

**STATE OF NEVADA**

**DEPARTMENT OF ADMINISTRATION**

**Purchasing Division**

**515 East Musser Street, Suite 300 │ Carson City, NV 89701**

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Request for Information:

For

**Efficiency Assessment**

Release Date: 01/30/2024

Deadline for Responses: 02/23/2024@ 2:00 pm

Refer to Timeline and Submission Requirements for complete schedule and instructions

Single point of contact for the RFI:

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# APPLICABLE REGULATIONS GOVERNING PROCUREMENT

## All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: [www.leg.state.nv.us/law1.cfm](http://www.leg.state.nv.us/law1.cfm).

## Vendors are advised to review Nevada’s ethical standards requirements, including but not limited to NRS 281A, NRS 333.800, and NAC 333.155.

## This solicitation is a Request for Information (RFI) only. It is not a solicitation for bids or proposals. No contract award will result from this RFI. Aggregate information from this RFI will be analyzed and may be used as budget justification or to develop a subsequent solicitation.

## All information received in response to this solicitation is considered confidential business information by the Administrator of the Purchasing Division. This solicitation will not lead to evaluation or award pursuant to NRS 333.335(7), so responses remain confidential.

# PROJECT OVERVIEW

## The Nevada Department of Education (NDE) is working on aligning the work we do in the department to align to the goals of our goals and vision for our department. The NDE will use data from a variety of sources to determine what staff are currently spending time on, what data we use determine areas of focus and if adjustments need to be made/ The overriding objective of this project is to identify opportunities to improve the organizational efficiency and effectiveness of target areas in NDE. These opportunities will be evaluated in terms of the organizational structure, allocation of staff roles and responsibilities, the use of technology, the tracking and use of data to support decision-making, and streamlined work processes. The NDE seeks to evaluate different ways of providing services to be more efficient and impactful and ensure that it has the organizational capacity to conduct the required work. There are three areas targeted for this study: selected programs, overall NDE organization and staffing, and audit services.

# AGENCY BACKGROUND

## The NDE leads and collaborates with Nevada’s 17 school districts and the State Public Charter School Authority to advance educational equity statewide. The NDE’s leadership and oversight responsibilities are unique in that 320,000 of the nearly 500,000 students in the state are served by one school district, the fifth largest in the U.S. The NDE is organized into three divisions that provide a wide range of support, leadership, and oversight to the Local Education Agencies (LEAs):

### Educator Effectiveness and Family Engagement Division– includes the Office of Career Readiness, Adult Learning and Education Options; the Office of Educator Development, Licensure, and Family Engagement; and the Office for a Safe and Respectful Learning Environment.

### Student Achievement Division– includes Assessment, Data, and Accountability Management (ADAM), the Office of Early Learning and Development (OELD), Inclusive Education, Standards and Instructional Support (SIS), and the Office of Student and School Supports (OSSS).

### Student Investment Division– includes NDE Support Services (budgetary, contractual, and fiscal support within NDE), Direct Support Services (grant management, federal and financial reporting requirements), Pupil-Centered Funding, and Division Compliance.

# SCOPE OF WORK

## Below are some of the questions to be addressed by this study for each of the targeted areas.

### What work is currently being done and what efforts are currently duplicated across NDE?

### What does collaboration look like (internal and external messaging)?

### Is our communication clear? Consistent? Repetitive?

### What do we use to collect information from our LEAs?

### How are NDE program staff spending their time?

### Are tasks aligned with state improvement goals?

### How do we determine what content/data is used to determine needs/supports by LEAs?

### Is the NDE effectively using data to support decision-making?

### Do we know what internal and external stakeholders think about the way we provide services?

### How could we collect this information going forward?

### How do the NDE staffing levels and organizational structure compare with peer states?

### Does the NDE organizational structure reflect a logical alignment of functions/programs and adequate spans of control?

### Does the NDE maximize the use of technology and information systems to maximize the efficiency and impact of its services?

### Is the NDE organization spending its time to support state and LEA goals?

### Do internal and external communications by NDE support consistent and clear messaging?

### Can the audit unit be more efficient in the way it audits LEAs?

### Can an LEA risk assessment help focus the NDE’s audit work?

### Is there a better way to select LEAs for audit?

### Does the audit work align with the audit unit’s auditing capacity?

# TIMELINE

## All questions regarding this RFI shall be submitted using the Bid Q&A feature in NevadaEPro by the deadline below.

## The following represents the proposed timeline for this project.

### All times stated are Pacific Time (PT).

#### These dates represent a tentative schedule of events.

#### The State reserves the right to modify these dates at any time.

### Deadline for Questions No later than 4:00 pm on 02/13/2024

### Answers Posted On or about 02/15/2024

### Submission Deadline No later than 2:00 pm on 02/23/2024

# SUBMISSION CHECKLIST

## This section identifies information requested and how to respond.

## Information should be submitted as a Quote through NevadaEPro, [https://NevadaEPro.com](https://nevadaepro.com/).

## All attachments should be flagged as confidential in NevadaEPro.

## Additional attachments may be included.