



Nevada State Purchasing Division
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Request for proposals 40DHHS-S3292

Release Date	<u>June 26, 2026</u>
Solicitation number	<u>40DHHS-S3292</u>
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Soliciting agency	<u>Nevada State Purchasing Division</u>
Contracting agency	<u>Nevada Division of Social Services</u>
Solicitation title	<u>Nevada Electronic Benefit Transfer and Cash Benefit System</u>
Deadline for submissions	<u>October 26, 2026 @ 1:00 p.m.</u>

For deaf and hard of hearing, call 711 and ask the relay agency to dial the single point of contact phone number above.

This request for proposals is available at nevadaepro.com as a bid solicitation.

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1. APPLICABLE REGULATIONS GOVERNING PROCUREMENT

- 1.1. Statute and code. 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. Single point of contact. Vendors and 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 response per [NAC 333.155\(3\)](#).
- 1.3. Ethics. 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](#).

2. PROJECT OVERVIEW

- 2.1. The Nevada State Purchasing Division on behalf of the Nevada Department of Human Services (DHS), Division of Social Services (DSS) is seeking proposals from qualified vendors to provide Electronic Benefit Transfer (EBT) services and Cash Benefits for the Special Supplemental Nutrition Program for the State of Nevada, Supplemental Nutrition Assistance Program (SNAP); and the Temporary Assistance to Needy Families (TANF) Program; Summer Electronic Benefit Transfer Preprogram (S-EBT). Nevada is also seeking a vendor who can provide web-based applications for mobile notification services as described below and in the *scope of work* and *attachments*.
- 2.2. 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. DSS shall administer the contract resulting from this solicitation. The resulting contract is expected to be for a contract term of eight (8) years, subject to Board of Examiners approval. The contract is anticipated to commence on February 15, 2027 and expire January 31, 2035.
- 2.3. Contracting agency background
 - 2.3.1. The mission of the State of Nevada Department of Human Services (DHS) is to promote the health and well-being of its residents through the delivery or facilitation of a multitude of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency.
 - 2.3.2. DSS is a division of government within the DHS which works to engage clients, staff, and the community to provide public assistance benefits to all who qualify and reasonable support for children with absentee parents to help Nevadans achieve safe, stable, and healthy lives.
 - 2.3.3. The programs DSS oversees include: the SNAP Program (formerly known as the Food Stamp Program), TANF Program, Child Support Enforcement Program, Child Care Assistance Program, Employment and Training Programs for TANF and SNAP recipients, Energy Assistance Program, and eligibility of Nevada's Medicaid Program.
- 2.4. Nevada SNAP/TANF/S-EBT Overview
 - 2.4.1. SNAP is a federal entitlement program offering nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities.
 - A. SNAP is the largest program in the domestic hunger safety net.
 - B. The USDA Food and Nutrition Service (FNS) works with State agencies, nutrition educations, and neighborhood and faith-based organizations to ensure that those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits.
 - C. FNS also works with State partners and the retail community to improve program administration and ensure program integrity.
 - 2.4.2. The TANF program is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish the goals of the TANF program. The program is administered by the Department of Human Service (DHS) Administration for Children and Families, Office of Family Assistance (OFA).
 - 2.4.3. Summer Electronic Benefit Transfer (Summer EBT), is a permanent federal initiative administered by the U.S. Department of Agriculture (USDA). It aims to provide grocery benefits to low-income families with school-aged children during the summer months when schools are closed and regular school meals are unavailable.
 - 2.4.4. The Nevada DSS has twenty-five (25) area offices, which are the customer's point of contact with the State for SNAP and TANF benefits. Eleven (11) of these offices are in the Las Vegas metropolitan area; Reno has two (2) offices and Carson City has one (1) office; and the remaining offices are located in rural communities. Caseworkers in these offices make SNAP and TANF benefit eligibility determinations for the customers served by that office.

- 2.4.5. The Nevada EBT Program Manager is based at the DSS Reno District Office in Reno, Nevada. The oversight of operational aspects of the SNAP, TANF and S-EBT programs are with the Nevada EBT Project Manager within the Investigations and Recovery Unit.
 - 2.4.6. All Nevada SNAP benefits have been issued via EBT since July 1, 2002. TANF benefits were added to the EBT care in July of 2005. TANF customers have the option of receiving their payments via direct deposit or via EBT card. SNAP and TANF benefits are issued on the same EBT card. It is not a branded card.
 - 2.4.7. Most SNAP/TANF/S-EBT EBT cards are issued to customers over-the-counter (OTC) at DSS's local offices. SNAP and TANF customers are issued their initial cards at the time of their interview prior to the determination of eligibility. This avoids having to ask the client to make a second trip to the local office after their interview and the determination of eligibility just to receive an EBT card. This is especially important for customers served by DSS's rural offices where a client could reside as far as 100 miles from the DSS office. Some cards are issued by mail, using the vendor's card vendor.
 - 2.4.8. Active Case
 - A. An "active case" means a household that is currently approved for the program and has ongoing eligibility as of the state-defined cut-off date. An active case must meet all of the following conditions:
 - 1. Eligibility determination is complete and the case is approved.
 - 2. Benefits are open and ongoing for the benefit month in question (i.e., the case has not been closed, denied, or pending).
 - 3. The case has not been terminated, and no closure code has been applied effective before the program's eligibility look-back date.
 - 4. Any required recertification or reporting has been completed or is within the allowable grace period.
- 2.5. Goals and Objectives
- 2.5.1. The EBT and Cash Benefit system will result in as little disruption or change as possible to the current card system operations for the SNAP, TANF, and S-EBT programs in Nevada.
 - A. The RFP will result in a contract between the EBT Contractor and the State of Nevada, Department of Human Services, for SNAP and TANF EBT and Cash Benefit services.
 - B. The contract will replace existing contracts with Fidelity Information Services (FIS).
 - C. Custom Data Process (CDP) is a subcontractor for Fidelity Information Services that provides EBT services to this program.
 - 2.5.2. The vendor must propose an EBT and Cash Benefit system for SNAP and TANF that meets the requirements of applicable Federal and State laws and regulations as well as the QUEST® Operating Rules. Nationwide interoperability, in accordance with Federal regulations for SNAP, and cash programs is a requirement of this RFP.
 - 2.5.3. Federal requirements for EBT processing and performance shall be considered the minimum standards for the EBT system (refer to the Scope of Work). Where specified in this RFP, the EBT Vendor will be required to meet Federal requirements and meet state-specific QUEST® requirements. Unless expressly noted as an exception herein, QUEST® Operating Rules will apply to all applicable aspects of EBT system development and operation.
 - 2.5.4. DSS is seeking a qualified and experienced vendor to procure an EBT system to manage and/or transfer their system to the SNAP EBT, and TANF Cash Benefit operations.
 - 2.5.5. The vendor will be required to provide:
 - A. An existing electronic EBT system/application, that is web-based software. If all listed requirements are not in an existing solution, the vendor must have the capability to develop this functionality or find a subcontractor who can.
 - B. Interface with DSS eligibility system, applications and/or other system as identified by DSS with minimal revisions. DSS will consider changes to their EBT interfaces if the proposed changes provide operational savings and/or improved services.
 - C. Incorporate new DSS client data and public assistance data into the electronic application as determined by DSS.
 - D. Provide, update and/or maintain all current system reports.
 - E. Incorporate existing system information or data in the current application into the system of the vendor.

2.6. State Resources

The following paragraphs describe the resources the State has committed to this project.

2.6.1. **Steering Committee:**

- A. This team will work with, and on behalf of, the project in defining overall policy, providing top level decision making, ensuring availability of key resources, and affecting key interdepartmental and contractual relationships. The Steering Committee provides leadership in promoting support for the project. Additional roles of the Steering Committee may include:
 - 1. Review of proposed plans and timetable,
 - 2. Provide problem resolution if issues cannot be resolved at the project team level,
 - 3. Provide departmental policy as it relates to the project,
 - 4. Set priorities,
 - 5. Propose alternative solutions to problems encountered,
 - 6. Obtain Legislative and Administrative backing, and
 - 7. Provide information and involve external parties in project progress, accomplishments, and challenges.

2.6.2. Project Sponsor

- A. The DSS Deputy Administrator of Human Resources and Division Services is the project sponsor.
- B. All project activities will be conducted under the authority of the DSS project management office.

2.6.3. Project Manager

- A. Two (2) Project Managers have been assigned to coordinate the activities of all individuals and organizations involved in the project.
- B. The Project Managers will provide on-going daily direction and oversight to the State project staff, the contractor and report progress and problems to the Steering Committee.
- C. The Project Managers will coordinate all organizations involved in the project and ensure resource requirements are identified and addressed.
- D. The Project Managers set priorities when choices or alternatives are required.

2.6.4. EBT Program Staff

- A. The awarded vendor will be expected to work closely with the State project staff assigned to this project.
- B. State project staff will be available to attend meetings, interviews and assist assigned staff in reviewing functions with the awarded vendor.
- C. State project staff will be assigned to the project on an as-needed basis, as determined by project and technical management to represent the various functional and technical areas.
- D. State project staff will report to the Project Manager who will act as a conduit to the awarded vendor.

2.6.5. Quality Assurance Monitor

- A. A Quality Assurance (QA) monitor may be utilized and will act as technical assistant to the State.
- B. The QA monitor will report to the appropriate State Project Manager.
- C. Major functions will include, but not be limited to the following:
 - 1. Review of project tasks.
 - 2. Validation of results.
 - 3. Provide recommendations, as required.
 - 4. Review of deliverables.
 - 5. Project plan monitoring.

3. SCOPE OF WORK

- 3.1. Proposing vendors must be able to provide all services as described in the *Scope of Work* attachment. Vendor's proposal should not include a line-by-line response to the scope, but rather an acknowledgement that the vendor agrees to all listed requirements.
- 3.2. Proposal response to *Scope of Work* should provide a detailed, narrative-style explanation of the vendor's plan for ensuring all *Scope of Work* requirements are met through the contract term.

4. ATTACHMENTS

- 4.1. Attachments incorporated by reference. To be read and not returned.
 - 4.1.1. Terms and conditions for services – with addl Federal requirements
 - 4.1.2. FY26 Nevada Disaster SNAP Plan – Revised 9-16-25 - Part 1

- 4.1.3. FY26 Nevada Disaster SNAP Plan – Revised 9-16-25 - Part 2
- 4.1.4. Performance Standards and Remedies
- 4.1.5. Data Warehouse Functionality AO
- 4.1.6. System Administrative Functionality AO
- 4.1.7. SNAP Waivers FNS 12-2025
- 4.1.8. Project Reports
- 4.1.9. Technical Standards
- 4.1.10. SOC2 Compliance description
- 4.2. Attachments for review. To be read and not returned (unless redlining).
 - 4.2.1. Standard form contract
 - 4.2.2. Insurance schedule
- 4.3. Attachments for response. To be completed and returned.
 - 4.3.1. RFP-EBT - Scope of Work
 - 4.3.2. Reference questionnaire
 - 4.3.3. Vendor information response
 - 4.3.4. Certification regarding lobbying
 - 4.3.5. DSS Request for Cloud Proposal
 - 4.3.6. RFP Development Technical Requirements 6-24-26
 - 4.3.7. EBT Cost Proposal
 - 4.3.8. DSS Data Use and Cloud Services Agreement

5. TIMELINE

- 5.1. Questions. All questions regarding this solicitation shall be submitted using the bid Q&A feature at nevadaepro.com.
 - 5.2. Timeline. The following represents the proposed timeline for this project.
 - 5.2.1. All times stated are Pacific Time (PT).
 - 5.2.2. These dates represent a tentative schedule of events.
 - 5.2.3. The State reserves the right to modify these dates at any time.
 - 5.2.4. The deadline for submissions is the nevadaepro.com bid opening date and time. Late quotes will not be accepted.
- | | |
|--|-------------------------------------|
| A. Deadline for questions (1 st Round) | No later than 1:00 pm on 07/20/2026 |
| B. Answers posted (1 st Round of Questions) | On or about 08/03/2026 |
| C. Deadline for questions (2nd Round) | No later than 1:00 pm on 08/18/2026 |
| D. Answers posted (2nd Round of Questions) | On or about 08/25/2026 |
| E. Deadline for references | No later than 5:00 pm on 10/25/2026 |
| F. Deadline submissions and opening | No later than 1:00 pm on 10/26/2026 |
| G. Evaluation period (estimated) | 10/26/2026 – 11/16/2026 |
| H. Vendor presentations (estimated) | 12/01/2026 – 12/02/2026 |
| I. Notice of intent (estimated) | On or about 12/03/2026 |
| J. Notice of award (estimated) | On or about 01/05/2027 |
| K. BOE approval (estimated) | 02/09/2027 |
| L. Contract start date (estimated) | 02/15/2027 |

6. EVALUATION

- 6.1. Evaluation and scoring are conducted in accordance with [NRS 333.335](#) and [NAC 333.160-333.165](#).
 - 6.1.1. Responses shall be kept confidential until a contract is awarded.
 - 6.1.2. In the event the solicitation is withdrawn prior to award, responses remain confidential.
 - 6.1.3. The evaluation committee is an independent committee established to evaluate and score qualitative evaluation factors for the solicitation.
 - 6.1.4. The State, at its option, may limit participation in cost scoring, presentations, or both to vendors above a natural break in relative scores.

- 6.1.5. Financial stability shall be scored on a pass or fail basis.
- 6.1.6. Responses shall be consistently evaluated and scored based upon the following factors and relative weights.
- A. Technical: Demonstrate competency, system efficiency, and ease of use pertaining to a EBT and Cash Benefit System50
 - B. Technical: Experience in performance of comparable engagement relating to a EBT and Cash Benefit system, project management, technical support and training.....25
 - C. Technical: Conformance with the terms of this RFP to include the functional requirements relating to a EBT and Cash Benefit system10
 - D. Technical: Expertise in designing, implementing, and maintaining a comprehensive case management and fraud detection system along with the availability of Key Personnel for project management, training, and system issues10
 - E. Cost factor: Value of the proposed solution is reflected in the Cost5
 - F. Presentation: The vendor’s demonstration of system efficiency and ease of use.....40
 - G. Presentation: The vendor’s demonstration of solution core functionality.....30
 - H. Presentation: The vendor’s organization of the presentation10
 - I. Presentation: The vendor’s project timelines, implementation and management20
- 6.1.7. *Cost factor*: The cost factor score is based on the following equation, unless the subject solicited requires alternative scoring. The highest proposed cost from any vendor and the lowest proposed cost from any vendor will be added together to generate a combined total. For each vendor, that proposed cost will be subtracted from the previously combined total. This number is then divided by the highest proposed cost. The resulting number is multiplied by the cost factor weight to generate a weighted cost score.
- 6.1.8. *Presentations*. The State may require vendors to make a presentation. The State reserves the right to add additional criteria for presentations. The State reserves the right to forego presentations and select vendor(s) based on written responses submitted.
- 6.1.9. *Best and final offers*. Pursuant to NAC 333.165, the State reserves the right to permit revised responses or add criteria to obtain the best offers. Vendors are encouraged to submit their best offer at time of initial response.

6.2. Nevada-based business preference

7. MANDATORY MINIMUM REQUIREMENTS

- 7.1. Pursuant to [NRS 333.311](#) a contract cannot be awarded to a response that does not comply with the requirements listed in this section. Response shall include confirmation of compliance with all mandatory minimum requirements.
- 7.2. 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.
- 7.3. 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 response, vendor agrees that if it is awarded a contract, it will not engage in a boycott of Israel as defined in [NRS 333.338\(3\)\(a\)](#).
- 7.4. [nevadaepro.com](#) vendor registration. Pursuant to [NRS 333.313](#), vendor must be registered at [nevadaepro.com](#) to respond to the solicitation. Vendor information must match *Nevada business license* and [sam.gov](#) entity registration. Vendor information in [nevadaepro.com](#) will be used for contract formation. Email address(es) associated with general mailing address or default bid mailing address (if different from general mailing address) in [nevadaepro.com](#) will be used for formal notifications. If a vendor has a different contact name and email for negotiations, that should be indicated on the title page(s) of their response.
- 7.5. 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\(7\)\(b\)](#). Business license must match [nevadaepro.com](#) vendor registration.
- 7.6. System for Award Management (sam.gov) Prior to contract award vendor must hold an active entity registration in [sam.gov](#). Entity registration must match [nevadaepro.com](#) vendor registration.
- 7.7. 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.

- 7.8. Data encryption and stateside data. State IT requires that data be encrypted in transit and in rest. State IT requires that State data assets must be maintained in the United States and data will not be held offshore.
- 7.9. Confidentiality and certification of indemnification
 - 7.9.1. Submitted responses, which are marked confidential in their entirety, or those in which a significant portion of the submitted response is marked confidential may not be accepted. Pursuant to [NRS 333.333](#), only proprietary information may be labeled a trade secret as defined in [NRS 600A.030\(5\)](#). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendor proposals become public information.
 - 7.9.2. Vendors shall submit proprietary information and *confidential business information* in separate files, flagged as confidential in [nevadaepro.com](#). The State is not responsible for any information contained within a response; responses shall be released as submitted.
 - 7.9.3. By submitting a response vendor acknowledges its responsibility to act in protection of labeled information and agrees to defend and indemnify the State of Nevada for honoring such designation. Failure to so act shall constitute a complete waiver, and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.
- 7.10. Vendor certifications
 - 7.10.1. Vendor understands and acknowledges that the representations within their response are material and important and are relied on by the State in evaluation of the response. Any vendor misrepresentations can be treated as fraudulent concealment from the State of the true facts relating to the response.
 - 7.10.2. Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State, or municipal laws or regulations concerning discrimination or price fixing. Vendor agrees to indemnify, defend, and hold the State harmless from liability for any such violation.
 - 7.10.3. All response terms, including prices, shall remain in effect for a minimum of 180 days after the response due date. In the case of the awarded vendor, all response terms, including prices, shall remain in effect throughout the contract term.
 - 7.10.4. The price(s) and amount of this response have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor, or potential vendor. No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a response higher than this response, or to submit any intentionally high or noncompetitive response. All responses shall be made in good faith and without collusion.
 - 7.10.5. The information included in this response has been arrived at independently and without non-public information obtained from State officials, staff, or their agents.
 - 7.10.6. All employees and contractors assigned to the project are authorized to work in this country.
 - 7.10.7. Vendor has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or disability of another nature.
 - 7.10.8. Vendor has a written policy regarding compliance for maintaining a drug-free workplace.

8. CRITICAL ITEMS

- 8.1. 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 responses. Vendor response should address items in this section in enough detail to provide evaluators an accurate understanding of vendor capabilities. Responses that fail to sufficiently respond to these items may be considered non-responsive.
- 8.2. Standard form contract. The State strongly prefers vendors agree to the terms of the attached *standard form contract* 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 *standard form contract* with their response, with comments justifying the benefit to the State for each requested change. 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.
- 8.3. 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 any claim arising from this Contract."

- 8.4. 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."
- 8.5. 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 redline 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 required insurance. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.
- 8.6. Vendor background
- 8.6.1. Provide a background, history, and why vendor is qualified to provide the services described in this solicitation. Background should include, at a minimum, the location(s) of the office(s) that would perform the work and the number of employees locally and in total. History should include, at a minimum, the number of years in business and company headquarters location. Provide a brief description of the length of time vendor has been providing services described in this solicitation to the public or private sector. If your company has worked with the State previously, include information about those engagements.
- 8.6.2. *No marketing material desired.* Unnecessarily elaborate brochures or other presentations beyond those requested and sufficient to present a complete response are not desired.
- 8.6.3. *Key personnel.* Provide a resume free of photos or overly stylized formatting for proposed key personnel, whether employed directly or through a subcontractor.
- 8.6.4. *Current or former employees.* If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person is performing or producing the services which you shall be contracted to provide under this contract, you must disclose the identity of each such person in your response, and specify the services that each person shall be expected to perform.
- 8.6.5. *Exclusions.* All conditions and provisions of this solicitation are deemed to be accepted by the vendor and incorporated by reference in the response, except such conditions and provisions that the vendor expressly excludes in the response. Any exclusion shall be in writing and included in the response at the time of submission.
- 8.7. Subcontractors
- 8.7.1. 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.
- 8.7.2. Vendor shall disclose all proposed subcontractors. Response should include a *vendor information response* form for each proposed subcontractor.
- 8.7.3. Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.
- 8.7.4. Vendor shall certify that subcontractors comply with *mandatory minimum requirements* except *contract responsibility*.
- 8.7.5. Vendor response shall identify specific requirements of the project for which each subcontractor shall perform services.
- A. How the work of any subcontractor(s) shall be supervised
- B. How channels of communication shall be maintained
- C. How compliance with contracts terms and conditions will be assured
- D. Previous experience with subcontractor(s)

8.8. Confidential business information

- 8.8.1. 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](#).
- 8.8.2. This information should be submitted as a separate attachment, flagged as confidential in [nevadaepro.com](#).
- 8.8.3. *Dun and Bradstreet number*. Vendor shall provide their Dun and Bradstreet Number.
- 8.8.4. *Financial information*. Vendor shall provide the last two full years and current year interim (a) profit and loss statements and (b) balance statements.
- 8.8.5. *Disclosure*. Vendor shall provide 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.
- 8.8.6. *Conflict of interest*. Vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this solicitation. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a response in response to this solicitation, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall result in disqualification of a vendor response. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on State vendor selection. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- 8.8.7. *Client references*
 - A. Vendor may be asked to provide *reference questionnaire* attachment to client references from similar projects performed for private or public sector clients within the last five years.
 - B. The *single point of contact* may receive up to three complete *reference questionnaire* documents directly from the client references via email, if determined to be required for evaluation of the work solicited.
 - C. The purpose of these references is to document relevant experience and aid in the evaluation process.
 - D. *Reference questionnaire* will not be accepted directly from proposing vendors.
 - E. Client references are not to be requested from the contracting agency.
 - F. The State will not disclose client references, but may confirm the quantity of *reference questionnaires* received.
 - G. The State reserves the right to contact client references during evaluation or negotiations.

9. SUBMISSION CHECKLIST

- 9.1. This section identifies documents that vendors can submit to be considered responsive. Vendors are encouraged to review all requirements to ensure all requested information is included in their response.
 - 9.1.1. This is a general request for most solicitations. There may be additional instructions within the body of the solicitation that require scope specific response documents. Vendors are encouraged to thoroughly review all requirements.
 - 9.1.2. Responses must be submitted as a quote through [nevadaepro.com](#).
 - 9.1.3. Vendors are encouraged to submit a single file attachment per section where possible.
 - 9.1.4. Technical proposal information and cost proposal information are not to be included in the same attachment.
 - 9.1.5. Cost proposal attachment needs to be a not be flagged as confidential in [nevadaepro.com](#).
 - 9.1.6. Additional attachments may be included, but are discouraged and should be kept to a minimum.
- 9.2. Technical proposal
 - A. Title page
 - B. Table of contents
 - C. Signed certification regarding lobbying
 - D. Response to mandatory minimum requirements
 - E. Response to critical items
 - F. Response to scope of work
 - G. Other informational material
- 9.3. Proprietary information. If necessary. Attachment should be flagged confidential in [nevadaepro.com](#).
 - A. Title page

- B. Table of contents
- C. Trade secret information, cross referenced to the technical proposal (alternatively, a redacted technical proposal and a full confidential technical proposal can be submitted)

9.4. Cost proposal

9.5. Confidential business information. Attachment should be flagged confidential in nevadaepro.com.

9.6. Other attachments. If necessary, not recommended.

9.7. Client references. Not submitted directly by vendor.