

**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: 81DMV-S2678

For

**LICENSE PLATE EQUIPMENT**

Release Date: **03/14/2024**

Deadline for Submission and Opening Date and Time: **05/02/2024 @ 2:00 pm**

Single point of contact for the solicitation:

Heather Moon, Purchasing Officer II

Phone: 775-684-0179

Email Address: [hmoon@admin.nv.gov](mailto:hmoon@admin.nv.gov)

(TTY for Deaf and Hard of Hearing, 800-326-6868

Ask the relay agent to dial, 1-775-684-0179/V.)

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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 Department of Motor Vehicles (NV DMV) is seeking proposals from qualified vendors to procure an equipment lease for the application, manufacturing design and production of license plates, as well as support services necessary to produce finished digital, embossed (conventional) and blind embossed (digital) license plates.

## This RFP is being run concurrently with RFP 81DMV-S2681 – License Plate Sheeting. The awarded vendor as a result of RFP 81DMV-S2678 and RFP 81DMV-S2681 agree to work together to ensure a successful project plan for NV DMV.

## 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. The NV DMV shall administer contract(s) resulting from this solicitation. The resulting contract(s) are anticipated to begin May 1, 2025 to April 30, 2029 with two (2) – two (2) year renewal options subject to Board of Examiners approval.

## GOALS AND OBJECTIVES

### The goal of this RFP is to obtain the best product solution to produce finished license plates for both the conventional license plate production method and the digital imaged license plate production system and supportive materials.

# SCOPE OF WORK

## Conventional License Plates

### Provide application equipment, manufacturing equipment and support services necessary to produce finished digital, embossed (conventional) and blind embossed (digital) license plates.

### The retro-reflective license plate shall consist of retro-reflective sheeting applied to an aluminum substrate which is then embossed, and message dry roll coated according to the manufacturer’s recommendations.

## Digitally Imaged License Plates

### The retro-reflective license plate shall consist of retro-reflective sheeting that is digitally printed (with thermal transfer ribbons or other) and then applied to an aluminum substrate according to the manufacturer’s recommendations.

## Equipment

### Provide application equipment, equipment with the capability of producing flat NV specialty plates, embossed plates, and equipment to dry roll coat embossed plates as a fundamental component of a totally integrated license plate system. Please see ***Equipment Needs*** in the ‘Attachments’ tab of NevadaEPro for more details on the equipment needs.

### The successful respondent shall provide the necessary equipment for the intended contract period to decoil and straighten aluminum substrate, laminate unprinted or pre-printed sheeting to the substrate inclusive of, but not limited to, the reflective sheeting applicator including stretch control mechanism, corresponding electronic registry feed controls, blanking line, and press.

#### Blanking lie die required:

##### Two flat 12” and One flat 7” (these must cut bolt holes).

##### One 12” die that will cut bolt holes, rim the plate and create the decal indentation. These dies must be provided in shoes.

#### Embossers must have the ability to rim the plates and indent the decal window.

### Provide a computer and server system to handle DMV plate orders, inventory, shipping, manufacturing, and digital design/printing.

### Provide custom plate dies (acceptable to the NV DMV) for both the digital embossers and blind embossers in the following configurations:

#### Digital Embossers – 12” Plate Size:

##### 7 each of all Alpha Characters;

##### 7 each of numeric 0-9’

##### 2 each containing the outline of the shape of NV as a special character; and

##### 7 each blank space characters.

#### Manual Embossers – 12” Plate Size:

##### 7 each of all Alpha characters;

##### 7 each of numeric 0-9;

##### 7 blank space characters; and

##### 4 half space.

#### Manual Embossers – 7” Plate Size:

##### 6 each of all Alpha characters;

##### 6 each of numeric 0-9;

##### 6 blank space characters; and

##### 4 half space blanks.

#### Stacked Manual Plate Dies – as described in the ‘Attachments’ tab.

##### One set of 12”; and

##### One set of 7” stacked character dies.

#### Additional dies in new configurations must be supplied when requested by the Department.

### The factory must be capable of producing a minimum of 1.250,000 conventional license plates and 250,000 digital license plates per year based on a 6.5-hour workday (including roll changes/splices) and 250 working days per year.

### Provide proof that the above equipment is performing as required in another license plate manufacturing site.

## Prequalification

For any proposal to be considered, the vendor must meet the following criteria.

### Conventional License Plates

#### Show evidence of successful manufacturing equipment application of dry roll coat foil to license plate sheeting, as part of a totally integrated license plate system.

#### Provide application equipment as a fundamental component of a totally integrated license plate system. The respondent shall provide a list of equipment and flow diagrams with the proposal.

#### Provide a list and qualifications of experienced, customer service, technical service, and sales service personnel.

#### Submit a plan to provide expert installation and on-site technical service within 48 hours at no charge and immediate toll-free call-in technical service.

#### Submit a plan to provide next day delivery of stocked equipment parts; provide the NV DMV with a detailed list of stocked parts.

#### The respondent shall submit technical data exhibiting characteristics of all equipment proposed. Information submitted shall include detailed processing conditions for each phase of license plate manufacture. Such information shall include times required for curing dry roll coat used in the production of completed license plates.

#### Respondents failing to conform to any of these prequalification requirements shall be disqualified.

#### The respondent may propose future technological improvements to the DMV to optimize the license plate production process and/or license plate performance upon DMV approval.

### Digitally Imaged License Plates

#### Show evidence of successful manufacture and application of reflective sheeting, thermal transfer ribbons and protective clear over laminate as part of a totally integrated license plate system.

#### Provide application equipment as a fundamental component of a totally integrated license plate system.

#### Provide a list and qualifications of experienced customer service, technical service, and sales service personnel.

#### Submit a plan to provide expert installation and on-site technical service within 48 hours at no charge and immediate toll-free call-in technical service.

#### Submit a plan to provide next day delivery of stocked equipment parts; provide the NV DMV with a detailed list of stocked parts.

#### Provide independent lab data demonstrating that the respondent’s product(s) conform to all performance requirements. currently aligning with AAMVA's best practices.

#### The digital license plate production systems must be able to produce 30 digitally printed plates per minute per printer or 1800 digitally printed plates per hour per printer.

#### Respondents failing to conform to any of these prequalification requirements shall be disqualified.

#### The respondent may propose future technological improvements to the DMV to optimize the license plate production process and/or license plate performance upon DMV approval.

#### Vendor shall provide open Application Programing Interface (APIs) for future integrations.

#### The vendor shall allow for future integration into a Salesforce system via Mulesoft.

## Performance requirements for conventional license plates

### Warranty Provisions

#### Equipment will be leased to NV DMV and maintained by vendor. Lease option to buy to include service contract.

### Technical Service

#### The successful respondent shall, without additional cost, provide the NV DMV with expert technical service and product information.

#### To ensure continued quality license plate manufacture, the successful respondent shall provide the NV DMV with on-site technical service.

#### On-site technical service shall be available within 2 business days of notification by the manufacturing shop of production difficulties.

#### Troubleshooting may be done remotely. If unable or unsuccessful remote troubleshooting, vendor shall be available in person within 2 business days to address issue.

### Equipment

#### The application and registry control equipment must be installed, tested and operational by May 1, 2025.

#### The successful respondent shall provide a list of available stock parts to the NV DMV. In the event of equipment failure, the successful respondent shall ship stocked replacement parts by express carrier within 12 hours of notification.

#### The cost of any waste materials, including metal and retro reflective sheeting generated because of installation and testing of application and registry equipment will be reimbursed to the NV DMV by the successful respondent.

#### The cost of die sharpening shall be included in the contract and a schedule established to ensure a usable set of sharpened dies are available at the license plate factory at all times.

#### Upon expiration of the existing contract, the existing equipment supplier shall remove equipment within thirty (30) days unless an extension of the equipment contract has been negotiated with the department and current equipment vendor.

# Registration decal print and insertion into license plates.

**NOTE:** The State reserves the option to incorporate one or all of section 4 into the contract at any time during the term. Contract will provide project plan(s) for these services upon agreement between the parties to implement an option listed in Section 4, below. Any option listed in this section may be initiated with a purchase order signed by both parties.

If Section 4 of this contract becomes part of the final lease, the State will allow these to be phased in after the License Plate Factory equipment contract has been implemented.

**Please bid this separately of the main License Plate Factory equipment contract on the Cost Sheet under Other Pricing Options.**

## Print On Demand Registration Functionality.

### The NV DMV will require the vendor to maintain the print on demand registration solution for registration and decals at the License Plate Factory.

### The decals and forms shall print at the time of sale.

### The vendor shall be responsible for integrating the print on demand solution with the NV DMV’s current computer and network infrastructure used for issuing vehicle registrations.

### The vendor will provide a solution to have the registration and decal printed at the time of the license plate printing for all ELDT plates.

### Plates and registration will be matched and mailed together in one envelope, automatically.

### Vendor shall supply all hardware, software, printers, maintenance, installation, wiring, routers, switches, servers, and resources necessary for a successful integration which will print all required information on registration decals and forms.

### Key activities for this task include, but are not limited to, the following:

#### Vendor will provide printers for current registration year (1 year registration) and 3-year trailer registrations.

#### Vendor will provide all necessary electrical and data lines at the License Plate Factory.

#### Vendor will provide all necessary switches, routers, and firewalls if necessary for implementation of the print on demand system.

#### All network equipment provided by the vendor remains the ownership of the vendor. Vendor shall retain ownership and provide maintenance of all network and server equipment located in the DMV datacenter in Carson City. All data remains the property of the State of Nevada, Department of Motor Vehicles.

#### Vendor will provide a minimum of one extra printer in the event of a printer failure or malfunction. Upon replacement of a malfunctioning printer, Vendor shall ship a replacement overnight at no cost to NV DMV. Vendor shall also provide shipping instructions for returning the malfunctioning printer at no cost to NV DMV.

#### Vendor will provide the registration renewal certificate and one affixed decal on each form.

#### Decal size will be 1 ½” wide x 1: high.

#### The Department utilizes a three (3) decal color system to designate current year and 3-year registration (trailer) periods. The vendor must have the capability to provide equipment that will be capable of printing registration documents and decals for these years as necessary.

#### Vendor will print the required information on each registration certificate and decal, as specified by the NV DMV and as required by future legislation. Legislative changes that may affect the cost will be negotiated, if necessary.

#### All registration certificates and decals will be produced on standard blank stock provided by the vendor.

#### Vendor is responsible for the distribution of forms and decals to the License Plate Factory. A three-month supply of registration forms, decals and ribbons shall be available.

#### Vendor will provide and maintain all associated hardware and software for printing the registration certificates and decals for the entire duration of the contract.

#### Provide programming for integration of the NV DMV computer application data files with the vendors printing system.

#### Vendor will provide the secure and appropriate disposal of ribbons, forms, and decals.

#### Vendor will provide on-demand reports to include distribution, reprints, identification of discrepancies in decal and form inventories, etc.

#### Vendor will provide the self-mailer processing equipment to include but not limited to envelopes, burster, folder, and sealer equipment compatible with the vendors proposed form for the ability to marry license plate and ELDT registration to be mailed together.

#### Vendor will provide the NV DMV with a comprehensive system security plan, including but not limited to, application development, database architecture, physical access, data access, data storage, data integrity, solution processes and infrastructure and a fully detailed system disaster recovery plan.

#### Vendor will provide a single toll-free telephone number for technical support available Monday through Friday from 6:00am – 7:00pm Pacific Standard Time, except for State holidays.

#### Vendor shall respond within four (4) hours to address technical support issues and provide full resolution within 24 hours. Real-time access shall be available to the NV DMV to track active and closed tickets.

#### Payment to the vendor will be for completed, usable registration certificates and decals only. The vendor will account for all costs for completed and usable registration/decals.

#### Vendor will provide a comprehensive and detailed transition plan, including contingencies, to NV DMV and ensure minimal impact to NV DMV customers and staff.

#### Complete site surveys completed by vendor bi-annually.

### The vendor must provide completely operational systems for printing the registration certificates and validation decals for mailing to customers who elect to Electronically register their vehicle using Web Services.

### The vendor will provide and print the registration certificates and the affixed decals, and provide hardware, software, and programming for integration of the NV DMV computer application file with the Vendors system.

### Vendor will ensure all registration certificates will include a 2-D barcode in accordance with the most current American Association of Motor Vehicle Administrators (AAMVA) standards.

### Vendor will ensure all decals contain the registration expiration month and year digits, the license plate number and the word Nevada must be printed as part of the decal template.

### The vendor must maintain the furnished equipment and software that will be conducting these tasks and provide training, supplies and services required for the proposed system.

### The Nevada Department of Motor Vehicles (NV DMV) prints three different color decals based upon the year. Vendor must ensure hardware and software can correlate decal color with registration year of expiration.

# Training

## All required training shall be completed within 1 week of equipment installation. Installation and training shall be acceptable upon consistently running the required line(s) at representative speeds not to exceed 100 strokes per minute with a rejection rate of 2% or less. The acceptability of the blanks shall be determined by the NV DMV.

## Vendor will provide training in the proper use and maintenance of the equipment.

## All initial training will be conducted in person and be end to end training.

## Ongoing training as requested/needed can be onsite in person, remotely over the phone, or via conference (Webex or Teams) as determined by LPF Manager or DMV representative and vendor based on needs.

## Training will be conducted anytime the equipment is updated as agreed upon by LPF Manager or DMV representative and vendor. Basic changes can be addressed on a case-by-case basis upon DMV request and approval.

## Vendor will provide user manuals for reference and post training.

## Troubleshooting will be conducted as described in 3.5.2.

# HOLD BACKS

## The State shall pay all invoiced amounts, less a 10% holdback, following receipt of the invoice and a fully completed project deliverable sign-off form.

## The distribution of the holdbacks shall be negotiated with the vendor.

## Actual payment of holdbacks shall be made with the approval of the project Executive Oversight Committee.

# ATTACHMENTS

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

### Terms and Conditions for Services

### Terms and Conditions for Goods upon implementation of section 4. Registration decal printing and insertion into license plates.

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

### Contract Form

### Insurance Schedule

## PROPOSAL ATTACHMENTS. To be completed and returned.

### Cost Schedule

### 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 1st Round Questions No later than 5:00 pm on 03/25/2024

#### 1st Round Answers Posted On or about 04/04/2024

#### Deadline for 2nd Round Questions No later than 5:00 pm on 04/11/2024

#### 2nd Round Answers Posted On or about 04/18/2024

#### Deadline for References No later than 5:00 pm on 05/01/2024

#### Deadline Proposal Submission and Opening No later than 2:00 pm on 05/02/2024

#### Evaluation Period (estimated) 05/02/2024 - 05/14/2024

#### Vendor Presentations (if applicable) (estimated) 06/04/2024 - 06/05/2024

#### Notice of Intent (estimated) On or about 06/05/2024

#### Notice of Award (estimated) On or about 09/01/2024

#### BOE Approval (estimated on or about) 04/2025

#### Contract start date (estimated) 05/01/2025

# 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.

#### Functionality and Features Hardware 25

#### Functionality and Features Software 20

#### Technical Specifications 10

#### Support and Maintenance 10

#### Vendor Qualifications and Experience 10

#### Cost and Value 10

#### Integration Capabilities 5

#### Scalability and Future Expansion 5

#### Data Storage and Retention 5

#### Presentation Factor #1 – Demonstration of Equipment Functionality 50

#### Presentation Factor #2 – Ability to integrate with aluminum and sheeting 50

### 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

### Presentations

#### Following the evaluation and scoring process specified above, the State may require vendors to make a presentation of their proposal to the evaluation committee or other State staff, as applicable.

#### The State, at its option, may limit participation in vendor presentations to vendors above a natural break in the relative scores from technical and cost scores.

#### Following the presentations, the combined technical, cost, and presentation scores will become the final score for a proposal.

#### The State reserves the right to add additional criteria or presentations.

#### The State reserves the right to forego vendor presentations and select vendor(s) based on the written proposals submitted.

## NEVADA-BASED BUSINESS PREFERENCE

### The State awards a five percent (5%) preference to Nevada-based businesses pursuant to NRS 333.3351 to 333.3356, inclusive.

### Nevada-based business is defined in NRS 333.3352(1).

### The term ‘principal place of business’ has the meaning outlined by the United States Supreme Court in Hertz Corp v. Friend, 559 U.S. 77 (2010), typically meaning a business’s corporate headquarters.

### To claim this preference a vendor must indicate it on their vendor account and submit a 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.

## 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. 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. 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 proposal should address items in this section in enough detail to provide evaluators 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. 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.

### Awarded vendor shall maintain, for the duration of the contract, insurance coverages 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 coverages.

### 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.

## 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.

### 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

#### The last two (2) full years and current year interim:

###### Profit and Loss Statements

###### Balance Statements

## 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 three (3) to five (5) years, see *Reference Questionnaire*.

#### In what capacity have you worked with this vendor in the past?

#### How would you rate this firms’ knowledge and expertise?

#### How would you rate this the vendor’s flexibility relative to changes in project scope and timelines?

#### What is your level of satisfaction with materials produced by the vendor?

#### How would you rate the dynamics/interaction between the vendor and your staff?

#### With which aspect(s) of this vendor’s services are you most satisfied?

#### With which aspect(s) of this vendor’s services are you least satisfied?

#### Would you recommend this vendor’s services to your organization again?

### 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. Attachment should be flagged confidential in NevadaEPro.

#### Title Page

#### Table of Contents

#### Trade Secret information, cross referenced to the technical proposal

## COST PROPOSAL

## VENDOR FINANCIAL INFORMATION. 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.