



## **REQUEST FOR FORMAL QUOTES FOR NON-CONSTRUCTION PURCHASES**

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**Responsible:** Purchasing Department

### **PURPOSE**

This Administrative Procedure describes the process for soliciting a formal Request for Formal Quote (RFQ) for non-construction purchases as managed by the Purchasing Department of the Washoe County School District (District).

### **PROCEDURE**

1. Per Nevada Revised Statute (NRS) 332.063, unless exempt from competitive solicitation requirements as defined in NRS 332.115, if the annual or one-time purchase amount required to perform the contract service(s) and/or provide the product(s) is more than \$50,000, but not more than \$100,000, the District (as a governing body) shall solicit submissions from two or more persons capable of performing the contract, if available.
  - a. Under NRS 332, the District is required to maintain a record of all formal solicitations and all submissions received for the solicitation for at least seven (7) years after the date of execution of the contract.
2. Once the solicitation's specifications, scope of work/service, terms, conditions, and all related factors have been provided by the end-using site/department and/or requestor to the assigned Procurement Professional and/or have been developed with the assistance of the Procurement Professional, the solicitation moves forward into department production.
3. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. RFQ numbers are assigned by the Procurement Professional facilitating the solicitation and logged onto the 332 Master Solicitation Log, which is maintained by the Purchasing Department.
4. All non-construction solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.
  - a. For example: 47-QF-08-26-XX

47= next sequential number in 332 Master Solicitation Log

QF = type of solicitation

08 = 2-digit month solicitation is issued

26 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Procurement Professional

- b. Types of non-capital request for solicitations include:
- QI = Informal Quote
  - QF = Formal Quote
  - B = Bid
  - QS = Qualifications
  - IP = Informal Proposal / Letter Proposal
  - P = Proposal
  - I = Information
5. To prepare the RFQ solicitation document, the Procurement Professional is to use the department's standard Request for Quote templates, which identifies all related terms and conditions of the contract along with the scope of work, basis of award, specifications, insurance requirements, and other pertinent details related to the request.
- a. Prior to any release of an RFQ solicitation, it is best practice for the Procurement Professional to have their documentation reviewed for accuracy by another Purchasing employee.
- b. If applicable, approval from the Senior Director of Supply Chain Management may also be requested.
6. Once the RFQ solicitation document has been reviewed and approved, the solicitation is posted and distributed accordingly and available for public consideration for no less than seven (7) business days.
- a. RFQs are posted to the Purchasing Department's Solicitations website and may be posted to the department's third-party solicitation provider, DemandStar (if applicable).
- i. Purchasing Department's Solicitations website:
- <https://solicitations.washoeschools.net/>
- ii. DemandStar: [www.demandstar.com](http://www.demandstar.com)
7. RFQ notifications are emailed from the Purchasing Department's Solicitations website (<https://solicitations.washoeschools.net/>) to vendors who have registered to do business with the District through use of specific commodity categories that

correlate with the solicitation, along with any vendors who have expressed direct interest in receiving the notification. Additionally, the Procurement Professional should notify any other company that they know can provide the products and/or services.

- a. As a part of the District's support of Nevada's Local Emerging Small Business (ESB) Program through the Governor's Office of Economic Development (GOED), the Procurement Professional is to seek additional recipients of the RFQ by searching the ESB directory (link below) for certified ESB vendors who may be interested in receiving the solicitation.

<https://goed.nv.gov/emerging-small-business-directory/>

- b. When the solicitation is sent via email, a delivery confirmation should be added to the email to verify the email was received successfully.
  - c. Distribution via fax should only be used if an email address is not available for the receiving party. Every attempt should be made to obtain a valid email address for all solicitation recipients.
8. Vendors are instructed to submit RFQ submissions via email to: [solicitations@washoeschools.net](mailto:solicitations@washoeschools.net); however, sealed submissions are also accepted.
- a. All submissions, regardless of delivery choice, are due by the date and time specified in the RFQ solicitation.
  - b. Submissions that are received via facsimile, or to any other email other than that listed above, or outside of a sealed envelope will not be accepted.
  - c. The Procurement Professional may extend the due date and time prior to being provided with any sealed or emailed quotes if there are no submissions received or if an insufficient number of submissions are received.
  - d. If a vendor has a "parent company" and/or if the vendor is operating as a "dba" company, the vendor should specify that in their submission.
9. Once the RFQ submission due date and time have passed, the Procurement Professional will be provided with any sealed quotes that may have been received in the department and any submissions that may have been emailed to the solicitations email address from a department's employee with authorized access to that particular email inbox.
- a. All RFQ submissions are opened by the Procurement Professional, Senior Director of Supply Chain Management, or Assistant Director of Procurement and Contracts.

10. Any submission received in response to an RFQ may be rejected if the District determines that:
  - a. The quality of the services, materials, equipment, or labor offered does not conform to the specifications outlined in the submission.
  - b. The vendor is not responsive or responsible.
  - c. The quoted amount exceeds the estimate and/or approved budget allocation for the purchase.
  - d. The public interest would be served by such a rejection.
11. If the District determines that the RFQ submission does not have a signature of the authorized agent received in response to an RFQ, the submission shall be rejected.
12. The Procurement Professional will begin the review of the RFQ submissions and is responsible for drafting the ROA Tabulation and ROA Cover Memo based on the information from each submitted quote. The Procurement Professional is responsible for ensuring that submitted responses to the RFQ are found to be responsive and responsible to the RFQ's specifications and needs of the District.
13. The RFQ is to be awarded to the lowest responsive and responsible vendor who also meets the District's specifications and requirements.
  - a. The ROA Tabulation and ROA Cover Memo should be reviewed by another Procurement Professional or Support Employee prior to being finalized.
14. Once reviewed and finalized, the Procurement Professional should obtain approval of the ROA Tabulation and ROA Cover Memo from the Assistant Director of Procurement and Contracts or the Senior Director of Supply Chain Management in the absence of an Assistant Director of Procurement and Contracts.
  - a. If revisions are to be made, the Procurement Professional is to complete those revisions and then re-submit the document for review/approval.
15. Following approval, the Procurement Professional signs and dates the ROA Tabulation.
  - a. The ROA Tabulation with the ROA Cover Memo, which combined serves as the official "Recommendation of Award" is posted on the applicable Purchasing Department website(s).
  - b. The public review window opens beginning the date as noted on the signed ROA Tabulation and closes five (5) business days from that date. The public review window must close prior to awarding the solicitation.

- c. Any vendor who submitted a quote in response to the RFQ solicitation is to be provided with a copy of the ROA Tabulation, which serves as the official Recommendation of Award.
- 16. Any additional contract/agreement or other related documentation that is presented to the District by the vendor who has been recommended for award must be formally reviewed and approved prior to the Notice of Award being posted/distributed.
- 17. After the completion of all required reviews/approvals are completed, and the public review window has closed, the Procurement Professional submits the ROA Tabulation and other contract/agreement-related documents for formal award consideration.
  - a. If any additional contract/agreement or other related documentation was formally reviewed, the vendor is responsible for executing first followed by the District staff authorized to sign on behalf of the District.
- 18. Once final award is obtained, and all signatures are on the related contract/agreement documents, the Notice of Award is prepared and posted on the applicable Purchasing Department's website(s).
  - a. Any vendor who submitted a quote in response to the RFQ solicitation is to be provided with a copy of the Notice of Award via email.
- 19. All paperwork is filed and logged in the Purchasing Department and the RFQ solicitation file is closed.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. [Board Policy 3320 – Procurement](#);
  - b. [Board Policy 3321 – Contract Review and Approval](#); and
  - c. [Administrative Regulation 3322 – Contract Review and Approval](#).
- 2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS), to include:
  - a. [Chapter 332 – Purchasing: Local Governments](#).

## REVISION HISTORY

Date	Revision	Modification
05/02/2016	1.0	Revised: converted to Administrative Procedure
01/01/2022	2.0	Revised to include soliciting to Emerging Small Businesses (ESBs); updated to align with NRS 332 revisions as of 07/01/21.
01/05/2026	3.0	Added "IP – Informal Proposal / Letter Proposal" to Section 5; removed specific RFQ template identifiers from Section 6; revised Section 8 as to how solicitation opportunities are distributed; updated the hyperlink to the ESB Directory; added Section 9(d) regarding "dba" company names; revised Section 13 to name the correct documents used for tabulating submissions; added Board Policy 3320; revised the titles of the governing documents and Purchasing Department staff; and added hyperlinks where applicable; removed "Demonstration" from solicitation types; moved the previous Section 5 to be included in Section 4; revised title to be for non-construction purchases.