



## **INFORMAL SOLICITATION**

January 19, 2018

Interested and Qualified Vendors

Posted on NRED website at <http://red.nv.gov>

### **Subject Informal Solicitation for Bids to Update the Nevada Law and Reference Guide Content**

The State of Nevada, Real Estate Division is seeking proposals from qualified vendors to update the Nevada Law and Reference Guide (NLRG), a legal resource guide for Nevada real estate licensees. The NLRG is a project of the Education and Research Fund.

It is the State's intent to enter into a contract with the qualified and selected vendor, acting as an independent contractor, to revise the publication's text so that it is timely in the cited law provisions, the prevailing case laws and other content, including modifying those portions of the content affected by the updates. The NLRG thus reworked will be published as the Fifth Edition of this book.

### **SCOPE OF WORK**

#### **Services by Contractor:**

- Draft the revisions and submit the manuscript for the Division's review within 8 weeks from the date of the contract;
- Complete the content update, with the Division's edits and comments, if any, and submit the final copy of the Nevada Law and Reference Guide, Fifth Edition, 2018 to the Division by June 30, 2018.
- All revisions and final manuscript to be transmitted to the Division electronically using In-Design software or MS Word.
- Contractor will not delegate contractor's obligation without prior approval by the Division;
- Contractor will use contractor's computer, software and any purchased source material services;
- On completion of the contractual obligation, submit an invoice, not to exceed the contract amount, to the Division.

#### **Services by Division:**

- Provide feedback or edits within 3 weeks from receipt of the draft copy with revisions;
- Pay the Contractor within thirty (30) days after the receipt of Contractor's invoice.

### **AVAILABLE BUDGET**

The flat fee funding for this project may not exceed \$2,000.

## **THE CONTRACT**

The NLRG contract will be administered by the Real Estate Division. The contract is anticipated to commence upon approval by the Clerk of the Board of Examiners and it will terminate on 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 copy of your professional License(s), such as Real Estate, State Bar, other
- 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 fee for the service
- A curriculum vitae or resume specifying experience in law and/or real estate with focus on authoring professional publications

Questions regarding this solicitation should be sent to the undersigned, at [sanwari@red.nv.gov](mailto: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