



INFORMAL SOLICITATION

June 29, 2017

Real Estate Educators/Instructors
Northern and Southern Nevada

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 "What Every Licensee Should Know" Continuing Education Program in Fiscal Years 2018 and 2019

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 "What Every Licensee Should Know" (WELSK) in northern and southern Nevada. 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 – 2018 and 2019 – instruct: 4 classes in Reno, and 6 classes in Las Vegas to be scheduled by the Division.
- In each fiscal year – 2018 and 2019 – instruct 2 classes in Elko to 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 for this purpose, Contractor will ensure that the Division-supplied attendance sheet is available at each scheduled class, ensure that attendees fill in

their times in and out, and sign and initial the log, as appropriate. Submit the original sign-in sheets with Contractor's billing for the class to the Division;

- Unless the Division provides a class monitor for this purpose, Contractor will ensure that the Division-supplied evaluation report form is distributed at each scheduled class, collect completed evaluations and submit the original reports with Contractor's billing for the class to the Division;
- Contractor will not delegate contractor's instructional obligation without prior approval by the Division;
- Provide own laptop and projector;
- Responsible for own local transportation and administration costs, if any, in connection with travel to the class location and performance of the contract;
- "Northern" classes will be offered at facilities in Reno and Elko. "Southern" classes will be offered at facilities in Las Vegas.

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, and coordinate with Contractor to ensure availability to instruct on the scheduled dates and times. 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 the 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:
 - A. an invoice;
 - B. where applicable, the original sign-in sheets and completed class evaluations.

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

The WELSK contracts will be administered by the Real Estate Division and are anticipated to commence upon Board of Examiners' approval for a period of not more than 2 fiscal years, 2018 and 2019, from contract approval through June 30, 2019.

Your response should address, at a minimum, the following:

- The geographic regions you will provide service, i.e., northern Nevada or southern Nevada

- A copy of your Real Estate 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
- A curriculum vitae or resume specifying experience in real estate sales and teaching that meets the instructor qualifications set forth in NAC 645.426

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.

Questions regarding this solicitation should be sent to Safia Anwari, Education & Information Manager, in writing, no later than July 10, 2017. Questions may be sent by e-mail to sanwari@red.nv.gov. Responses will be provided in writing on or about July 14, 2017, to all vendors who submit questions.

Please provide your written proposal no later than July 21, 2017, at 5:00 PM, PST. Your proposal must be addressed to Safia Anwari, Education & Information Manager, 3300 W. Sahara Avenue, Las Vegas, NV 89102. Should you have any questions please do not hesitate to contact me at sanwari@red.nv.gov.

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 16 of the embedded contract and *Attachment E, Insurance Schedule*.



Standard Form
Contract

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