



Purchasing Use Only:	
Approval#:	160510

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:		
	State Agency:	Board of Cosmetology	
	Contact Name and Title	Phone Number	Email Address
	Gary K. Landry	702-486-4126	gary@nvcosmo.com
	Adam Higginbotham	702-486-4128	adam@nvcosmo.com

Vendor Information:	
Identify Vendor:	JK Belz & Associates
Contact Name:	Jeanette Belz
Address:	10580 N. Mc Carran Blvd, #115-222, Reno, NV 89503
Telephone Number:	775-329-0119
Email Address:	jb@jkbeltz.com

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	
	Professional Service Exemption:	X

Contract Information:			
1d	Is this a new Contract?	Yes X	No
	Amendment:	#	
	CETS:	#	

1e	Term:	
	One (1) Time Purchase:	X
	Contract:	Start Date: June 1, 2016 End Date: May 31, 2018

1f	Funding:	
	State Appropriated:	
	Federal Funds:	
	Grant Funds:	
	Other (Explain):	Funds come from licensing fees paid by the licensees

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	\$63,000

2	<p>Provide a description of work/services to be performed or commodity/good to be purchased:</p> <p><i>Lobbying services to monitor and track legislative activities and actions that might affect or be of interest to the Board; advise and assist in dealing with any legislative activities and actions identified by the Board as needing lobbying services; represent the Board's interests when authorized by the Board; provide testimony on behalf of the Board when necessary; assist with presenting and monitoring new or desired modifications of the Nevada Revised Statutes contained within Chapter 644 of the Nevada Administrative Code; inform the Board of legislative meetings and hearings of the State, Assembly and Legislative Commission; and work with legislators and Legislative Council Bureau staff on behalf of the Board</i></p>
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3	<p>What are the unique features/qualifications required for this service or good that are not available from any other vendor:</p> <p><i>This lobbyist processes historical knowledge of the law and has represented the Board before the legislature, the Legislative Commission and other interim committees including providing testimony as appropriate. She has identified issues and reported any positive or negative impact to this Board. Her lengthy relationship and understanding of this Board and its mission is critically important to all licensees. She has flawlessly developed strategies with Board staff and members to effectively represent issues. Her services are specific to the cosmetology profession that no one else can provide by attending all Board meetings, regulatory workshops, hearings and other meetings for issues of concern to the Board, along with introducing Board staff to lawmakers and other government officials. Her effective representation has been an instrument in passing laws and regulations to better serve our licensees as well as protecting the public</i></p>
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4	<p>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:</p> <p><i>Since 2007 this lobbyist has been providing in depth, specific services to our Board with a unique understanding of the cosmetology industry and its needs. A relationship of trust has been established with this particular lobbyist that provides the desired level of confidence and openness. She has knowledge and understanding of our chapter and the ongoing needs of this Board. Her constant representation and attendance to all of our meetings establishes the experience that no one else can come close to having. Her lengthy relationship with this Board has been positively instrumental in developing strategies in advancing desired legislation. Her outstanding liaison capabilities have assisted Board members and the Executive Director in meeting key legislators when necessary and appropriate.</i></p>
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5	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Were alternative services or commodities evaluated? Check One.</td> <td style="width: 10%; text-align: center;">Yes:</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;">No:</td> <td style="width: 10%;"></td> </tr> </table> <p>a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i></p> <p><i>The hiring of a personal service provider should be based upon trust, understanding and confidence, as well as cost. Contact was made with two other lobbyists. Responses were received declining the offer to bid. We also evaluated the ability for other vendors to provide the services we require. However, the Board does not believe that this type of service is one that is easily or advisably a biddable type of service. In depth understanding of the industry is pertinent when considering any other vendor. We could not find any other vendor with the same capabilities and the time commitment needed to provide the quality of service as received under our current vendor.</i></p> <p>b. <i>If not, why were alternatives not evaluated?</i></p>	Were alternative services or commodities evaluated? Check One.	Yes:	<input checked="" type="checkbox"/>	No:	
Were alternative services or commodities evaluated? Check One.	Yes:	<input checked="" type="checkbox"/>	No:			

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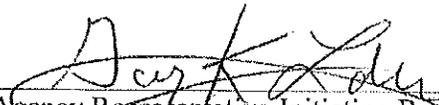
6	Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL previous waivers MUST accompany this request.			Yes:	<input checked="" type="checkbox"/>	No:		
	a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i>							
	<i>Term Start and End Dates</i>		<i>Value</i>	<i>Short Description</i>	<i>Type of Procurement (RFP, RFQ, Waiver #)</i>			
	<i>02/05/2007 06/04/2007</i>		<i>\$6,000.00</i>	<i>Consulting services</i>	<i>Informal Solicitation</i>			
	<i>04/01/2008 06/30/2009</i>		<i>\$15,000.00</i>	<i>Consulting services</i>	<i>Informal Solicitation</i>			
	<i>10/13/2009 10/13/2011</i>		<i>\$30,000.00</i>	<i>Consulting services</i>	<i>Contract Extension</i>			
	<i>05/01/2012 05/08/2014</i>		<i>\$38,400.00</i>	<i>Consulting services</i>	<i>Informal Solicitation</i>			
<i>05/08/2014 05/08/2016</i>		<i>\$47,880.00</i>	<i>Consulting services</i>	<i>Amendment</i>				

7	What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
	<i>The State would lose the ability to utilize a well trained and educated consultant who has learned the industry and is well versed in all of the industry's nomenclature, services, and other specific requirements.</i>

8	What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?
	<i>The historical knowledge that our current lobbyist processes cannot be replicated. A trust relationship has been established for over nine (9) years and the Board is assured that the best interest of their mission is achieved. This has clearly been done by this vendor's skillful awareness of the laws governing our chapter. She has an established record of achieving results by being the key instrument in passing new laws and regulations that will protect the public and facilitate people to become licensed professionals. Her awareness and understanding of the cosmetology industry sets her apart from others in achieving results through her flawless rapport with members of the Legislature. Although the Board firmly believes this service is truly not adaptive to competitive selection, we did make the attempt to solicit bids from two other vendors. We were told they could not compete with our current vendor due to the lack of time and knowledge of the industry.</i>

9	Will this purchase obligate the State to this vendor for future purchases? Check One.	Yes:	<input checked="" type="checkbox"/>	No:	
	a. <i>If yes, please provide details regarding future obligations or needs.</i>				
	<i>Although the State is not obligated to this vendor for any future purchases, the Board may again request a waiver based solely on her documented expertise and evidence of results. The information provided herein clearly shows a long standing relationship with a lobbyist that has a proven record of working effectively with this Board since 2007. Her confirmed abilities and her outstanding track record of achievements with assistance in passing laws and regulations confirm a role that this Board depends on to protect the public and the licensees.</i>				

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.


Agency Representative Initiating Request

Gary K. Landry
Print Name of Agency Representative Initiating Request

05/09/2016
Date


Signature of Agency Head Authorizing Request

Gary K. Landry
Print Name of Agency Head Authorizing Request

05/09/2016
Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. **This signature does not exempt your agency from any other processes that may be required.**

Name of agency or entity who provided information or review:

Representative Providing Review

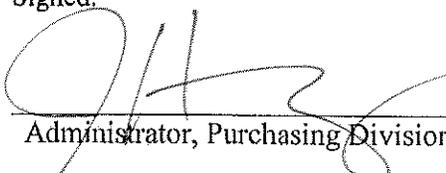
Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:


Administrator, Purchasing Division or Designee

5-23-2016
Date