



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division
515 East Musser Street, Suite 300 | Carson City, NV 89701
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**Request for Qualifications: 99SWC-S1737
For
Direct Client Services**

Initial Release Date: 11/29/2021
Deadline for Submission and Opening of first group of responses Date and Time: 12/29/2021 @ 2:00 pm
Refer to Proposal Timeline and Submission Requirements for complete RFP schedule and submission instructions

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1. APPLICABLE REGULATIONS GOVERNING PROCUREMENT

- 1.1. All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: www.leg.state.nv.us/law1.cfm.
- 1.2. Prospective providers are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, NRS 333.800, and NAC 333.155.

2. PROJECT OVERVIEW

- 2.1. The State of Nevada Purchasing Division, Division is seeking Statements of Qualifications (SOQs) from qualified providers to provide Behavioral & Community Based Related, Medical and Related, and Job Development and Related Services statewide as needed.
- 2.2. The State will award multiple contracts in conjunction with this RFQ, as determined in the best interests of the State. The State may award regionally (Northern, Southern, Rural) as needed by using agencies. Provider's response shall identify the geographic region(s) in which services are being offered.
- 2.3. The State reserves the right to accept provider proposals for qualifications on an ongoing basis. Any future awards will be written based upon termination dates concurrent with contracts awarded because of the original RFQ. The State does not guarantee any minimum volume of service.
- 2.4. These contracts shall be used by all State agencies located in geographic regions serviced by the contractor. The University and Community College System, the Court System, the Legislative Counsel Bureau, and Political Subdivisions (i.e., cities, counties, school districts, etc.) may use the contract(s) resulting from this RFQ; however, they are not required to do so.
- 2.5. The State Purchasing Division shall administer contracts resulting from this RFQ. The resulting contracts shall be for an initial contract term of four (4) years, with an option to renew for a one (1) year extension, if agreed upon by both parties and in the best interests of the State. Providers who fail to return or who submit an incomplete packet are subject to disqualification.

3. REQUEST FOR QUALIFICATIONS

3.1. RESPONSE EVALUATION PROCESS – ELIGIBILITY AND EVALUATION

- 3.2. Response evaluation is conducted in accordance with NRS 333.335 and NAC 333.160-333.165.
 - 3.2.1. Responses shall be kept confidential until a contract is awarded.
 - 3.2.2. In the event the RFQ is withdrawn prior to award, provider submissions remain confidential.
 - 3.2.3. The evaluation committee is an independent committee established to evaluate responses submitted in response to the RFQ based on type/ area of service and minimum qualifications.
 - 3.2.4. Evaluation shall be on a pass/fail basis.
 - 3.2.5. The determination of whether the provider qualifies under the set of Qualifications. If a provider is determined to not meet any of the Qualifications, the response in its entirety shall not be considered for award and notice will not be sent.
 - 3.2.6. If the provider meets all the Qualifications, the provider will be evaluated and placed on list for any State of Nevada agency to utilize.
 - 3.2.7. The State makes no commitment to following up with Providers who submit incomplete packets or missing information.
 - 3.2.8. Once a provider is placed on the list any using agency may contact providers dependent upon services needed and present provider with a service agreement outlining needs and agreed upon cost or fixed fees.
 - 3.2.9. Initial and Ongoing Evaluations
 - A. Once the initial contracts have been executed, any providers submitting responses at the pre-determined enrollment dates will be reviewed for eligibility and may submitted to a review panel for approval to move forward with a contract.

3.3. QUALIFICATIONS

- 3.3.1. It is mandatory that each component listed below be addressed and submitted for review. Failure to address each component shall result in disqualification of the RFQ response
- 3.3.2. Providers are to ensure they have read and addressed applicable *Section 7 Mandatory Minimum Requirements* and *Section 8 Critical Items* listed below.
- 3.3.3. Providers proposing to receive an award through this RFQ shall provide the following information:

- A. *Provider Application Response* filled out in its entirety and uploaded as ONE (1) PDF to NevadaEPro;

4. SCOPE OF WORK

- 4.1. Providers will use the Provider Application Packet to select the scope(s) they are able to provide to various state agencies.
- 4.2. Agencies using the resulting contracts may have additional documents Providers must sign prior to start date of any resulting Service Agreements.

5. ATTACHMENTS

- 5.1. INCORPORATED ATTACHMENTS. To be read and not returned.

- 5.1.1. Terms and Conditions for Services
 - 5.1.2. Scope of Services Examples

- 5.2. RESPONSE ATTACHMENTS. To be completed and returned.

- 5.2.1. Provider Application Response

6. PROPOSAL TIMELINE

- 6.1. All questions regarding this RFP shall be submitted using the Bid Q&A feature in NevadaEPro by the deadline below.
- 6.2. The following represents the proposed timeline for this project.
- 6.2.1. All times stated are Pacific Time (PT).
- 6.2.2. These dates represent a tentative schedule of events.
- 6.2.3. The State reserves the right to modify these dates at any time.
- 6.2.4. Rolling enrollment shall continue every three months with the final enrollment date anticipated to be on or around May 2025.
- 6.2.5. The State reserves the right to close this solicitation at any time.

- A. Initial Deadline for submission and openingNo later than 5:00 pm on 12/29/2021
 - B. Deadline for submission and opening 03/01/2022
 - C. Deadline for submission and opening 06/01/2022
 - D. Deadline for submission and opening 09/01/2022
 - E. Quarterly thereafter as listed in NevadaEPro

7. MANDATORY MINIMUM REQUIREMENTS

- 7.1. Pursuant to NRS 333.311 a contract cannot be awarded to a proposal that does not comply with the requirements listed in this section.
- 7.2. The awarded provider shall be the sole point of contract responsibility. The State shall look solely to the awarded provider for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded provider shall not be relieved for the non-performance of any or all subcontractors.
- 7.3. PROFESSIONAL LICENSING. Each provider must hold current Nevada licensure and be in good standing with the applicable board.

7.4. Each provider shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the provider or in which the provider has been judged guilty or liable.

7.5. CONTRACT FORM. Vendor shall agree to the terms of the included *Contract Form* as is.

7.6. INSURANCE SCHEDULE.

7.6.1. Provider will complete *Insurance Requirements Questionnaire* with the *Insurance Schedule* identified for the services to be provided.

7.6.2. Awarded providers shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract.

7.6.3. Work on the contract shall not begin until after the awarded provider has submitted acceptable evidence of the required insurance coverages.

7.6.4. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.

8. CRITICAL ITEMS

8.1. In addition to the *Provider's Response Packet*, the items listed in this section are critical to the success of the project. These items will be used in evaluating the proposal. Provider's response should address items in this section. Responses that fail to sufficiently provide these items may be considered non-responsive.

8.2. NEVADA BUSINESS LICENSE. Pursuant to NRS 333.007 Providers shall hold a Nevada Business License with the Nevada Secretary of State's Office. See *Legal Name*.

8.3. STATE CONTROLLER. Register with the State of Nevada, Controller's Office and be able to provide evidence of such completed transactions prior to submitting a quote in NevadEPro.

8.4. LEGAL NAME

8.4.1. Provider name must reflect the legal entity registered with the Secretary of State's Office as printed on the active business license.

8.4.2. Providers who do not complete this step may be considered non-responsive and may experience significant delays.

8.4.3. It is solely the providers responsibility to ensure they have submitted information correctly and as requested.

9. SUBMISSION CHECKLIST

9.1. This section identifies documents that shall be submitted to be considered responsive. Providers are encouraged to review all RFP requirements to ensure all requested information is included in their response.

9.1.1. Proposals must be submitted as a Quote through NevadaEPro, <https://NevadaEPro.com>.

9.1.2. Providers are encouraged to submit a single file attachment for each item identified below.

9.1.3. Additional attachments may be included, if necessary, but are discouraged and should be kept to a minimum and submitted as one PDF.

A. Submissions with more than three (3) PDF file uploads may not be considered.

B. Submissions should include items listed in *Section 3.3.3* uploaded as a single PDF is preferred.

9.1.4. Files Requested

A. Provider Application Response [*<ProviderLegalName>.PDF*]

B. Other Documents (if necessary) [*<ProviderLegalName>-Other Documents.PDF*]