what they provide as a minimum for pre-employment background checks.

4.1 REPORTING REQUIREMENTS

- 4.1.1 Contractor(s) will provide quarterly reports of all temporary employment services invoiced under the contract. The attached report form, ***Refer to Attachment L – Quarterly Report Form***, must be used.
- 4.1.2 Reports are to be submitted to the name and address listed on the form on or before the 15th of the month following the end of each State fiscal quarter.
 - 4.1.2.1 The State's fiscal quarters are as follows:
 - A. July 1 – September 30 – report due by October 15
 - B. October 1 – December 31 – report due by January 15
 - C. January 1 – March 31 – report due by April 15
 - D. April 1 – June 30 – report due by July 15
 - 4.1.2.2 **Failure to provide the quarterly reports in a timely manner may result in the assessment of one or more of the following penalties:**
 - A. Contract suspension; or
 - B. Contract termination.

5. COMPANY BACKGROUND AND REFERENCES

5.1 VENDOR INFORMATION

5.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
# of years in business:	
List of top officers:	
Location of company headquarters:	

Question	Response
Location(s) of the company offices:	
Location(s) of the office that will provide the services described in this RFP:	
Number of employees locally with the expertise to support the requirements identified in this RFP:	
Number of employees nationally with the expertise to support the requirements in this RFP:	
Location(s) from which employees will be assigned for this project:	

5.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State’s Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

5.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://nvsos.gov>.

Question	Response
Nevada Business License Number:	
Legal Entity Name:	

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes		No	
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If “No”, provide explanation.

5.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

5.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	
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If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	

Question	Response
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

5.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	
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If “Yes”, please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

5.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	
-----	--	----	--

If “Yes”, please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

- 5.1.8 Vendors must review the insurance requirements specified in *Attachment E, Insurance Schedule for RFP 3296*. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in *Attachment E*.

Yes		No	
-----	--	----	--

Any exceptions and/or assumptions to the insurance requirements *must* be identified on *Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP*. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor *must* provide the Certificate of Insurance identifying the coverages as specified in *Attachment E, Insurance Schedule for RFP 3296*.

- 5.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.
- 5.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.
- 5.1.11 Financial information and documentation to be included in *Part III, Confidential Financial Information* of vendor’s response in accordance with *Section 9.5, Part III – Confidential Financial Information*.
- 5.1.11.1 Dun and Bradstreet Number
- 5.1.11.2 Federal Tax Identification Number

5.2 SUBCONTRACTOR INFORMATION

- 5.2.1 Does this proposal include the use of subcontractors?

Yes		No	
-----	--	----	--

If “Yes”, vendor must:

- 5.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.
- 5.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:
- A. Describe the relevant contractual arrangements;

- B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and
 - C. Describe your previous experience with subcontractor(s).
- 5.2.1.3 Vendors must describe the methodology, processes and tools utilized for:
- A. Selecting and qualifying appropriate subcontractors for the project/contract;
 - B. Ensuring subcontractor compliance with the overall performance objectives for the project;
 - C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and
 - D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.
- 5.2.1.4 Provide the same information for any proposed subcontractors as requested in **Section 5.1, Vendor Information**.
- 5.2.1.5 Business references as specified in **Section 5.3, Business References** must be provided for any proposed subcontractors.
- 5.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.
- 5.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in **Section 5.2, Subcontractor Information**. The vendor must receive agency approval prior to subcontractor commencing work.

5.3 BUSINESS REFERENCES

- 5.3.1 Vendors should provide a maximum of five (5) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.
- 5.3.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:	
Company Name:	
Identify role company will have for this RFP project (Check appropriate role below):	
	VENDOR
	SUBCONTRACTOR
Project Name:	
Primary Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Facsimile, including area code:	
Email address:	
Alternate Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Facsimile, including area code:	
Email address:	
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	
Original Project/Contract Start Date:	
Original Project/Contract End Date:	
Original Project/Contract Value:	
Final Project/Contract Date:	
Was project/contract completed in time originally allotted, and if not, why not?	
Was project/contract completed within or under the original budget/cost proposal, and if not, why not?	

- 5.3.3 Vendors must also submit **Attachment F, Reference Questionnaire** to the business references that are identified in **Section 5.3.2**.
- 5.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.
- 5.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in **Section 9, RFP Timeline** for inclusion in the evaluation process. Reference Questionnaires not

received, or not complete, may adversely affect the vendor's score in the evaluation process.

- 5.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

5.4 VENDOR STAFF RESUMES

A resume must be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per *Attachment G, Proposed Staff Resume*.

6. COST

Vendors must provide the administrative service markup fee to be charged for recruiting an individual and the markup fee for direct referrals from the agency. Clearly specify the costs and nature of all expenses included in the markup fee. *Refer to Attachment H, Cost Schedule*.

7. FINANCIAL

7.1 PAYMENT

- 7.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.
- 7.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

7.2 BILLING

- 7.2.1 The State does not issue payment prior to receipt of goods or services.
- 7.2.2 The vendor must bill the State as outlined in the approved contract and/or payment schedule.
- 7.2.3 Vendors may propose an alternative payment option. Alternative payment options must be listed on *Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of the RFP*. Alternative payment options will be considered if deemed in the best interest of the State, project or service solicited herein.
- 7.2.4 Contractor may impose a cancellation charge for an assignment cancelled by an agency later than 3:00 p.m. on the day preceding scheduled arrival of temporarily assigned individuals. Such charge must not exceed two (2) hours of billable time for the job classification requested by the agency. Regarding the cancellation of an assignment standard employee eligibility and references will not be the

responsibility of the State; other background checks requested by the agency may be charged to the agency.

- 7.2.5 The cancellation charge amount may only be applied once per cancelled assignment regardless of the length of the assignment.
- 7.2.6 Contractor will not bill a cancellation charge for the dismissal of a temporarily assigned individual who is deemed unsatisfactory by the agency.
- 7.2.7 Advanced payments will not be made for temporarily assigned individuals.
- 7.2.8 With the exception as noted in **Section 4.3.7**, using agencies will be billed by the contractor for services rendered within their agency. The State will not be responsible for any mileage incurred by the temporarily assigned individual in traveling to or from the designated work location, nor will the State be responsible for any costs associated with parking.
- 7.2.9 Temporarily assigned individuals will not work overtime unless approved in advance and in writing by the agency. While the requirement of prior approval should be consistent with agencies, it is recognized that prior approval cannot always be obtained. Overtime worked without prior written authorization may be subject to non-payment. This requirement should be at the requesting agency's discretion. Overtime hours will be billed at one and a half (1.5) times the hourly rates for the temporary assignment.
- 7.2.10 Student Worker and Temporary Aid I would receive overtime pay after eight (8) hours in any given day per Nevada law. However, the requesting agency may have the temporary employee sign a flex agreement that the employee can flex time within a given week and not get paid for overtime.
- 7.2.11 Contractor must provide timesheets for their employees, signed by both the temporarily assigned individual and the agency representative. All signatures must be legible with the name of the signing party printed beneath their signature. Contractor must pay temporarily assigned individuals via check or direct deposit within five (5) working days of the timesheet submission. It will be the agency's decision if they will accept web-based timekeeping and supervisor authorization.
- 7.2.12 Invoices
 - 7.2.12.1 Contractor invoices must be submitted on a monthly basis directly to the agency for the periods covering the 1st through the end of the month.
 - 7.2.12.2 Invoices must include the appropriate timesheets and any other pertinent documentation (i.e., travel claim forms, receipts).
 - 7.2.12.3 Invoices shall not include time that is not for the specific reporting period. If by chance an employee turns in a late timesheet, outside of the reporting period, a separate invoice would need to be submitted for the late time period.

8. WRITTEN QUESTIONS AND ANSWERS

In lieu of a pre-proposal conference, the Purchasing Division will accept questions and/or comments in writing regarding this RFP as noted below:

8.1 QUESTIONS AND ANSWERS

- 8.1.1 The RFP Question Submittal Form is located on the Solicitation Opportunities webpage at <http://purchasing.nv.gov>. Select the Solicitation Status, Questions dropdown and then scroll to the RFP number and the “Question” link.
- 8.1.2 The deadline for submitting questions is as specified in *Section 9, RFP Timeline*.
- 8.1.3 All questions and/or comments will be addressed in writing. An email notification that the amendment has been posted to the Purchasing website will be issued on or about the date specified in *Section 9, RFP Timeline*.

9. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

Task	Date/Time
Deadline for submitting questions	12/08/2016@ 12:00 PM
Answers posted to website	On or about 12/12/2016
Deadline for submittal of Reference Questionnaires	No later than 4:30 PM on 12/16/2016
Deadline for submission and opening of proposals	No later than 2:00 PM on 12/20/2016
Evaluation period (approximate time frame)	12/21/2016 – 01/04/2017
Selection of vendor	On or about 01/06/2017
Anticipated BOE approval	03/14/2017
Contract start date (contingent upon BOE approval)	04/01/2017

10. PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT

10.1 GENERAL SUBMISSION REQUIREMENTS

- 10.1.1 Vendors’ proposals must be packaged and submitted in counterparts; therefore, vendors must pay close attention to the submission requirements.
- 10.1.2 Proposals will have a technical response, which may be composed of two (2) parts in the event a vendor determines that a portion of their technical response qualifies as “confidential” as defined within *Section 2, Acronyms/Definitions*.

- 10.1.3 If complete responses cannot be provided without referencing confidential information, such confidential information must be provided in accordance with ***Section 10.3, Part I B – Confidential Technical and Section 10.5, Part III Confidential Financial Information.***
- 10.1.4 Specific references made to the tab, page, section and/or paragraph where the confidential information can be located must be identified on ***Attachment A, Confidentiality and Certification of Indemnification*** and comply with the requirements stated in ***Section 10.6, Confidentiality of Proposals.***
- 10.1.5 The remaining section is the Cost Proposal.
- 10.1.6 Vendors may submit their proposal broken out into the three (3) sections required, or four (4) sections if confidential technical information is included, in a single box or package for shipping purposes.
- 10.1.7 The required CDs or Flash Drives must contain information as specified in ***Section 10.6.4.***
- 10.1.8 Detailed instructions on proposal submission and packaging follows and vendors must submit their proposals as identified in the following sections. Proposals and CDs or Flash Drives that do not comply with the following requirements may be deemed non-responsive and rejected at the State’s discretion.
- 10.1.9 All information is to be completed as requested.
- 10.1.10 Each section within the technical proposal and cost proposal must be separated by clearly marked tabs with the appropriate section number and title as specified.
- 10.1.11 Although it is a public opening, only the names of the vendors submitting proposals will be announced per NRS 333.335(6). Technical and cost details about proposals submitted will not be disclosed. Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Purchasing Division designee as soon as possible and at least two (2) days in advance of the opening.
- 10.1.12 If discrepancies are found between two (2) or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one (1) copy of the proposal is not clearly marked “MASTER,” the State may reject the proposal. However, the State may at its sole option, select one (1) copy to be used as the master.
- 10.1.13 For ease of evaluation, the proposal must be presented in a format that corresponds to and references sections outlined within this RFP and must be presented in the same order. Written responses must be in ***bold/italics*** and placed immediately following the applicable RFP question, statement and/or section. Exceptions/assumptions to this may be considered during the evaluation process.

- 10.1.14 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Unnecessarily elaborate responses beyond what is sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the proposer's lack of environmental and cost consciousness. Unless specifically requested in this RFP, elaborate artwork, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired.

The State of Nevada, in its continuing efforts to reduce solid waste and to further recycling efforts requests that proposals, to the extent possible and practical:

10.1.14.1 Be submitted on recycled paper;

10.1.14.2 Not include pages of unnecessary advertising;

10.1.14.3 Be printed on both sides of each sheet of paper; and

10.1.14.4 Be contained in re-usable binders or binder clips as opposed to spiral or glued bindings.

- 10.1.15 For purposes of addressing questions concerning this RFP, the sole contact will be the Purchasing Division as specified on Page 1 of this RFP. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP will not answer questions or otherwise discuss the contents of this RFP with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3). This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

- 10.1.16 Any vendor who believes proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Purchasing Division. To be considered, a request for review must be received no later than the deadline for submission of questions.

The Purchasing Division shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to the RFP.

Administrative review of technical or contractual requirements shall include the reason for the request, supported by factual information, and any proposed changes to the requirements.

10.1.17 If a vendor changes any material RFP language, vendor’s response may be deemed non-responsive per NRS 333.311.

10.2 PART I A – TECHNICAL PROPOSAL

10.2.1 The technical proposal must include:

10.2.1.1 One (1) original marked “MASTER”; and

10.2.1.2 Four (4) identical copies.

10.2.2 The technical proposal **must not include** confidential technical information (refer to **Section 10.3, Part IB, Confidential Technical**) or cost and/or pricing information. Cost and/or pricing information contained in the technical proposal may cause the proposal to be rejected.

10.2.3 Format and Content

10.2.3.1 Tab I – Title Page

The title page must include the following:

Part IA – Technical Proposal	
RFP Title:	Temporary Employment Services
RFP:	3296
Vendor Name:	
Address:	
Opening Date:	December 20, 2016
Opening Time:	2:00 PM

10.2.3.2 Tab II – Table of Contents

An accurate and updated table of contents must be provided.

10.2.3.3 Tab III – Vendor Information Sheet

The vendor information sheet completed with an original signature by an individual authorized to bind the organization must be included in this tab.

10.2.3.4 Tab IV – State Documents

The State documents tab must include the following:

A. The signature page from all amendments with an original signature by an individual authorized to bind the organization.

B. Attachment A – Confidentiality and Certification of Indemnification with an original signature by an individual authorized to bind the organization.

- C. Attachment C – Vendor Certifications with an original signature by an individual authorized to bind the organization.
- D. Attachment K – Certification Regarding Lobbying with an original signature by an individual authorized to bind the organization.
- E. Copies of any vendor licensing agreements and/or hardware and software maintenance agreements.
- F. Copies of applicable certifications and/or licenses.

10.2.3.5 Tab V - Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP

- A. **Attachment B** with an original signature by an individual authorized to bind the organization must be included in this tab.
- B. If the exception and/or assumption require a change in the terms or wording of any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed on **Attachment B**.
- C. Only technical exceptions and/or assumptions should be identified on **Attachment B**.
- D. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

10.2.3.6 Tab VI – Section 3 – Scope of Work

Vendors must place their written response(s) in **bold/italics** immediately following the applicable RFP question, statement and/or section.

10.2.3.7 Tab VII– Section 4 – Company Background and References

Vendors must place their written response(s) in **bold/italics** immediately following the applicable RFP question, statement and/or section. This section must also include the requested information in **Section 5.2, Subcontractor Information**, if applicable.

10.2.3.8 Tab VIII – Attachment G – Proposed Staff Resume

- A. Vendors must include all proposed staff resumes per **Section 5.4, Vendor Staff Resumes** in this section.
- B. This section should also include any subcontractor proposed staff resumes, if applicable.

10.2.3.9 Tab IX – Other Informational Material

Vendors must include any other applicable reference material in this section clearly cross referenced with the proposal.

10.3 PART IB – CONFIDENTIAL TECHNICAL PROPOSAL

10.3.1 Vendors only need to submit Part IB if the proposal includes any confidential technical information (*Refer to Attachment A, Confidentiality and Certification of Indemnification*).

10.3.2 The confidential technical proposal must include:

- 10.3.2.1 One (1) original marked “MASTER”; and
- 10.3.2.2 Four (4) copies.

10.3.3 Format and Content

10.3.3.1 Tab I – Title Page

The title page must include the following:

Part IB – Confidential Technical Proposal	
RFP Title:	Temporary Employment Services
RFP:	3296
Vendor Name:	
Address:	
Opening Date:	December 20, 2016
Opening Time:	2:00 PM

10.3.3.2 Tabs – Confidential Technical

Vendors must have tabs in the confidential technical information that cross reference back to the technical proposal, as applicable.

10.4 PART II – COST PROPOSAL

10.4.1 The cost proposal must include:

- 10.4.1.1 One (1) original marked “MASTER”; and
- 10.4.1.2 Four (4) identical copies.

10.4.2 The cost proposal must not be marked “confidential”. Only information that is deemed proprietary per NRS 333.020(5)(a) may be marked as “confidential”.

10.4.3 Format and Content

10.4.3.1 Tab I – Title Page

The title page must include the following:

Part II – Cost Proposal	
RFP Title:	Temporary Employment Services
RFP:	3296
Vendor Name:	
Address:	
Opening Date:	December 20, 2016
Opening Time:	2:00 PM

10.4.3.2 Tab II – Cost Proposal

Vendor’s response for the cost proposal must be included in this tab.

10.4.3.3 Tab III – Attachment I, Cost Proposal Certification of Compliance with Terms and Conditions of RFP

- A. **Attachment I** with an original signature by an individual authorized to bind the organization must be included in this tab.
- B. In order for any cost exceptions and/or assumptions to be considered, vendors **must** provide the specific language that is being proposed in **Attachment I**.
- C. Only cost exceptions and/or assumptions should be identified on **Attachment I**.
- D. **Do not restate** the technical exceptions and/or assumptions on this form.
- E. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

10.5 PART III – CONFIDENTIAL FINANCIAL INFORMATION

10.5.1 The confidential financial information part must include:

- 10.5.1.1 One (1) original marked “MASTER”; and
- 10.5.1.2 One (1) identical copy.

10.5.2 Format and Content

10.5.2.1 Tab I – Title Page

The title page must include the following:

Part III – Confidential Financial Information	
RFP Title:	Temporary Employment Services
RFP:	3296
Vendor Name:	
Address:	
Opening Date:	December 20, 2016
Opening Time:	2:00 PM

10.5.2.2 Tab II – Financial Information and Documentation

Vendors must place the information required per *Section 5.1.11* in this tab.

10.6 CONFIDENTIALITY OF PROPOSALS

10.6.1 As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.

10.6.2 Vendors are required to submit written documentation in accordance with *Attachment A, Confidentiality and Certification of Indemnification* demonstrating the material within the proposal marked “confidential” conforms to NRS §333.333, which states “Only specific parts of the proposal may be labeled a “trade secret” as defined in NRS §600A.030(5)”. Not conforming to these requirements will cause your proposal to be deemed non-compliant and will not be accepted by the State of Nevada.

10.6.3 Vendors acknowledge that material not marked as “confidential” will become public record upon contract award.

10.6.4 The required CDs or Flash Drives must contain the following:

10.6.4.1 One (1) “**Master**” CD or Flash Drive with an exact duplicate of the technical and cost proposal contents only.

A. The electronic files must include all required sections of the technical and cost proposal.

B. The CD or Flash Drive must be packaged in a case and clearly labeled as follows:

Master CD or Flash Drive	
RFP No:	3296
Vendor Name:	
Contents:	Part IA – Technical Proposal Part IB – Confidential Technical Proposal Part II – Cost Proposal

10.6.4.2 One (1) “**Public Records CD or Flash Drive**” which must include the technical and cost proposal contents to be used for public records requests.

- A. This CD or Flash Drive **must not** contain any confidential or proprietary information.
- B. All electronic files **must** be saved in “PDF” format, with one file named Part IA – Technical Proposal and one (1) file named part II – Cost Proposal.
- C. The CD or Flash Drive must be packaged in a case and clearly labeled as follows:

Public Records CD or Flash Drive	
RFP No:	3296
Vendor Name:	
Contents:	Part IA – Technical Proposal for Public Records Request Part II – Cost Proposal for Public Records Request

- 10.6.5 The Public Records submitted on the CD or Flash Drive will be posted to the Purchasing Website upon the Notice of Award.
- 10.6.6 It is the vendor’s responsibility to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation.
- 10.6.7 Failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by release of said information.

10.7 PROPOSAL PACKAGING

- 10.7.1 If the separately sealed technical and cost proposals as well as confidential technical information and financial documentation, marked as required, are enclosed in another container for mailing purposes, the outermost container must fully describe the contents of the package and be clearly marked as follows.
- 10.7.2 Vendors are encouraged to utilize the copy/paste feature of word processing software to replicate these labels for ease and accuracy of proposal packaging.

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR'S NAME:	

- 10.7.3 Proposals *must be received at the address referenced below no later than the date and time specified in Section 9, RFP Timeline*. Proposals that do not arrive by proposal opening time and date *will not be accepted*. Vendors may submit their proposal any time prior to the above stated deadline.
- 10.7.4 The State will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared.
- 10.7.5 Email, facsimile, or telephone proposals will NOT be considered; however, at the State's discretion, the proposal may be submitted all or in part on electronic media, as requested within the RFP document. Proposal may be modified by email, facsimile, or written notice provided such notice is received prior to the opening of the proposals.
- 10.7.6 The technical proposal shall be submitted to the State in a sealed package and be clearly marked as follows:

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
COMPONENT:	PART IA – TECHNICAL PROPOSAL
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR'S NAME:	

- 10.7.7 If applicable, confidential technical information shall be submitted to the State in a sealed package and be clearly marked as follows:

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
COMPONENT:	PART IB – CONFIDENTIAL TECHNICAL PROPOSAL
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR'S NAME:	

- 10.7.8 The cost proposal shall be submitted to the State in a sealed package and be clearly marked as follows:

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
COMPONENT:	PART II – COST PROPOSAL
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR’S NAME:	

- 10.7.9 Confidential financial information shall be submitted to the State in a sealed package and be clearly marked as follows:

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
COMPONENT:	PART III - CONFIDENTIAL FINANCIAL INFORMATION
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR’S NAME:	

- 10.7.10 The CDs or Flash Drives shall be submitted to the State in a sealed package and be clearly marked as follows:

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3296
COMPONENT:	CDs or Flash Drives
OPENING DATE:	December 20, 2016
OPENING TIME:	2:00 PM
FOR:	Temporary Employment Services
VENDOR’S NAME:	

11. PROPOSAL EVALUATION AND AWARD PROCESS

The information in this section does not need to be returned with the vendor’s proposal.

- 11.1** Proposals shall be consistently evaluated and scored in accordance with NRS 333.335(3) based upon the following criteria:

- 11.1.1 Demonstrated competence
- 11.1.2 Experience in performance of comparable engagements
- 11.1.3 Conformance with the terms of this RFP
- 11.1.4 Expertise and availability of key personnel
- 11.1.5 Cost

Note: Financial stability will be scored on a pass/fail basis.

Proposals shall be kept confidential until a contract is awarded.

- 11.2 The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the State of Nevada per NRS 333.335(5).
- 11.3 Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures. Refer generally to NRS 333.335.
- 11.4 Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive per NAC 333.165. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. Any modifications made to the original proposal during the best and final negotiations will be included as part of the contract.
- 11.5 A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

- 11.6** Any contract resulting from this RFP shall not be effective unless and until approved by the Nevada State Board of Examiners (NRS 333.700).

12. TERMS AND CONDITIONS

12.1 PROCUREMENT AND PROPOSAL TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they **must** identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they **MUST** be documented in **Attachment B**. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.*

- 12.1.1 This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.
- 12.1.2 The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.
- 12.1.3 The State reserves the right to waive informalities and minor irregularities in proposals received.
- 12.1.4 For ease of responding to the RFP, vendors are encouraged to download the RFP from the Purchasing Division's website at <http://purchasing.nv.gov>.
- 12.1.5 The failure to separately package and clearly mark **Part IB and Part III** – which contains confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.
- 12.1.6 Proposals must include any and all proposed terms and conditions, including, without limitation, written warranties, maintenance/service agreements, license agreements and lease purchase agreements. The omission of these documents renders a proposal non-responsive.
- 12.1.7 The State reserves the right to reject any or all proposals received prior to contract award (NRS 333.350).
- 12.1.8 The State reserves the right to limit the scope of work prior to award, if deemed in the best interest of the State. (NRS 333.350)
- 12.1.9 The State shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the State of Nevada after all factors have been evaluated (NRS 333.335).

- 12.1.10 Any irregularities or lack of clarity in the RFP should be brought to the Purchasing Division designee's attention as soon as possible so that corrective addenda may be furnished to prospective vendors.
- 12.1.11 A description of how any and all services and/or equipment will be used to meet the requirements of this RFP shall be given, in detail, along with any additional informational documents that are appropriately marked.
- 12.1.12 Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.
- 12.1.13 Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.
- 12.1.14 Proposals from employees of the State of Nevada will be considered in as much as they do not conflict with the State Administrative Manual, NRS Chapter 281 and NRS Chapter 284.
- 12.1.15 Proposals may be withdrawn by written or facsimile notice received prior to the proposal opening time. Withdrawals received after the proposal opening time will not be considered except as authorized by NRS 333.350(3).
- 12.1.16 Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.
- 12.1.17 The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.
- 12.1.18 Proposals submitted per proposal submission requirements become the property of the State, selection or rejection does not affect this right; proposals will be returned only at the State's option and at the vendor's request and expense. The masters of the technical proposal, confidential technical proposal, cost proposal and confidential financial information of each response shall be retained for official files.
- 12.1.19 The Nevada Attorney General will not render any type of legal opinion regarding this transaction.
- 12.1.20 Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and Chapter 333 of the Nevada Administrative Code.
- 12.1.21 NRS 333.290 grants a preference to materials and supplies that can be supplied from a "charitable, reformatory or penal institution of the State" that produces such goods or services through the labor of inmates. The Administrator reserves

the right to secure these goods, materials or supplies from any such eligible institution, if they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to this solicitation. In addition, NRS 333.410 grants a preference to commodities or services that institutions of the State are prepared to supply through the labor of inmates. The Administrator will apply the preferences stated in NRS 333.290 and 333.410 to the extent applicable.

12.2 CONTRACT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they *must* identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they **MUST** be documented in **Attachment B**. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.

- 12.2.1 The awarded vendor will be the sole point of contract responsibility. The State will look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.
- 12.2.2 The awarded vendor must maintain, for the duration of its contract, insurance coverages as set forth in the Insurance Schedule of the contract form appended to this RFP. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or acceptable alternative method of insurance will be deemed a breach of contract.
- 12.2.3 The State will not be liable for Federal, State, or Local excise taxes per NRS 372.325.
- 12.2.4 **Attachment B and Attachment I** of this RFP shall constitute an agreement to *all* terms and conditions specified in the RFP, except such terms and conditions that the vendor expressly excludes. Exceptions and assumptions will be taken into consideration as part of the evaluation process; however, vendors *must* be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.
- 12.2.5 The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170. The contract between the parties will consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, any modifications and clarifications to the awarded vendor's proposal, the RFP,

and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract.

- 12.2.6 Local governments (as defined in NRS 332.015) are intended third party beneficiaries of any contract resulting from this RFP and any local government may join or use any contract resulting from this RFP subject to all terms and conditions thereof pursuant to NRS 332.195. The State is not liable for the obligations of any local government which joins or uses any contract resulting from this RFP.
- 12.2.7 Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and will not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.
- 12.2.8 Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.

The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

12.3 PROJECT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal. However, if vendors have any exceptions and/or assumptions to any of the terms and conditions in this section, they **MUST** identify in detail their exceptions and/or assumptions on **Attachment B, Technical Proposal Certification of Compliance**. In order for any exceptions and/or assumptions to be considered they **MUST** be documented in **Attachment B**. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline.

12.3.1 Award of Related Contracts

- 12.3.1.1 The State may undertake or award supplemental contracts for work related to this project or any portion thereof. The contractor shall be bound to cooperate fully with such other contractors and the State in all cases.
- 12.3.1.2 All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

12.3.2 State Owned Property

The awarded vendor shall be responsible for the proper custody and care of any State owned property furnished by the State for use in connection with the performance of the contract and will reimburse the State for any loss or damage.

12.3.3 Travel

If travel is required, the following processes must be followed:

12.3.3.1 All travel must be approved in writing in advance by the Department.

12.3.3.2 Requests for reimbursement of travel expenses must be submitted on the State Claim for Travel Expense Form with original receipts for all expenses.

12.3.3.3 The travel expense form, with original signatures, must be submitted with the vendor's invoice.

12.3.3.4 Vendor will be reimbursed travel expenses and per diem at the rates allowed for State employees at the time travel occurs.

12.3.3.5 The State is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by vendor for a rental vehicle.

12.3.4 Right to Publish

12.3.4.1 All requests for the publication or release of any information pertaining to this RFP and any subsequent contract must be in writing and sent to the Administrator of Nevada State Purchasing or designee.

12.3.4.2 No announcement concerning the award of a contract as a result of this RFP can be made without prior written approval of the Administrator of Nevada State Purchasing or designee.

12.3.4.3 As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.

12.3.4.4 The contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of the Administrator of Nevada State Purchasing or designee.

12.3.4.5 Throughout the term of the contract, the contractor must secure the written approval of the State per **Section 12.3.4.2** prior to the release of any information pertaining to work or activities covered by the contract.

13. SUBMISSION CHECKLIST

This checklist is provided for vendor’s convenience only and identifies documents that must be submitted with each package in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

Part IA– Technical Proposal Submission Requirements		Completed
Required number of Technical Proposals per submission requirements		
Tab I	Title Page	
Tab II	Table of Contents	
Tab III	Vendor Information Sheet	
Tab IV	State Documents	
Tab V	Attachment B – Technical Proposal Certification of Compliance with Terms and Conditions of RFP	
Tab VI	Section 3 – Scope of Work	
Tab VII	Section 4 – Company Background and References	
Tab VIII	Attachment G – Proposed Staff Resume(s)	
Tab IX	Other Informational Material	
Part IB – Confidential Technical Submission Requirements		
Required number of Confidential Technical Proposals per submission requirements		
Tab I	Title Page	
Tabs	Appropriate tabs and information that cross reference back to the technical proposal	
Part II – Cost Proposal Submission Requirements		
Required number of Cost Proposals per submission requirements		
Tab I	Title Page	
Tab II	Cost Proposal	
Tab III	Attachment I - Cost Proposal Certification of Compliance with Terms and Conditions of RFP	
Part III – Confidential Financial Information Submission Requirements		
Required number of Confidential Financial Proposals per submission requirements		
Tab I	Title Page	
Tab II	Financial Information and Documentation	
CDs or Flash Drives Required		
One (1)	Master CD or Flash Drive with the technical and cost proposal contents only	
One (1)	Public Records CD or Flash Drive with the technical and cost proposal contents only	
Reference Questionnaire Reminders		
Send out Reference Forms for Vendor (with Part A completed)		
Send out Reference Forms for proposed Subcontractors (with Part A and Part B completed, if applicable)		

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	
Justification for Confidential Status			

A Public Records CD or Flash Drive has been included for the Technical and Cost Proposal			
YES		NO (See note below)	
<i>Note: By marking “NO” for Public Record CD or Flash Drive included, you are authorizing the State to use the “Master CD or Flash Drive” for Public Records requests.</i>			

Part III – Confidential Financial Information			
YES		NO	
Justification for Confidential Status			

Company Name

Signature

Print Name

Date

This document must be submitted in Tab IV of vendor’s technical proposal

**ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Company Name

Signature

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor’s technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Vendor Company Name

Vendor Signature

Print Name

Date

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT D – CONTRACT FORM

The following State Contract Form is provided as a courtesy to vendors interested in responding to this RFP. Please review the terms and conditions in this form, as this is the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the Contract Form with their proposal.

If exceptions and/or assumptions require a change to the Contract Form, vendors *must* provide the specific language that is being proposed on *Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP*.

Please pay particular attention to the insurance requirements, as specified in *Paragraph 16 of the embedded contract* and *Attachment E, Insurance Schedule for RFP 3296*.



Contract Form.doc

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at svrpurch@admin.nv.gov for an emailed copy.

ATTACHMENT E – INSURANCE SCHEDULE FOR RFP 3296

The following Insurance Schedule is provided as a courtesy to vendors interested in responding to this RFP. Please review the terms and conditions in the Insurance Schedule, as this is the standard insurance schedule used by the State for all services of independent contractors.

If exceptions and/or assumptions require a change to the Insurance Schedule, vendors **must** provide the specific language that is being proposed on ***Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP.***



Insurance Schedule

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at srvpurch@admin.nv.gov for an emailed copy.

ATTACHMENT F – REFERENCE QUESTIONNAIRE

The State of Nevada, as a part of the RFP process, requires proposing vendors to submit business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

INSTRUCTIONS TO PROPOSING VENDOR	
1.	Proposing vendor or vendor's proposed subcontractor MUST complete Part A and/or Part B of the Reference Questionnaire.
2.	Proposing vendor MUST send the Reference Questionnaire to EACH business reference listed for completion of Part D, Part E and Part F.
3.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: <div style="text-align: center;"> <p>State of Nevada, Purchasing Division Subject: RFP 3296 Attention: Purchasing Division Email: rfpdocs@admin.nv.gov Fax: 775-684-0188</p> </div> <p>Please reference the RFP number in the subject line of the email or on the fax.</p>
4.	The completed Reference Questionnaire MUST be received <i>no later than 4:30 PM PT December 16, 2016</i>
5.	Business references are NOT to return the Reference Questionnaire to the Proposer (Vendor).
6.	In addition to the Reference Questionnaire, the State may contact any and all business references by phone for further clarification, if necessary.
7.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
8.	Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.



Reference
Questionnaire

To open the document, double click on the icon.

If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at srvpurch@admin.nv.gov for an emailed copy.

ATTACHMENT G – PROPOSED STAFF RESUME

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff using the State format.



Proposed Staff
Resume

To open the document, double click on the icon.

*If you are unable to access the above inserted file
once you have doubled clicked on the icon,
please contact Nevada State Purchasing at
srvpurch@admin.nv.gov for an emailed copy.*

ATTACHMENT H – COST SCHEDULE

Vendor _____

Vendors must fill in the blanks for the administrative fee, any applicable vendor contribution taxes, and if applicable, benefit costs to be charged for each temporary position classification. **Refer to Attachment M – Listing of Position Classifications & Pay Rate** for the position classifications and approximate employee hourly rate; this list is not meant to be all inclusive. The salaries listed are estimates only. The administrative fee should be calculated on the hourly pay rate only. Please complete the following:

<p>Agency Recruitment Administrative Fee: The requesting agency refers an individual to the contractor; the contractor does not do the recruitment.</p>	
<p>Contractor Recruitment Administrative Fee: The contractor does the recruitment on behalf of the requesting agency.</p>	
<p>Employers Tax Contribution: Applicable employer taxes.</p>	
<p>Benefit Cost: Cost of benefits provided to the temporary employee.</p>	

The State is requesting an Administrative Fee, which would include the vendor’s cost and profit, separate from any applicable employer taxes or benefit costs. There will be **no fee** incurred to the State should the temp employee accept a permanent position to the State regardless of the timeframe.

**ATTACHMENT I – COST PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.

Company Name

Signature

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

**This document must be submitted in Tab III of vendor’s cost proposal.
This form MUST NOT be included in the technical proposal.**

ATTACHMENT K – FEDERAL LAWS AND AUTHORITIES

The information in this section does not need to be returned with the vendor's proposal. Following is a list of Federal Laws and Authorities with which the awarded vendor will be required to comply.

ENVIRONMENTAL:

1. Archeological and Historic Preservation Act of 1974, PL 93-291
2. Clean Air Act, 42 U.S.C. 7506(c)
3. Endangered Species Act 16 U.S.C. 1531, ET seq.
4. Executive Order 11593, Protection and Enhancement of the Cultural Environment.
5. Executive Order 11988, Floodplain Management
6. Executive Order 11990, Protection of Wetlands
7. Farmland Protection Policy Act, 7 U.S.C. 4201 ET seq.
8. Fish and Wildlife Coordination Act, PL 85-624, as amended
9. National Historic Preservation Act of 1966, PL 89-665, as amended
10. Safe Drinking Water Act, Section 1424(e), PL 92-523, as amended

ECONOMIC:

1. Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754, as amended
2. Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants or Loans

SOCIAL LEGISLATION

1. Age Discrimination Act, PL 94-135
2. Civil Rights Act of 1964, PL 88-352
3. Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
4. Executive Order 11246, Equal Employment Opportunity
5. Executive Orders 11625 and 12138, Women's and Minority Business Enterprise
6. Rehabilitation Act of 1973, PL 93, 112

MISCELLANEOUS AUTHORITY:

1. Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
2. Executive Order 12549 – Debarment and Suspension

ATTACHMENT L – QUARTERLY REPORT FORM

YEAR _____ (Check appropriate quarter)

October-December	January-March	April-June	July-September
Vendor Name:			
Individual Submitting Report:			
Phone Number:		Email:	
State Agency:			
Region (Northern, Southern, or Rural):			

This Quarterly Report must be completed for each using agency. Send reports on or before **January 15, April 15, July 15, and October 15** annually throughout the life of contract. Email is the preferred method of submitting quarterly reports.

Email to:

Attention: Annette Morfin
 Nevada State Purchasing Division
 515 E. Musser Street, Ste. 300
 Carson City NV 89701
 Phone: (775) 684-0185 • Fax: (775) 684-0188
 E-mail Address: amorfin@admin.nv.gov

Amount charged to agency for cancellation fee (as allowed by *Section 7.2.4* of the RFP): _____

Position Title	Billed Hours for Quarter	Hourly Rate Billed for Quarter	Total Invoiced for Quarter
TOTAL			

Insert data for the current quarter only, based on service provided during the quarter for each agency. Report each agency on separate form.

DUPLICATE FORM FOR USE THROUGHOUT THE LIFE OF THE CONTRACT

ATTACHMENT M – LISTING OF POSITION CLASSIFICATIONS & PAY RATE

This listing is not meant to be all inclusive. These are the minimum wage for the position listed. Vendors may access the job descriptions via the Department of Administration, Division of Human Resource Management website <http://hr.nv.gov> under “Class Specifications”.

State Position Classification/Title	Pay Grade	Per Hour Rate Paid to Employee *
Accounting Assistant IV	29	\$17.50 - \$25.59
Accounting Assistant III	27	\$16.13 - \$23.49
Accounting Assistant II	25	\$14.89 - \$21.53
Accounting Assistant I	23	\$13.76 - \$19.79
Administrative Aid	21	\$12.78 - \$18.22
Administrative Assistant IV	29	\$17.50 - \$25.59
Administrative Assistant III	27	\$16.13 - \$23.49
Administrative Assistant II	25	\$14.89 - \$21.53
Administrative Assistant I	23	\$13.76 - \$19.79
Clerical Trainee	20	\$12.28 - \$17.50
Admissions/Records Assistant IV	29	\$17.50 - \$25.59
Admissions/Records Assistant III	27	\$16.13 - \$23.49
Admissions/Records Assistant II	25	\$14.89 - \$21.53
Admissions/Records Assistant I	23	\$13.76 - \$19.79
Craft Worker in Training IV	29	\$17.50 - \$25.59
Craft Worker in Training III	28	\$16.80 - \$24.52
Craft Worker in Training II	27	\$16.13 - \$23.49
Craft Worker in Training I	25	\$14.89 - \$21.53
Curator I	31	\$19.00 - \$27.94
DMV Services Technician IV	29	\$17.50 - \$25.59
DMV Services Technician III	27	\$16.13 - \$23.49
DMV Services Technician II	25	\$14.89 - \$21.53
DMV Services Technician I	23	\$13.76 - \$19.79
Grounds Maintenance Worker IV	24	\$14.34 - \$20.68
Grounds Maintenance Worker III	23	\$13.76 - \$19.79
Grounds Maintenance Worker II	22	\$14.34 - \$20.68
Grounds Maintenance Worker I	20	\$12.28 - \$17.50
Landscape/Architect Assistant I	31	\$19.00 - \$27.94
Legal Assistant	29	\$17.50 - \$25.59
Legal Secretary II	29	\$17.50 - \$25.59
Legal Secretary I	27	\$16.13 - \$23.49

State Position Classification/Title	Pay Grade	Per Hour Rate Paid to Employee *
Legal Secretary Trainee	25	\$14.89 - \$21.53
Library Technician I	27	\$16.13 - \$23.49
Library Assistant III	25	\$14.89 - \$21.53
Library Assistant II	23	\$13.76 - \$19.79
Library Assistant I	21	\$12.78 - \$18.22
Mail Service Clerk II	23	\$13.76 - \$19.79
Mail Service Clerk I	21	\$12.78 - \$18.22
Maintenance Repair Aid IV	26	\$15.49 - \$22.48
Maintenance Repair Aid III	23	\$13.76 - \$19.79
Maintenance Repair Aid II	22	\$14.34 - \$20.68
Maintenance Repair Aid I	20	\$12.28 - \$17.50
Maintenance Repair Worker IV	28	\$16.80 - \$24.52
Maintenance Repair Worker III	27	\$16.13 - \$23.49
Maintenance Repair Worker II	25	\$14.89 - \$21.53
Maintenance Repair Worker I	23	\$13.76 - \$19.79
Museum Attendant II	23	\$13.76 - \$19.79
Museum Attendant I	21	\$12.78 - \$18.22
Personnel Technician I	25	\$14.89 - \$21.53
Property Inventory Clerk II	25	\$14.89 - \$21.53
Property Inventory Clerk I	23	\$13.76 - \$19.79
Purchasing Technician II	27	\$16.13 - \$23.49
Purchasing Technician I	25	\$14.89 - \$21.53
Retirement Technician	28	\$16.80 - \$24.52
Fire Control Dispatcher I	29	\$17.50 - \$25.59
Retail/Storekeeper IV	30	\$18.22 - \$26.74
Retail/Storekeeper III	28	\$16.80 - \$24.52
Retail/Storekeeper II	26	\$15.49 - \$22.48
Retail/Storekeeper I	24	\$14.34 - \$20.68
Student Worker	10	\$9.28
Temporary Aid II	16	\$10.91
Temporary Aid I	12	\$9.78

*Note: Amounts listed are the approximate current hourly rate paid to temporary employees. Pay rates listed are the minimum wage to be paid for the position classification, but may be negotiated with the requesting agency. All pay rates are the range pay level for a new State employee in the class specification and is not affected by geographic region.