# INSTRUCTIONS

## For questions regarding completion of this form, please contact your agency’s assigned Purchasing Officer. For a list of assigned Purchasing Officers please visit:

http://purchasing.nv.gov/contact/Who\_is\_my\_Purchasing\_Officer/.

## Complete all information required in the following tables. If not applicable or not required, please put ‘N/A’ in the appropriate section. The information provided will be included in the appropriate sections of the RFP.

## The Purchasing Officer will provide you with a draft of the RFP once all information from this form has been incorporated into the RFP template.

## Reach out to your assigned Purchasing Officer if you need a copy of the RFP template for reference while completing this form.

## If a previous RFP was done, agencies should review the Q&A from the previous solicitation as well as any negotiated items from the previous contract to make sure everything is covered in the new RFP.

# DEPARTMENT / AGENCY INFORMATION

|  |  |
| --- | --- |
| Department: |  |
| Agency/Division/Bureau: |  |
| Contact Person: |  |
| Title: |  |
| Phone Number: |  |
| Email Address: |  |
| Mailing Address: |  |
| This RFP Title: |  |
| Previous RFP Number, if applicable: | RFP #: |
| ***Please attach a copy for reference of the previous RFP or Contract if done by agency personnel*** | |
| Deputy Attorney General that reviewed this scope of work. | |

# CONTRACT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Anticipated Contract Amount: |  | | | | |
| Anticipated BOE Date: |  | | | | |
| Anticipated Contract Term: | From: |  | | To: |  |
| ***Identify the names and titles of the individuals that will sign the contract:*** | | | | | |
| ***Name*** | | | ***Title*** | | |

# aGENCY FUNDING AND ACCOUNT BUDGET INFORMATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fund \* |  | Agency **\*** |  | Org**\*** |  | Sub Org |  |
| Approp. Unit \* | |  | Activity |  | Function |  | |
| Object **\*** | |  | Sub Object |  | Job |  | |
| **Identify Percentage of Funds used below:** | | | | | | | |
| General Funds: | |  | | Highway Funds: | |  | |
| Fees: | |  | | Bonds: | |  | |
| Other Funding: | |  | | Federal Funds: | |  | |

# TECHNOLOGY INVESTMENT NOTICE

## Does this RFP contain any IT components or can be considered an IT investment project over $50,000

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TIN required? | Yes |  | No |  |

## If yes, the Agency must provide the completed TIN memo along with this form. Not providing the TIN will result in a delay.

# EVALUATON COMMITTEE

## All Evaluation Committee members must be identified prior to submitting development form to State Purchasing.

### Evaluation committee must conform to the requirements set forth in NAC 333.162 Subsections (5) and (6)

### If required, the Agency must designate the individual capable of providing a PASS/FAIL score for financials on behalf of the Evaluation Committee. Financial Reviewer to be submitted below.

### Purchasing will collect Profit and Loss statements as well as the Duns and Bradstreet, if requested:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require P&L and D&B? | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title Abbrv.** | **Email Address** | **Supervisor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Financial Reviewer** | | | |
|  |  |  |  |

# EVALUATION CRITERIA

## Agencies shall propose scope and presentation (if required) specific criteria by which to evaluate the vendor response.

### Criteria is subject to approval pursuant to NAC 333.160.

### Criteria shall be in complete sentences (except where appropriate for scope) and have a weight to assigns points.

#### Points are assigned by the Evaluators upon scoring. Evaluators shall score from 1-10 then the score is multiplied by the weight.

#### Agencies are encouraged to identify and weight the most important to least important criteria.

#### Weights do not need to equal a cumulative “100”, as they are not percentages.

### If scope is a higher level, IT project or contains complicated scope requirements, agencies are encouraged to reach out to their assigned Purchasing Officer to discuss criteria and evaluation process.

## RFP CRITERIA

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Other: |  |

## PRESENTATIONS

### Vendor presentations shall be determined (if required) to be either Top three Scoring, or can be considered

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you want vendor presentations? | Yes |  | No |  |
| If yes, then identify preferred selection style. | | | | |
| Top three scoring vendors | Yes |  | No |  |
| Vendors above a natural break | Yes |  | No |  |
| Vendors above a specified number of points. | Yes |  | No |  |

### PRESENTATION CRITERIA:

|  |  |
| --- | --- |
| **Criteria** | **Weight** |
|  |  |
|  |  |
|  |  |
|  |  |

# INSURANCE REQUIREMENTS

## Agency should verify with Risk Management Division the appropriate insurance risk schedule as provided by Risk Management.

## Visit Risk.nv.gov to review Insurance Requirements for Contracts manual. <https://risk.nv.gov/Contracts/CR/>

# BUSINESS REFERENCES AND VENDOR STAFF RESUMES.

## BUSINESS REFERENCE TEMPLATE. State purchasing will collect three (3) business references by default. If the requesting agency wishes to specify additional requirements for more than three (3) or for references from a specific type of experience or term, please submit that request along with this document.

## VENDOR STAFF RESUMES. Purchasing can provide a copy of the Vendor Staff Resume Template for agency to review or request additional information to be included.

# SCOPE, GOALS, OVERVIEW, ATTACHMENTS, ETC.

## Agency should submit all other information as a normal Word Documents.

## SCOPE OF WORK. Agencies are to provide a complete scope of work using any consistent outline format. It is highly preferable that agencies use the same format when constructing their scope document and not switch between multiple outline styles.

## PREVIOUS RFP. Agencies can submit the previous RFP document to State Purchasing if the scope is unchanged. Previous documents MUST take into consideration any items that were negotiated from the awarded contract and the questions and answers from the previous RFP.

## OVERVIEW/GOALS/AGENCY HISTORY. Agencies should include information that provides the overall importance and need for the work with the scope document or as an additonal word doc.

## ATTACHMENTS. Agency personnel should include all other required attachments to purchasing in the format that supports the individual documents use. Review each document for updates to outdated terminology and requirements.

# COST SCHEDULE ATTACHMENT

## Agency is to provide the type of cost schedule to be utilized so that vendors submit cost/pricing in a format that supports the state’s ability to evaluate a equitable cost comparison. (comparing like to like)

## Agencies are encouraged to develop accurate Cost schedules that reflect that actual needs and define how the state agency intends to plan, pay and budget for the contract/services. Cost schedules can include any of the following that may be required for the project.

### Positions hourly rates, Equipment rates, Fixed fee vs. Milestone and Deliverable tasks, Optional services, Item specific cost, Development and Data Conversion Environments, Integration, System Test and User Acceptance Testing (UAT) Environments, Training and Production Environments, Annual Product Licensing and Maintenance.

## Agencies should review the impact and opportunity to post the budget in the RFP document for specific scope requirements. Weigh the benefits of best value to best utilization of the budget.

# PRE-IDENTIFIED VENDOR CONTACTS

## If an agency is aware of vendors in their specific scope, the agency may provide the name and email of a contact. State Purchasing will send email notification (only) to the identified email address. Agencies may not contact vendors directly pursuant to NAC 333.155