



DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

<http://red.nv.gov>

July 22, 2016

Dear Real Estate Instructor:

The Real Estate Division is inviting bids to instruct the course entitled *Trust Accounting Management and Compliance* in northern and southern Nevada to be funded by the Education and Research Fund (ERF) for a contract through June 30, 2017 if in the best interest of the State.

Mission of Education and Research Funding

- ◆ To assure real estate education courses which provide the highest quality education for licensees to ethically and knowledgeably conduct real estate transactions in Nevada.
- ◆ Through education efforts, ensure awareness of relevant laws and practices by all licensees.
- ◆ To assure quality continuing education programs in all areas of the state.

ERF Education Program Objectives

- ◆ To target qualified professionals in specialized topic areas to develop and present courses of relevance to Nevada licensees.
- ◆ To promote the “core curriculum” covering *Trust Accounting Management and Compliance* to educate licensees on the most critical, current information, as identified by the Division, Commission and industry practitioners.
- ◆ To offer education in targeted subject areas at an underwritten price that would reach the targeted audience of licensees.
- ◆ To provide a direct service to real estate licensees by underwriting education from a program which they fund.

Funding Criteria

- ◆ Bids will be accepted for a “flat grant” of \$360.00 per class offered pursuant to the terms of the contract. No additional reimbursement will be made for instructor’s local mileage and any expenses and administrative costs associated with teaching the class. Curriculum will be provided by the Division.
- ◆ Funding will be paid upon invoice after each offering. If applicable, the original attendance roster of licensees and the original course evaluations must be submitted with the invoice.
- ◆ If instructor submitting a bid has been approved by the Division to teach any Commission-approved courses within the last 2 years (Fiscal Years 2015 and 2016), course evaluations must indicate positive feedback of above average rating. Evaluations provided by the sponsor are used to determine the rating.

BIDS ARE INVITED TO INSTRUCT THE COURSES OR TOPICS SPECIFIED AS FOLLOWS:

Trust Accounting Management and Compliance

This is a 3-hour curriculum created by the Nevada Real Estate Division, with input from the Real Estate Commission and industry practitioners. It will be approved for continuing education by the Commission for 3 credit-hours in broker management and property management designations. The course will be offered by the Division, through qualified instructors, as an ERF project at no cost to brokers, broker-salespersons and property management (PM) permit-holders. Only brokers, broker-salespersons and property managers are eligible to take the course.

Attendance at an instructor training session provided by the Real Estate Division will be a prerequisite for instructing this course. The training of contracted instructors will be at no cost to the instructors.

Prescribed curriculum will be provided as part of the session. Instructors will be required to successfully complete instructor training on the course content and agree to follow the established curriculum in its entirety and teach the established objectives. ***This course may only be offered through the terms of the contract and under ERF funding.*** The sponsor of the course is the Nevada Real Estate Division.

The curriculum package provided by the Division will include course objectives, an instructor outline with time delineations for three hours of instruction, an instructor manual, a PowerPoint presentation and copies of the student handouts. Instructors are expected to develop and utilize teaching techniques that cover the course content and incorporate participative strategies.

There will be no enrollment fee to the Nevada broker, broker-salesperson or property manager. Unless they hold a PM permit, salespersons are not eligible to take this course

Scope of Work

Services by Contractor:

- Contractor will teach the course on dates scheduled by the Division;
- If fewer than five (5) licensees register, the class will be cancelled by the Division and the instructor and pre-registered licensees notified of the cancellation at least 24 hours in advance;
- If none of the pre-registered licensees attend a scheduled class within 15 minutes of the scheduled start time, the course shall be deemed cancelled. The instructor shall immediately notify the Division of the cancellation and shall be reimbursed \$120 upon providing an invoice;
- Contractor will conduct the course prescribed by the stated course title, outline, curriculum and CE number provided by the Division;
- Only Nevada Real Estate licensed brokers, broker-salespersons and property managers - active and inactive - may receive a certificate for taking the course;
- If applicable, Contractor will request license number of student on attendance verification sheet(s);
- If applicable, Contractor will ensure that a sign-in and sign-out log is supplied at each offering of the course, and make sure that attendees fill-in their times in and out (at completion of the class), sign and initial the log, as appropriate. It is the Contractor's responsibility to turn in to the Division the original attendance log with the billing for the class;
- If applicable, Contractor will issue the certificate of completion provided by the Division, which complies with the requirements of NAC 645.455, to all qualifying attendees;
- Contractor will not delegate contractor's instructional obligation without prior approval by the Division;

- Contractor will be responsible for laptop, overhead projector, local travel expenses, and instructor’s administration and costs, if any, in the performance of the contract;
- “Northern” classes will be offered at facilities in Reno or Carson City. “Southern” classes will be offered in Las Vegas.

Services by Division:

- Division will develop and provide to Contractor an electronic copy of the course curriculum to include course objectives, instructor outline with time delineations for 3 hours of instruction, instructor manual, PowerPoint presentation and printed copies of the student handouts for distribution in class;
- Division will schedule the dates and times of offerings in northern and southern Nevada and coordinate with Contractor to ensure Contractor availability to instruct on the scheduled dates and times;
- Division will schedule the physical facility for classes in northern and southern Nevada;
- Division will promote the offerings on the Division’s online continuing education calendar and in the *Open House* newsletter;
- Division will be responsible for class pre-registrations and provide the registration roster to the instructor at least 24 hours in advance of the class;
- Division may provide a class monitor to assist with setting up, manage sign-ins, distribute handouts and issue certificates;
- Division will provide funding for the course in accordance with the terms specified in the Division’s bid solicitation;
- Division will pay the fee stated herein within thirty (30) days after the receipt of :
 - A. An invoice from the Contractor; and
 - B. If applicable, the original dated attendance sheets and evaluations.

Application Process

Instructor Qualifications: Applicants must meet the instructor qualifications set forth in NAC 645.426, including the minimum required experience in handling trust funds and accounts in a broker or office manager capacity, or as a property manager.

All bids must be submitted by completing the instructor application form, 635, http://red.nv.gov/uploadedFiles/rednvgov/Content/Real_Estate/TARInformalSolicitation635.pdf, accompanied by a detailed resume of work history with dates (from-to) giving particular emphasis to the subject area of the course and the practitioner experience outlined above. Copies of supporting documents (licenses, certificates, etc.) must be provided with the bid.

A sample state contract will be available for review on request.

Funding Process

Funding for the Commission-approved course will be based on a “flat grant” amount of \$360 per class which includes instructor’s mileage, and any expenses and instructor’s administrative costs associated with teaching the class. Funding will be paid on the invoiced and documented attendance of licensees after each offering, including the original sign-in/out sheet and original course evaluations for each session.

Submittal Information and Deadline

To be given consideration, bids must be submitted to the Real Estate Division Education Section no later than **3:00 P.M., Friday, August 5, 2016.**

The Division will consider bids for approval and notify applicants of the decision within 4 weeks from August 5, 2016 to begin the contract process.

Please submit your bid as required by the application process above along with all supporting material to the undersigned via mail, overnight carrier or personal delivery to:

Real Estate Division
Education Section, Suite 101
2501 East Sahara Ave.
Las Vegas NV 89104-4137

Remember: submission deadline is 3:00 P.M., August 5, 2016. Contract term will be from contract approval through June 30, 2017, if in the best interest of the State. Selected bids will not be effective until contract approval.

Thank you for your consideration of participation.

Sincerely,

Safia Anwari
Education and Information Manager