

**Joe Lombardo**  
*Governor*



**Jack Robb**  
*Director*

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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Purchasing Division*

515 East Musser Street, Suite 300 | Carson City, Nevada 89701  
Phone: 775-684-0170 | Fax: 775-684-0188

**DATE:** \_\_\_\_\_

**MEMORANDUM**

**TO:** Potential Negotiation Team Member

**FROM:** *Agency* \_\_\_\_\_

*Contact/Email* \_\_\_\_\_

**SUBJECT:** Contract Negotiation and Award Process

*Solicitation Number* \_\_\_\_\_

*Solicitation Title* \_\_\_\_\_

The State of Nevada, Purchasing Division (State Purchasing) is facilitating the above referenced solicitation(s). You have been identified as a subject matter expert (SME) or person otherwise necessary for final contract negotiations pursuant to NAC 333.170. Pursuant to NRS 333.335(7) each proposal evaluated is confidential and may not be disclosed until the contract is awarded. Therefore, to provide you access to the intended vendor proposal to ensure all project requirements are properly addressed in the final contract this letter serves as a non-disclosure agreement to allow certain staff access to certain solicitation and proposal documents for negotiation of the final terms of the contract prior to award.

Pursuant to NRS 333, State Purchasing is responsible for contracting for services whose estimated value is \$100,000 or more. Accordingly, State Purchasing has conducted formal solicitation(s) for the above referenced solicitation number(s). The solicitation(s) was conducted in accordance with the policies and procedures of NRS chapter 333, the State Purchasing Act and NAC chapter 333, Purchasing: State.

Agency staff, consultants, and State Purchasing developed a scope of work, contract requirements, and a written solicitation. An evaluation committee, evaluation factors, and evaluation weights were identified and approved by the Purchasing Administrator; and a formal solicitation was advertised and released through <https://NevadaEPro.com>. Vendors submitted proposals by a set date and time; and then those proposals were provided to the evaluation committee. Each evaluator consistently scored each proposal received using the established evaluation factors. Pursuant to NRS 333.335(6) the highest scoring vendor based on the total scores assigned by the committee has been issued a Notice of Intent and offered the opportunity to negotiate a final contract.

State Purchasing will provide the following documentation in electronic format via Microsoft Teams/SharePoint when this agreement is returned.

1. Solicitation documents as provided to prospective vendors
2. Written proposal from the intended vendor
3. Best and final offer documents from the intended vendor
4. A recording of the intended vendor presentation (if applicable)

To ensure fairness for all vendors and compliance with NAC 333.170, State Purchasing cannot provide the following information during confidential negotiations.

1. Submitted proposals from unsuccessful vendors
2. Evaluation scoring
3. Presentations from unsuccessful vendors
4. Details of unsuccessful negotiations (if any)

Some of documents you will receive access to are confidential only during negotiations and become public upon award, other documents may include confidential trade secrets that remain confidential in perpetuity. To ensure confidential documents are not disclosed, stored in an unsafe manner, or later subject to agency public records requests, documents should not be downloaded or removed from the Microsoft Teams/SharePoint folder.

State Purchasing Division maintains the highest standards of professional ethics and personal integrity, and those standards are incumbent upon all participants of the process. No participant shall engage in any action, communication or relationship that compromises or gives the appearance of compromising their ability to reach fair and impartial decisions regarding this procurement. Participants shall refrain from any private or professional activity that could create a conflict between personal interests and the interests of the State. All perceived and potential conflicts **must** be disclosed to State Purchasing prior to participation.

Further, as a State Purchasing led solicitation, the person identified at the top of this letter is the single point of contact for the solicitation. Agency staff may not communicate directly with vendors or the public regarding any part of the solicitation from release until award. If you are contacted by a vendor, the media, or the public regarding this project, you must report that to State Purchasing.

Proposing vendors are provided appeal rights by law. In the event an unsuccessful vendor files an appeal, participants must be prepared to testify at a hearing regarding vendor selection. It is imperative that each participant review and adhere to guidelines provided by State Purchasing. Failure to do so may jeopardize the ability to defend the process if an appeal is filed.

***Indicate your agreement with the information herein below and email this memo to the email on page 1***

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Printed Name	Title
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Email Address	Phone Number
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Signature	Date
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