

STATE OF NEVADA

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STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION  
[www.red.nv.gov](http://www.red.nv.gov)

**INFORMAL SOLICITATION**

May 11, 2022

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 Continuing Education  
"Trust Accounting Management and Compliance" Course**

Dear Real Estate Educator:

The State of Nevada, Real Estate Division (NRED or the Division) is seeking proposals from qualified vendors for developing and instructing the Division's continuing education program's "Trust Accounting Management and Compliance" (TAMC) course in Reno 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:**

- Help develop and update the latest TAMC course content, and conduct the course as prescribed by the approved course objectives, outline, curriculum, PowerPoint presentation and other course materials provided by the Division.
- Submit draft(s) to NRED for review and comment.
- Update and prepare the PowerPoint (or other) audio/visual or visual presentation and class handout, and submit to NRED for approval.
- Contractor will use the contractor's computer, software, other equipment and materials in the preparation of the course content.
- All content to be owned by the Division
- Over the two-year contract will instruct up to:
  - 8 classes in Las Vegas.
  - 4 classes in Reno

- Classes in Reno and Las Vegas will be scheduled by the Division in a classroom setting and/or live-stream format.
- 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.

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

- Develop and update the course curriculum with the assistance of the contractor, 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.
- Schedule the dates and locations of the courses in Reno and Las Vegas, coordinating with Contractor to ensure availability to instruct on the scheduled dates and times.
- Promote offerings for all locations on the Division's online continuing education calendars.
- 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.
- 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.

#### **Available Budget:**

A flat fee funding in Reno and Las Vegas of \$360 for each class instructed. It will cover the following listed fees and expenses:

- Contractor's fee for developing and instructing the course in Reno and Las Vegas.
- Local transportation and administration costs, if any, in connection with travel to the class location and performance of the contract.
- Any additional fees, expenses, and costs accrued in developing and instructing TAMC course.

## **The Contract:**

The TAMC 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 or live-streaming format to real estate licensees at no cost.

The TAMC 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, 2024.

## **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 and Las Vegas.
- 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 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.

In order to bid for this contract, you **must** register as a vendor on [NevadaEPro](https://nevadaepro.com). Vendors must be registered in [NevadaEPro](https://nevadaepro.com) to respond to bid solicitations posted by the State of Nevada. [NevadaEPro](https://nevadaepro.com) is available to register your company to receive future solicitation notifications, respond to solicitations, provide quotes, and receive purchase orders or contracts. Go to <https://nevadaepro.com>.

Please direct questions from the NevadaEPro registration to State Purchasing at <https://nevadaepro.com>. State Purchasing can be contacted at (775) 684-0170 or [nevadaepro@admin.nv.gov](mailto:nevadaepro@admin.nv.gov).

Questions regarding this solicitation may be emailed to Annalyn Carrillo, Education & Information Officer, at [annalyn.carrillo@red.nv.gov](mailto:annalyn.carrillo@red.nv.gov) no later than May 19, 2022. Your questions will be answered as they are received.

**Please provide your written response no later than May 23, 2022 at 1:00 PM, PST when bidding will close.** Send your response to Annalyn Carrillo, Education & Information Officer, 3300 W. Sahara Avenue, Las Vegas, NV 89102.

Sincerely,

*Annalyn Carrillo*

Annalyn Carrillo  
Education & Information Officer

## 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 Form  
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

RMIns rev 03/08