

**STATE OF NEVADA**

**DEPARTMENT OF ADMINISTRATION**

**Purchasing Division**

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

**Phone: 775-684-0170 │ Fax: 775-684-0188**

Solicitation: **70CNR-S2767**

For

**Technical Support for the**

**National Environmental Information Exchange Network**

Release Date: **03/26/2024**

Deadline for Submission and Opening Date and Time: **04/23/2024 @ 2:00 pm**

Single point of contact for the solicitation:

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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).

## SINGLE POINT OF CONTACT. Vendors and/or their representatives shall only contact the single point of contract or use the electronic procurement system regarding this solicitation until after a notice of award (NOA) has been issued. Failure to observe this restriction may result in disqualification of a proposal per NAC 333.155(3).

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

# PROJECT OVERVIEW

The State of Nevada Purchasing Division on behalf of the Nevada Division of Environmental Protection (NDEP) is currently seeking responsible vendors to provide a system to transmit environmental data from Nevada Division of Environmental Protection (NDEP) local source database systems to federal databases via National Environmental Information Exchange Network.

## The State intends to award one (1) contract in conjunction with this Request for Proposals (RFP), as determined in the best interests of the State. Nevada Division of Environmental Protection (NDEP)shall administer contract(s) resulting from this solicitation. The resulting contract(s) are expected to be for a contract term of four years, subject to the Board of Examiners’ approval.

## AGENCY BACKGROUND

### Project

#### Annually, the Nevada Division of Environmental Protection (NDEP) participates in the Federal Government’s National Environmental Information Exchange Network grant program administered by the EPA. To continue participation in the grant awards program, a contractor well versed in the technical architecture of the National Environmental Information Exchange Network systems is required. The contractor will create software interfaces between NDEPs environmental databases and Federal database systems to insure the required environmental information is submitted on scheduled intervals to the federal government.

## Agency

### NDEP implements a diverse range of environmental regulatory, monitoring and compliance assistance programs. Headquarters offices are in Carson City and a field office is in Las Vegas. IT services are centralized and support NDEP’s many programs. The Exchange Network projects are collaborative efforts between the IT staff and technical program staff.

### Current Computing Environment

The Nevada Division of Environmental Protection uses Microsoft Windows based desktops, laptops and tablets in a Microsoft Active Directory environment for its directory services. The desktop computer operating systems are Windows 10 Professional. The default web browser is Microsoft Edge 44 or higher, with Firefox and Chrome also supported by the agency.

#### No Microsoft Windows 8.x Operating Systems or Apple iOS devices are present on the network.

#### The network operating systems are Microsoft Windows Server 2019.

#### The database environment is a mixture of Oracle 18c and Microsoft SQL Server 2017, any new development work is done in Microsoft SQL Server.

#### 

## Project Software

All software used for project management must be approved by the State. NDEP uses the Microsoft Office Suite of applications. The project management software tool used is Microsoft Project.

## Development Software

### The Nevada Division of Environmental Protection has a small team of developers using Visual Studio 2019 IDE with .Net framework 4.5 and above as the main application development platform. Add-ons like Telerik AJAX controls and Telerik Reports are also used. The majority of the source code for web applications is written in VB.Net, C#, and JQuery/Web Services. Bootstrap front-end framework is used as well for application development.

### The database development is done in either Oracle or Microsoft SQL Server with focus on developing the back end for newer applications using Microsoft SQL Server.  Both PL/SQL and T-SQL are used extensively.

### Some legacy applications being maintained locally have been created using Oracle APEX and MS Access. However, no new development is done using these technologies.

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#### All proposed software used in the design, development, testing and implementation of the deliverables outlined in this RFP must be approved by the State.

#### If the application software is not public domain, the awarded vendor must provide a licensing strategy.

#### The State will procure licenses for all base components and third-party equipment (operating system, data base, etc.) based upon specifications provided by the awarded vendor.

## State Resources

The following paragraph describes the resources the State has committed to this project.

## Project Manager

A Project Manager has been appointed to coordinate the activities of all individuals and organizations involved in the project. The Project Manager will provide on-going daily direction and oversight to the State project staff and the contractor. The Project Manager will coordinate all organizations involved in the project and ensure resource requirements are identified and addressed. The Project Manager sets priorities when choices of alternatives are required.

## Vendor Response to System Requirements

Vendors must explain in sufficient detail how the vendor will satisfy the NDEP project requirements described below. If subcontractors will be used for any of the tasks, vendors must indicate what tasks and the percentage of time subcontractor(s) will spend on those tasks.

## Computing Platform

### The network operating systems are Microsoft Windows Server 2019.

### The database environment is a mixture of Oracle 18c and Microsoft SQL Server 2017. The Nevada Division of Environmental Protection uses a modern 1Gigbit Ethernet network connecting all workstations, file servers, web servers, and database servers.

## Technical Requirements

### Development of “node plug-ins” that enables new data flows using the State’s node on the Federal Exchange Network.

### Development of data extraction routine.

### Transformation and loading routines to convert data to XML

### Develop and implementation of new data flows as assigned, and

### Upgrade of existing data flows as assigned.

#### New data flows anticipated include:

##### Build new data flows using Virtual Exchange Services.

##### Transiting existing data flows to Virtual Exchange Services model.

##### Enterprise Identity Management.

### Vendors must demonstrate prior experience working with the Exchange Network and successfully implementing data flows. In addition, the awarded vendor must possess demonstrated qualifications related to:

#### .NET software development.

### Development of web services that enable data to be shared over the internet in an XML format.

### Develop database systems to replace legacy environmental information systems.

### Develop systems that will have a functional audit trail.

### Develop systems that will limit access to authorized users.

### Develop systems that will incorporate validity data checks.

### Development of systems that will respond to abnormal conditions and produce error logs.

### Any resulting contract will serve as a master contract for Exchange Network services. The Division will issue a task order for a specific service; and, within ten (10) days, the awarded vendor will provide a proposed scope of work including a schedule and cost information. The work will commence when the Division issues written approval of the proposed scope of work, schedule, and cost for the specified task.

## Functional Requirements

Transmit environmental data from Nevada Division of Environmental Protection local source systems to federal databases via National Environmental Information Exchange Network

## Security Standards

### The system must meet State security standards for transmission of personal information as outlined in NRS 205.4742 and NRS 603A.

### Protection of sensitive information will include the following:

#### Sensitive information in existing legacy applications will encrypt data as is practical.

#### Confidential Personal Data will be encrypted whenever possible.

#### Sensitive Data will be encrypted in all newly developed applications.

### All information technology services and systems developed or acquired by agencies shall have documented security specifications that include an analysis of security risks and recommended controls (including access control systems and contingency plans).

### Security requirements shall be developed at the same time system planners define the requirements of the system. Requirements must permit updating security requirements as new threats/vulnerabilities are identified and/or new technologies implemented.

### Security requirements and evaluation/test procedures shall be included in all solicitation documents and/or acquisition specifications.

### Systems developed by either internal State or contracted system developers shall not include back doors, or other code that would cause or allow unauthorized access or manipulation of code or data.

### Security specifications shall be developed by the system developer for approval by the agency owning the system at appropriate points of the system development or acquisition cycle.

### All system development projects must include a documented change control and approval process and must address the security implications of all changes recommended and approved to a particular service or system. The responsible agency must authorize all changes.

### Application systems and information that become obsolete and no longer used must be disposed of by appropriate procedures. The application and associated information must be preserved, discarded, or destroyed in accordance with Electronic Record and Record Management requirements defined in NRS and NAC 239, Records Management.

### Software development projects must comply with State Information Security Program Policy 100, S.4.07.01, “Security for System Development”. The information can be found at <http://it.nv.gov/governance/state-policy-procedures/>

#### Separate development, test and production environments must be established on State systems.

#### Processes must be documented and implemented to control the transfer of software from a development environment to a production environment.

#### Development of software and tools must be maintained on computer systems isolated from a production environment.

#### Access to compilers, editors and other system utilities must be removed from production systems.

#### Controls must be established to issue short-term access to development staff to correct problems with production systems allowing only necessary access.

#### Security requirements and controls must be identified, incorporated in and verified throughout the planning, development, and testing phases of all software development projects. NDEP IT Security staff must be included in all phases of the System Development Lifecycle (SDLC) from the requirement definitions phase through implementation phase.

# GOALS AND OBJECTIVES

Implement systems to transmit environmental data from Nevada Division of Environmental Protection (NDEP) local source database systems to federal databases via National Environmental Information Exchange Network.

# SCOPE OF WORK

## SCOPE OF WORK ATTACHED

# PROJECT KICK-OFF MEETING

A project kick-off meeting will be held with representatives from the State and the contractor after contract approval and prior to work performed. Items to be covered in the kick-off meeting will include, but not be limited to:

## Deliverable review process.

## Determining format and protocol for project status meetings.

## Determining format for project status reports.

## Setting the schedule for meetings between representatives from the State and the contractor to develop the detailed project plan.

## Defining lines of communication and reporting relationships.

## Reviewing the project mission.

## Pinpointing high-risk or problem areas; and

## Issue resolution process.

# Planning and Administration

## Objective

The objective of this task is to ensure that adequate planning and project management are dedicated to this project.

## Activities

### The awarded vendor must:

#### Work with the State to provide a detailed project plan with fixed deadlines that take into consideration State holidays. The plan shall include, but not be limited to:

##### Project schedule including tasks, activities, activity duration, sequencing, and dependencies.

##### Project work plan for each deliverable, including a work breakdown structure.

##### Completion date of each task.

##### Project milestones.

##### Entrance and exit criteria for specific project milestones; and

##### Project organization includes a resource plan defining roles and responsibilities for the awarded vendor, subcontractors (if applicable) and State.

#### Attending and participating in all projects related meetings requested by the State at a location to be determined by the State. Attendance may be in person or via teleconferencing, as mutually agreed to by the project team.

#### Provide written monthly project status reports delivered to State project management by the third (3rd) working day following the end of each reporting period. The format must be approved by the State prior to issuance of the first semi-monthly project status report. The first semi-monthly report covers the reporting period from the 1st through the 15th of each month; and the second semi-monthly report covers the reporting period from the 16th through the end of the month. The status reports must include, but not be limited to the following:

###### Overall completion status of the project in terms of the State approved project work plan and deliverable schedule:

##### Accomplishments during the period, including State staff/stakeholders interviewed, meetings held, JAD sessions and conclusions/decisions determined.

##### Problems encountered and proposed/actual resolutions.

##### What is to be accomplished during the next reporting period.

##### Issues that need to be addressed, including contractual.

##### Quality Assurance status.

##### Updated MS Project timeline showing percentage completed, tasks assigned, completed, and remaining.

##### Identification of schedule slippage and strategy for resolution.

##### Contractor staff assigned and their location/schedule.

##### State resources required for activities during the next time; and

##### Resource allocation percentages including planned versus actual by project milestone.

# Deliverables

| PLANNING AND ADMINISTRATION DELIVERABLES | | | |
| --- | --- | --- | --- |
| **DELIVERABLE NUMBER** | **DESCRIPTION OF DELIVERABLE** | **ACTIVITY** | **STATE'S ESTIMATED**  **REVIEW TIME**  **(WORKING DAYS)** |
| 7.1 | Detailed Project Plan | 6.1 | 15 |
| 7.2 | Attendance at all scheduled meetings | 6.2.1B. | N/A |
| 7.3 | Written Monthly Project Status Report | 6.2.1C. | 5 |

# Flow Components

## Objective

The objective of this task is to review the NDEP infrastructure and data associated with the environmental data. Based on this review, develop a node implementation plan.

### Activities

#### Design flow components.

##### Develop an implementation plan.

#### Develop flow components.

##### Develop, install, and configure software necessary to perform the required web services.

##### Map the middleware to the production data.

#### Test flow components.

##### Test the system functionality and troubleshoot any problems.

#### Implement flow components.

##### Prepare flow configuration documentation to provide technical details that describe the data methodology and procedures.

##### Provide training to Division IT staff to enable maintenance and troubleshooting of the Node.

### Deliverables

| **8.1.2 FLOW COMPONENTS DELIVERABLES** | | | |
| --- | --- | --- | --- |
| **DELIVERABLE NUMBER** | **DESCRIPTION OF DELIVERABLE** | **ACTIVITY** | **STATE'S ESTIMATED**  **REVIEW TIME**  **(WORKING DAYS)** |
| 8.1.2.3 | Develop an implementation plan | 8.1.1 A.1. | 20 |
| 8.1.2.4 | Develop, install and configure software for required web services | 8.1.1B.1 | 60 |
| 8.1.2.5 | Map middleware to production data | 8.1.1B.2. | 20 |
| 8.1.2.6 | Test system functionality and troubleshoot any problems | 8.1.1C.1. | 14 |
| 8.1.2.7 | Prepare flow configuration documentation to provide technical details | 8.1.1D.1. | 7 |
| 8.1.2.8 | Provide on-site training | 8.1.1D.2. | 1 |

# ATTACHMENTS

## ATTACHMENTS INCORPORATED BY REFERENCE. To be read and not returned.

### Terms and Conditions for Services

### Statement of Understanding

### NDEP Additional Terms and Conditions

## ATTACHMENTS FOR REVIEW. To be read and not returned (unless redlining).

### Contract Form

### Insurance Schedule

## PROPOSAL ATTACHMENTS. To be completed and returned.

### Scope of Work

### Cost Schedule

### Proposed Staff Resume

### Reference Questionnaire

### Attachments for Signature

#### Vendor Information Response

#### Vendor Certifications

#### Certification Regarding Lobbying

#### Confidentiality and Certification of Indemnification

# TIMELINE

## QUESTIONS. All questions regarding this solicitation shall be submitted using the Bid Q&A feature in NevadaEPro.

## TIMELINE. 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 5:00 pm on 04/02/2024

#### Answers Posted…………………………………………………………. On or about 04/09/2024

#### Deadline for References……………………………………No later than 5:00 pm on 04/22/2024

#### Deadline Proposal Submission and Opening…………. ….. No later than 2:00 pm on 04/23/2024

#### Evaluation Period (estimated)…………………………………………. 04/23/2024 – 04/30/2024

#### Notice of Intent (estimated) On or about ………………………………………….…. 04/30/2024

#### Notice of Award (estimated)……………………………………………. On or about 05/07/2024

#### BOE Approval (estimated)…………………………………………………………....06/11/2024

#### Contract start date (estimated)……………………………………….…...……… …10/01/2024

# EVALUATION

## Evaluation and scoring are conducted in accordance with NRS 333.335 and NAC 333.160-333.165.

### Proposals shall be kept confidential until a contract is awarded.

### In the event the solicitation is withdrawn prior to award, proposals remain confidential.

### The evaluation committee is an independent committee established to evaluate and score proposals submitted in response to the solicitation.

### Financial stability shall be scored on a pass/fail basis.

### Proposals shall be consistently evaluated and scored based upon the following factors and relative weights.

#### Experience in Performance of Comparable Engagements………………………………... 40

#### Demonstrated competence………………………………………………………………… 20

#### Conformance with the terms of this RFP…………………………………………………. 10

#### Expertise and availability of key personnel………………………………………………. 15

#### Cost Factor………………………………………………………………………………… 15

### Cost proposals will be evaluated based on the following formula.

#### Cost Factor Weight x (Lowest Cost Submitted by a Vendor / Proposer Total Cost) = Cost Score

## INVERSE PREFERENCE

### The State applies an inverse preference to vendors that have a principal place of business in a state other than Nevada and that state applies an in-state preference not afforded to Nevada based vendors, pursuant to AB28 passed in the 81st session of the Nevada Legislature.

### The amount of the inverse preference is correlated to the amount of preference applied in the other state.

### Vendors who meet this criterion must indicate it on their submitted Quote in NevadaEPro.

### This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis.

# MANDATORY MINIMUM REQUIREMENTS

## Pursuant to NRS 333.311 a contract cannot be awarded to a proposal that does not comply with the requirements listed in this section. The proposal shall include confirmation of compliance with all mandatory minimum requirements.

## NEVADA LAW AND STATE INDEMNITY. Pursuant to NRS 333.339, any contract that is entered into may not: (1) Require the filing of any action or the arbitration of any dispute that arises from the contract to be instituted or heard in another state or nation; or (2) Require the State to indemnify another party against liability for damages.

## NO BOYCOTT OF ISRAEL. Pursuant to NRS 333.338, the State of Nevada cannot enter a contract with a company unless that company agrees for the duration of the contract not to engage in a boycott of Israel. By submitting a proposal or bid, vendor agrees that if it is awarded a contract, it will not engage in a boycott of Israel as defined in NRS 333.338(3)(a).

## INDEMNIFICATION. Required contract terms on Indemnification: "To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State’s right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys’ fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor’s obligation to indemnify the State shall apply in all cases except for claims arising solely from the State’s own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor’s duty to defend begins when the State requests defense of anyclaim arising from this Contract."

## LIMITED LIABILITY. Required contract terms on Limited Liability: "The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. The contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor’s tort liability shall not be limited."

## CONTRACT RESPONSIBILITY. Awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this solicitation, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.

## DATA ENCRYPTION. State IT requires that data be encrypted in transit and in rest.

## STATESIDE DATA. State IT requires that State data assets must be maintained in the United States and data will not be held offshore.

## NEVADA BUSINESS LICENSE. Pursuant to NRS 353.007, prior to contract execution awarded vendor must hold a state business license pursuant to NRS chapter 76 unless exempted by NRS 76.100(7)(b).

## DISCLOSURE. Each vendor 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 vendor or in which the vendor has been judged guilty or liable.

# CRITICAL ITEMS

## In addition to the *Scope of Work* and *Attachments*, the items listed in this section are critical to the success of the project. These items will be used in evaluating and scoring the proposal. Vendor proposals should address items in this section in enough detail to provide evaluators with an accurate understanding of vendor capabilities. Proposals that fail to sufficiently respond to these items may be considered non-responsive.

## CONTRACT FORM*.* The State strongly prefers vendors agree to the terms of the attached *Contract Form* as is. The ability to agree to contract terms is a high priority to the State. Vendors who cannot agree to the contract as is must include a redlined Word version of the attached *Contract Form* with their proposal response. To the extent a vendor has prior contractual dealings with the State, no assumption should be made that terms outside those provided herein have any influence on this project.

## INSURANCE SCHEDULE

### The State strongly prefers vendors agree to the terms of the attached *Insurance Schedule* as is. Vendors who cannot agree must explain which areas are causing non-compliance and attach a red line if necessary.

### The awarded vendor shall maintain, for the duration of the contract, insurance coverage as set forth in the fully executed contract.

### Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverage.

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

## VENDOR BACKGROUND

### Company background/history and why vendor is qualified to provide the services described in this solicitation.

### Provide a brief description of the length of time vendor has been providing services described in this solicitation to the public and/or private sector.

## VENDOR STAFF RESUMES

### A resume shall be included for each proposed key personnel, see *Proposed Staff Resume.*

### A resume shall also be included for any proposed key subcontractor personnel.

## SUBCONTRACTORS

### Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this solicitation. This does not include third parties who provide support or incidental services to the contractor.

### The proposal should include a completed *Vendor Information Response* form for each subcontractor.

### Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

### Vendor proposal shall identify specific requirements of the project for which each subcontractor shall perform services.

#### How the work of any subcontractor(s) shall be supervised

#### How channels of communication shall be maintained

#### How compliance with contracts terms and conditions will be assured

#### Previous experience with subcontractor(s)

## VENDOR FINANCIAL INFORMATION

### The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.

### This information should be submitted as a separate attachment, flagged as confidential in NevadaEPro.

### Proposing vendor shall provide the following financial information and documentation:

#### Dun and Bradstreet Number

#### Federal Tax Identification Number

## BUSINESS REFERENCES

### The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.

### Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last five (5) years, see *Reference Questionnaire*.

### The purpose of these references is to document relevant experience and aid in the evaluation process.

### Business references should return *Reference Questionnaire* directly to Single Point of Contact via email.

### Business references will not be accepted directly from proposing vendor.

### Business references shall not be requested from the soliciting agency.

### The State will not disclose submitted references but will confirm if a reference has been received.

### The State reserves the right to contact references during evaluation.

# SUBMISSION CHECKLIST

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

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

### Vendors are encouraged to submit a single file attachment per proposal section if possible.

### Technical proposal information and Cost proposal information shall not be included in the same attachment.

### Cost proposal attachment shall not be flagged as confidential in NevadaEPro.

### Additional attachments may be included but are discouraged and should be kept to a minimum.

## TECHNICAL PROPOSAL

#### Title Page

#### Table of Contents

#### Response to Mandatory Minimum Requirements

#### Response to Critical Items

#### Response to Scope of Work

#### Proposed Staff Resumes

#### Other Informational Material

## PROPRIETARY INFORMATION. If necessary. The attachment should be flagged confidential in NevadaEPro.

#### Title Page

#### Table of Contents

#### Trade Secret information, cross reference to the technical proposal.

## COST PROPOSAL

## VENDOR FINANCIAL INFORMATION. The attachment should be flagged confidential in NevadaEPro.

## SIGNED ATTACHMENTS

#### Vendor Information Response

#### Vendor Certifications

#### Confidentiality and Certification of Indemnification

#### Certification Regarding Lobbying

## OTHER ATTACHMENTS. If necessary, not recommended.

## REFERENCE QUESTIONNAIRES. Not submitted directly by vendor.