



**REQUEST FOR BIDS FOR
NON-CAPITAL PURCHASES**

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting a Request for Bids (RFB) for non-capital purchases as managed by the Purchasing Department of the Washoe County School District (District).

PROCEDURE

1. Per Nevada Revised Statute (NRS, Chapter 332.065, unless exempt from competitive solicitation requirements as defined in NRS 332.115, if the annual amount required to perform a contract for service(s) and/or provide product(s) is more than \$100,000, the District (as a governing body) is to initiate a formal solicitation.
 - a. Per 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. Advertisement, at least once and not less than seven (7) days before the opening of responses, of the solicitation in a newspaper that has a general circulation within the county wherein the local government, or a major portion thereof, is situated is required. Additionally, District will post formal RFBs, every day for not less than seven (7) days before the opening of responses, on the District's Internet website; or on a secured Internet website which is established and maintained for the purpose of an on-line solicitation.
 - a. The advertisement must state the nature, character, or object of the contract; if plans and specifications are part of the contract, where the plans and specifications may be seen; the time and date on which responses will be opened; that a written certification is a required part of the contract pursuant to subsection 4 of NRS 332.065, if applicable; and such other matters as may properly pertain to the contract.
3. Once the solicitation's specifications, scope of work/service, terms and conditions, and all related factors have been provided by the end-using site/department and/or requestor to the assigned Buyer and/or have been developed with the assistance of the Buyer, the solicitation moves forward into department production.
4. All non-capital solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.

For example: 24-B-08-22-XX

24 = next sequential number in 332 Master Solicitation Log

B = type of solicitation

08 = 2-digit month solicitation is issued

22 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Buyer

5. Types of non-capital request for solicitations include:

- QI – Informal Quote
- QF – Formal Quote
- B – Bid
- QS – Qualifications
- P – Proposals
- I – Information
- D – Demonstration

6. To prepare the solicitation document, the Buyer is to use the department's standard templates for either Request for Bid (Service), Request for Bid (MDP Service), or Request for Bid (Products), which identifies all 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 RFB solicitation, it is best practice for the Buyer to have his/her documentation reviewed for accuracy by another Purchasing employee.
 - b. If applicable, approval from the Director of Procurement and Contracts may also be requested.
7. Once the RFB document has been reviewed and approved, the solicitation is posted for no less than twenty-eight (28) calendar days (four weeks) and distributed accordingly. A request can be made to the Purchasing Department to shorten the duration of the posting under extenuating circumstances.

- a. Formal RFBs are posted to the Purchasing Department's website and posted to the department's third-party solicitation provider, DemandStar (if applicable).
 - i. Purchasing Department's website:
<https://www.washoeschools.net/Domain/65>
 - ii. DemandStar: www.demandstar.com
8. RFB notifications are to be sent from the department's Solicitations@washoeschools.net email to vendors who have registered to do business with the District through use of specific commodity codes that correlate with the solicitation, along with any vendors who have expressed direct interest in receiving the notification. Notification will also be sent to vendors who have submitted responses in a previous RFB for the same goods or services. Buyers may also notify companies known to provide the goods or services being requested in the RFB.
 - a. When the solicitation is sent via email, a delivery confirmation should be added to the email to verify the email was received successfully.
 - b. Distribution via fax should only be used if an email address is not available for the receiving party. The Buyer and/or Support Employee should make every attempt to obtain a valid email address for all recipients.
9. All RFB submissions/responses must be provided in a sealed/secured fashion and are due by the date and time specified in the RFB solicitation.
 - a. Submissions/responses that are received other than how instructed in the RFB solicitation; received after the time and due date; and/or not signed by an authorized representative of the vendor will be rejected.
10. Once the RFB submission due date and time have passed, the Buyer will be provided with all sealed responses that may have been received in the department.
11. Responses to RFBs will be publicly opened by the Buyer, Director, or Assistant Director.
12. The Buyer will begin the review and tabulation process and is responsible for drafting the RFB Tabulation (Tabulation) based on the information from each submitted response. The Buyer is also responsible for ensuring that submitted responses to RFBs are found to be responsible and responsive to the RFB's specifications and needs of the District.

- a. The Tabulation *DRAFT* is to be reviewed and approved by the Director of Procurement and Contracts (Director) prior to being finalized.
 - b. If revisions are to be made to the Tabulation, the Buyer is to complete those revisions and then re-submit the document for review/approval by the Director.
13. Once approved by the Director, if the awarded amount of the contract is a total of \$50,000, but not greater than \$99,999, the Tabulation is included as an attachment to the Staff Report to the Chief Financial Officer (CFO) for review, approval, and award by the CFO.
- a. 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 using the District's contract review process and included as an attachment to the Staff Report to the Chief Financial Officer.
 - b. Once the Buyer receives notice (e.g., an email) that the CFO has reviewed and approved the Staff Report to the Chief Financial Officer and the Tabulation, the Buyer (1) signs and (2) adds the closing date of the appeal window to the Tabulation.
 - c. The Tabulation is posted and distributed accordingly as the official Recommendation of Award (ROA).
 - d. The appeal window opens beginning the date as noted on the signed Tabulation and closes five (5) business days after the Tabulation signed date.
 - i. Per NRS 332.068, any person who submits a response to an RFB may, after the RFBs are opened and within the period specified by the District (noted above), submit to the District's Purchasing Department, a notice of protest regarding the awarding of the contract.
 - ii. Additional information and instructions on how to submit a notice of protest, including the dollar amount of the required surety or other security, is identified in the RFB solicitation document.
 - Receipt of a valid notice of protest will "stay" any pending award until the protest is formally processed by the District and found to be upheld or rejected.

- iii. If the protest is upheld, the surety posted or other security submitted with the notice of protest must be returned to the person who posted the bond or submitted the security.
 - The pending award for the contract will then be removed from award consideration and those who submitted a response to the RFB will be re-evaluated for award consideration.
 - iv. If the protest is rejected, a claim may be made against the surety or other security by the District in an amount equal to the expenses incurred by the District because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted/submitted the surety or other security.
 - The “stay” of the pending award of contract is then lifted and the process to award the RFB contract continues accordingly.
 - e. After the appeal window has closed, the Notice of Award is prepared, posted, and distributed accordingly, including to all vendors who submitted an RFB response.
 - f. The RFB file is then closed and all paperwork logged and filed accordingly.
14. Once approved by the Director, if the awarded amount of the contract is a total of \$100,000 or greater the Tabulation is attached to the Staff Report to the Board of Trustees and is scheduled for approval by the District’s Board of Trustees (Board) at a regular scheduled Board meeting.
- a. 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 using the District’s contract review process and is to be included as an attachment to the Staff Report to the Board of Trustees.
 - b. Once the Buyer receives notice (e.g., an email) that the Director has reviewed and approved the Staff Report to the Board of Trustees and the Tabulation, the Buyer (1) signs, (2) dates, and (3) adds the closing date of the appeal window to the Tabulation.
 - c. The Tabulation is posted and distributed accordingly as the official Recommendation of Award (ROA).

- d. The appeal window opens (refer to Sections 12b – 12d above) beginning the date as noted on the signed Tabulation and closes five (5) business days after the signed Tabulation date.
- e. After the appeal window has closed and after the Board has awarded the solicitation, the Notice of Award is prepared, posted, and distributed accordingly, including to all vendors who submitted an RFB response. The appeal window must close PRIOR to the Board awarding the solicitation.
- d. The RFB file is then closed and all paperwork logged and filed accordingly.

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 3321, Contract Review and Approval; and
 - b. Administrative Regulation 3322, Bids/Quotations and Contracts.
- 2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS), to include:
 - a. Chapter 332, Purchasing Local Governments.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted