## STATE AGENCY INSTRUCTIONS FOR USE

### Pursuant to NAC 333.114, the Purchasing Division retains the authority to authorize an emergency contract if they determine that the emergency purchase is in the best interests of the State.

### Using Agencies should collect at least three (3) quotes solicited from Vendors awarded as distributors from this RFQ. Quoting is encouraged to be done through NevadaEPro Mini-Bid process in partnership with the Purchasing Division.

### Mini-Bid process should allow vendors three (3) full days to submit response to each agency requested SOW and Cost quote requests.

### All jobs should be bid on a project-based rate. It is the responsibility of the eligible entity to monitor for compliance that the vendor is able to provide appropriate licensing for Scope of Work (SOW).

### Unforeseen services may be required on an as needed basis as requested by eligible agency. Eligible agencies reserve the right to change scope, and therefore cost of job, with mutually agreed advance notice with the vendor.

### After the mini-bid process for selecting a vendor to perform duties as requested on the SOW, the agency and vendor must complete a written service agreement for the specified services and cost.

### The Vendor will use the SOW as a checklist of work performed. State agencies are encouraged to draft an effective SOW for this purpose.

### The State of Nevada and its eligible entities reserves the right, at any point during the life of the contract, to limit the scope and/or establish additional qualifications, specifications or other requirements, for services subcontracted under this RFQ.

### For Political Subdivisions: Obtain authorization and signature in accordance with the policies and procedures of the using political subdivision, along with any Purchase Order or other required documentation