



INFORMAL SOLICITATION

January 19, 2018

Real Estate Educators/Instructors
Northern and Southern Nevada

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

Subject Informal Solicitation for Bids to Develop and Present the Fiscal Year 2018 Annual Instructor Development Training

The State of Nevada, Real Estate Division (NRED or the Division) is seeking proposals from qualified vendors to develop the Division's annual Instructor Development Workshop (IDW) for fiscal year 2018 (FY18) and present the training to Division-approved instructors in northern and southern Nevada. It is the State's intent to enter into contract with a training program developer and trainer who has experience in meeting the above-mentioned need of this agency.

THE PROJECT

The IDW is a one-time annual project of the Education and Research Fund. The FY18 project comprises the development of an instructor training program by a contracted specialist who will also present the training in northern and southern Nevada at locations and on dates/times to be decided by the Division in coordination with the Contractor. There will be one training workshop offered at each venue and the duration of the training will be a minimum of 3 hours.

Scope of Work

Subject matter of the program:

How to adopt an education program developed by another for an energized presentation that:

- Relates to licensed activity;
- Improves knowledge and skills;
- Captures audience attention and generates discussion.

Include techniques, delivery and technology, as applicable.

Services by Contractor:

- Working closely with NRED develop the training program, with timed outline and objectives, on the subject matter outlined above;
- Submit draft(s) to NRED for review and comments;

- Complete program development incorporating input and feedback from NRED in time for training workshops to be presented by June 30, 2018;
- Prepare the PowerPoint (or other) audio/visual or visual presentation and class handout, and submit to NRED for approval;
- Be available to present training on dates scheduled by NRED in Las Vegas and Reno;
- Contractor will not delegate contractor's program development and presentation obligations without prior approval by the Division;
- Contractor will use contractor's computer, software and other equipment and materials in the preparation of the program;
- On completion of the contractual obligations, submit an invoice, not to exceed the contract amount, to the Division.

Services by Division:

- Schedule the dates and locations of the training in Reno and Las Vegas, coordinating with Contractor to ensure availability to instruct on the scheduled dates and times;
- Schedule training rooms in Las Vegas and Reno;
- Provide presentation equipment for the training at each location, as needed;
- Promote the training to all Division-approved real estate educators/instructors;
- Take pre-registrations for both locations;
- Provide handouts, training evaluation report forms and any other materials for use in the training;
- Division will pay the Contractor within thirty (30) days after the receipt of an invoice with the applicable original receipts.

AVAILABLE BUDGET

The flat fee funding for the FY18 IDW may not exceed \$4,500. It will cover the following listed fees and expenses:

- A. Contractor's fee for developing the training program;
- B. Contractor's fee to provide instructor development training in Reno and Las Vegas;
- C. In-state and, if applicable, out-of-state travel;
- D. Accommodation, transportation and per diem expenses at the GSA (Federal) rates.

THE CONTRACT

The IDW contract will be administered by the Real Estate Division. The contract will commence upon approval by the Clerk of the Board of Examiners and will remain in effect through June 30, 2018.

Attached to this request you will find the State's standard Contract for Services of Independent Contractor form for your review. Please give special consideration to Attachment BB, as this identifies the insurance limits contracted vendors will be expected to maintain for the life of the contract.

YOUR RESPONSE/PROPOSAL should include, at a minimum, the following:

- A detailed summary/synopsis of the training program that incorporates the subject matter outlined under "Scope of Work" above.
- A copy of your Real Estate and/or other occupational License

- A copy of your Certificate of Insurance
- A copy of an applicable city or county business license
- Contact person, and telephone number for service inquiries
- Provide a minimum of three references
- Company ownership and length of time in business
- Proposed fees and breakdown of anticipated expenses
- A curriculum vitae or resume specifying experience in developing and presenting advancement training to educators or specialists that meets the instructor qualifications set forth in NAC 645.426

Questions regarding this solicitation should be sent to the undersigned, at sanwari@red.nv.gov, no later than January 31, 2018. Your questions will be answered as they are received.

Please provide your written proposal no later than February 9, 2018 at 5:00 PM, PST. Your proposal must be addressed to Safia Anwari, Education & Information Manager, 3300 W. Sahara Avenue, Las Vegas, NV 89102.

Safia Anwari

Safia Anwari
Education & Information Manager

SAMPLE STATE CONTRACT FORM

FOR REVIEW ONLY. DO NOT COMPLETE AND SUBMIT WITH YOUR PROPOSAL

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 and *Attachment E, Insurance Schedule*.



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

RMIns rev 03/08