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DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.nv.gov

INFORMAL SOLICITATION

December 11, 2018

Nevada Real Estate Educators/Instructors

Email delivery via Listserv to NRED-approved Real Estate Instructors
Posted on NRED website at <http://red.nv.gov>

Subject Informal Solicitation for Bids to Instruct Real Estate Division's "Property Management Best Practices" Continuing Education Program in Fiscal Years 2019 and 2020

Dear Real Estate Educator:

The State of Nevada, Real Estate Division is seeking proposals from qualified vendors for instructing the Division's continuing education program "Property Management Best Practices" (PMBP) in Reno, Elko and Las Vegas. It is the State's intent to enter into contracts with educators, acting as independent contractors, who have experience in meeting the various needs of agencies. These needs will vary but may include, at a minimum:

Scope of Work

Services by Contractor:

- Conduct the course as prescribed by the stated course objectives, outline, curriculum, PowerPoint presentation and other course materials provided by the Division.
- In each fiscal year – 2019 and 2020 – Contractor will instruct:
 - 6 classes in Las Vegas.
 - 4 classes in Reno.
 - 2 classes in Elko.
- Classes in Reno and Las Vegas will be scheduled by the Division.
- Classes in Elko will be scheduled by Contractor and notified to the Division.
- Utilize instructional techniques to effectively and timely cover the course content and encourage attendee participation.
- If, on the scheduled class date, none of the enrolled licensees attend within 15 minutes of the scheduled start time, the course shall be deemed cancelled. Contractor shall immediately notify the Division of the cancellation and shall be reimbursed \$120 upon submitting an invoice.
- Only Nevada real estate licensees, active and inactive, may receive a certificate for attending the course.
- Unless the Division provides a class monitor, Contractor will ensure that:

- the Division-supplied attendance (sign-in) sheet is available at each scheduled class.
 - attendees fill in their times in and out, and sign and initial the log, as appropriate.
 - the Division-supplied evaluation report forms are distributed to attendees and completed evaluations are collected after each class.
 - the original sign-in sheets and evaluations are submitted to the Division with Contractor's billing for the class.
- Contractor will not delegate contractor's instructional obligation without prior approval by the Division.
 - Provide own laptop and projector, if needed.
 - Responsible for own local transportation and administration costs, if any, in connection with travel to the class location and performance of the contract.

Services by Division:

- Develop and provide to Contractor an electronic copy of the course curriculum, including course objectives, timed outline, PowerPoint presentation, and student handouts.
- Provide a class monitor to oversee sign-ins, distribute handouts, and collect evaluation forms in Reno and Las Vegas. Contractor in Elko will be responsible for class monitoring.
- Schedule class dates and locations in Reno and Las Vegas. Classes in Elko will be scheduled by the Contractor and notified to the Division.
- Promote offerings for all locations on the Division's online continuing education calendars and in the *Open House* newsletter.
- Take class pre-registrations for all locations and provide roster to the instructor at least 24 hours in advance of the class. Walk-in attendance will be allowed if seating capacity permits.
- Issue certificates of completion for all locations.
- An offering with less than twelve (12) pre-registrations will be cancelled and Contractor and registered licensees will be notified of the cancellation at least 24 hours in advance.
- Provide a flat fee funding in Reno, Las Vegas and Elko of \$360 for each class taught. An additional \$400 per fiscal year will be available to reimburse the Elko Contractor for classroom rental costs, if any, upon submission of the rental statement.
- Division will pay the Contractor within thirty (30) days after the receipt of:
 - an invoice;
 - where applicable, the original sign-in sheets and completed class evaluations.

The PMBP program is a project of the Education and Research Fee Fund. The continuing education course is sponsored by the Real Estate Division. The program will be available in live classes to real estate licensees at no cost.

The PMBP contract will be administered by the Real Estate Division. Contract duration will be through fiscal year 2019 and, if in the best interest of the State and funding is available, fiscal year 2020. The contract is anticipated to commence upon Board of Examiners' approval and terminate at the end of business on June 30, 2020.

Vendor's Response/Proposal

Vendor's response to this informal solicitation shall include, at a minimum, the following:

- The geographic location where Vendor will provide service – Reno, Las Vegas or Elko.
- A copy of Vendor's Nevada Real Estate License.
- A copy of Vendor's current Certificate of Insurance.
- A copy of Vendor's business license.
- Contact name, and telephone number for service inquiries.
- A minimum of three references.
- Company ownership and length of time in business.
- Vendor's curriculum vitae or resume detailing experience in real estate, property management and teaching that meets the instructor qualifications set forth in NAC 645.426.

Attached to this request is a copy of the State's "Contract for Services of Independent Contractor for less than \$50,000" for review purposes only. Do not include a filled-out copy of the contract with your response.

Please give special consideration to Attachment BB, as this will identify the insurance limits (in Paragraph 12 of the sample contract) contracted vendors will be expected to maintain for the life of the contract.

Questions regarding this solicitation may be emailed to Safia Anwari, Education & Information Manager, at sanwari@red.nv.gov no later than December 28, 2018. Your questions will be answered as they are received.

Please provide your written response no later than January 4, 2019 at 5:00 PM, PST when bidding will close. Send your response to Safia Anwari, Education & Information Manager, 3300 W. Sahara Avenue, Las Vegas, NV 89102.

Sincerely,

Safia Anwari

Safia Anwari
Education & Information Manager

SAMPLE STATE CONTRACT FORM

The following State Contract Form is provided as a courtesy to vendors interested in responding to this solicitation. 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 response.

If exceptions and/or assumptions require a change to the Contract Form, vendors *must* provide the specific language that is being proposed.

Please pay particular attention to the insurance requirements, as specified in Paragraph 12 of the embedded contract which will be contained in *Attachment BB, Insurance Schedule*.



Short%20Form%20
Contract.docx

ATTACHMENT BB
INSURANCE SCHEDULE

Insert appropriate contract insurance schedules as established in Risk Management Division's "INSURANCE & INDEMNIFICATION REQUIREMENTS FOR CONTRACTS"

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

Independent Contractor's Signature

Date

Independent's Contractor's Title

Signature- State of Nevada

Date

Title