



REQUEST FOR PROPOSALS (RFP)
*for transfer of ownership of Virginia Range
feral/estrays horses*

Proposal submission deadline
April 16, 2018

Feral/Estray Livestock program
Animal Industry division

Virginia Range Transfer of Ownership RFP

Animal Industry Division



1. BACKGROUND INFORMATION

The Bureau of Land Management (BLM) Nevada declared the Virginia Range a “wild horse free area” through a land planning process in 1986. As a result of this declaration, the Virginia Range horses have been legally designated as stray/feral livestock because they are not within a BLM herd management area. Previously domesticated horses (and their offspring) that have migrated over time, escaped captivity or have been “turned out” onto the Virginia Range fall under Nevada Revised Statute (NRS) Chapter 569, pertaining to stray/feral livestock. As with all stray/feral livestock, the Virginia Range feral/stray horse population has been overseen by the Nevada Department of Agriculture (NDA) since this 1986 designation.

On December 12, 2017, the Nevada Board of Agriculture directed the department to transfer ownership of all feral/stray horses, commonly known, and herein referred to, as the Virginia Range strays (VREs), located south of interstate 80, north of highway 50, east of alternate 395, and west of alternate 95 (the VRE area), as shown on **Attachment A: Virginia Range feral horse population census** map, to a non-profit animal advocate organization through a request for proposal process, in accordance with NRS 569.010 and NRS 569.031.

1.1 Intent of this RFP

The intent of this RFP as outlined by the Nevada Board of Agriculture during their [board meeting on December 12, 2017](#) is to place the ownership of the VREs with a reputable animal advocate organization that has the experience, knowledge, tools, resources and financial ability to manage the horses according to their needs. It is intended that the selected owner will work to keep the horse population on the range and will facilitate adoptions of any horses removed from the range.

1.2 Population census

Per a horse count that was conducted in January 2018 by a Bureau of Land Management Wild Horse and Burro specialist and NDA staff via helicopter, 2,951 horses were counted in the VRE area. Please see **Attachment A: Virginia Range feral horse population census** to view a map of the horse count by location.

The intent of this RFP is to transfer all VREs existing in the VRE area on the transfer date, to the new owner selected as a result of this RFP, whether or not counted in the census. The brand inspection will reflect 2,951 horses at the time of transfer of ownership.

2. SCOPE OF WORK

Please describe how the potential owner will complete the following:

1. Livestock management including reducing and preventing public safety issues
2. Fertility control
3. Cooperating with local government, residents, businesses and other stakeholders
4. Partner with other organizations
5. Fund development

3. ORGANIZATION INFORMATION

3.1 Organization profile

Please provide an organization profile with the following information for the primary organization planning to take ownership of the horses:

Organization profile	Answer
Organization name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
Number of years in business:	
List of top officers:	
Location of headquarters:	
Location(s) of offices:	
Number of employees locally with the expertise to support the requirements identified in this RFP:	
Number of employees nationally with the expertise to support the requirements identified in this RFP:	

3.2 Sub-organization profile(s)

Please provide an organization profile with the following information for **all sub-organizations** planning to work with the primary organization:

Sub-organization profile	Answer
Sub-organization name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
Number of years in business:	
List of top officers:	
Location of headquarters:	
Location(s) of offices:	
Number of employees locally with the expertise to support the requirements identified in this RFP:	
Number of employees nationally with the expertise to support the requirements identified in this RFP:	

3.3 Organization background and history

Please provide an organization background and history and why the potential owner is qualified to own the feral horses described in the *background information provided in section 1* and *scope of work provided in section 2* of this RFP.

Describe your experience in the following areas. **Please be specific as to what organization(s) were/are involved; what level of involvement that organization had; who at the organization was involved and at what level; the timeframe; and the specific results.**

1. Livestock management, including reducing and preventing public safety issues
2. Fertility control
3. Cooperating with stakeholders, residents and businesses
4. Partner with other organizations
5. Fund development

3.4 Nonprofit determination letter

Please provide a copy of the potential owner's determination letter from the Internal Revenue Service to prove 501(c)(3) nonprofit status.

3.5 Financial information

Please provide the following information:

- 3.5.1 Federal tax identification number
- 3.5.2 The last two (2) years and current year interim:
 - A. Profit and loss statement
 - B. Balance statement

3.6 Owner / staff résumés

Please include résumés for key personnel responsible for performance under the *intent of this RFP information identified in section 1* and *scope of work provided in section 2* of this RFP. All résumés must be no longer than two (2) pages each.

Include the following information in submitted résumés:

- 3.6.1 Name
- 3.6.2 Contact information, including:
 - A. Email
 - B. Phone number, including area code
 - C. Mailing address
- 3.6.3 Relevant professional experience, including current position and past positions. Each position listed should include:
 - A. Position title
 - B. Company name
 - C. City and state
 - D. Dates worked

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- E. Description of roles and responsibilities
- 3.6.4 Education, including:
 - A. Institution name
 - B. City and state
 - C. Degree / achievement / certification
 - D. Date received

4. BUSINESS REFERENCES

Potential owners should provide three (3) to five (5) business references from organizations for which similar projects were performed that can speak to the potential owner’s ability to own and manage the feral horses described in *section 1 of this RFP*.

4.1 Reference contact information

Please provide the following contact information for every business reference:

Reference contact information	
Contact name:	
Business / organization name:	
Street address:	
City, state zip:	
Phone number including area code:	
Email address:	
Previous project information	
Brief description of work performed and how it relates to the potential owner’s ability to own and manage the feral horses described in this RFP:	

4.2 Reference questionnaire

Potential owners must also submit *Attachment B: Reference questionnaire* to the business references that are identified in *section 4.1*.

The company identified as the business reference must submit the reference questionnaire directly to the NDA. Business reference submission instructions are found on *Attachment B: Reference questionnaire*.

It is the potential owner’s responsibility to ensure that completed forms are received by the NDA on or before the deadline as specified in the *timeline in section 6 of this RFP* for inclusion in the evaluation process. Reference questionnaires not received, or not complete, may adversely affect the potential owner’s score in the evaluation process.

The NDA reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

4.3 Letters of support (optional)

Letters of support from references or other business and/or government partners may also be included with proposals. Applications are limited to ten (10) letters of support.

5. WRITTEN QUESTIONS AND ANSWERS

The NDA will include two question and answer periods to allow sufficient time for any follow-up questions potential owners may have during the RFP process.

5.1 First set of written questions and answers

- 5.1.1 The NDA will only accept questions and/or comments in writing, via email, regarding this RFP.
- 5.1.2 Questions and comments must be submitted to the following email: vrerfp@agri.nv.gov.
- 5.1.3 The deadline for submitting questions is specified in the *timeline in section 6 of this RFP*.
- 5.1.4 Potential owners must provide their organization name, address, phone number, email address and contact person when submitting questions.
- 5.1.5 All questions and/or comments will be addressed in writing and responses posted to the NDA website on or about the date specified in the *timeline in section 6 of this RFP*.

5.2 Second set of written questions and answers

Additional or clarifying questions may be submitted via email by the date specified in the *timeline in section 6* and otherwise according to the *written questions and answers process identified in section 5.1 of this RFP*.

6. RFP TIMELINE

The following represents the proposed timeline for this RFP. All times stated are Pacific Standard Time (PST). These dates represent a tentative schedule of events. The NDA reserves the right to modify these dates at any time.

Task	Date/Time
RFP announcement	January 30, 2018
Deadline for submitting first set of questions	February 19, 2018 @ 2 p.m.
First set of answers posted to website	On or about March 2, 2018
Deadline for submitting second set of questions	March 19, 2018 @ 2 p.m.
Second set of answers posted to website	On or about March 30, 2018
Deadline for submitting reference questionnaires	No later than April 9, 2018 @ 4 p.m.
Proposal submission deadline (per the <i>proposal submission instructions outlined in section 7</i> of this RFP)	No later than April 16, 2018 @ 2 p.m.

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Public proposal opening at NDA headquarters in Sparks	April 16, 2018 @ 4 p.m.
Evaluation by the <i>selection committee as defined in section 8.1</i>	April 30, 2018 at 9 a.m.
Potential owner presentations (<i>approximate timeframe</i>)	Between May 7 - 11, 2018
Selection of owner	On or about May 14, 2018
Transfer of ownership certificate provided to owner	On or about May 15, 2018

7. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals submitted that do not meet all the requirements outlined in this RFP will not be considered. Proposals received after the deadline will not be considered.

7.1 Hard copy submission

Please mail or hand-deliver ten (10) hard copies in a sealed envelope or box by the proposal deadline as outlined in the *timeline in section 6 of this RFP* to:

Nevada Department of Agriculture
 Animal Industry division
 ATTN: Doug Farris
 405 South 21st Street
 Sparks, NV 89431

Submissions must be received and timestamped by the NDA staff by the proposal deadline.

7.2 Digital submission

Please provide a digital copy of the proposal via email to d.farris@agri.nv.gov by the proposal deadline as outlined in the *timeline in section 6 of this RFP*.

7.3 Proposal formatting instructions

Proposals should meet the following formatting criteria:

- A. Proposal font: Times New Roman
- B. Proposal font size: 12 point
- C. Proposal spacing: single-spaced
- D. Proposal binding: binder clips only
- E. Proposals should not be stapled, in three-ring binders or otherwise bound.
- F. Potential owners must place their written response(s) immediately following the applicable RFP question, statement and/or section.

7.4 Proposal content instructions

Proposals must contain the following content. A *proposal checklist* has been provided for potential owner reference in *section 10 of this RFP*.

- 7.4.1 Title page: The title page must include the following information:
 - A. RFP title: RFP for transfer of ownership of Virginia Range feral/estrays horses
 - B. Potential owner name
 - C. Potential owner address
 - D. Proposal opening date: April 16, 2018
 - E. Proposal opening time: 4 p.m.
- 7.4.2 Scope of work, as outlined in the *scope of work in section 2 of this RFP*
- 7.4.3 Organization information
 - A. Organization profile
 - B. Sub-organization profile(s) – if applicable
 - C. Organization background and history
 - D. Nonprofit determination letter
 - E. Financial information
 - F. Owner/staff résumés
- 7.4.4 Business references
 - A. Reference contact information
 - B. Letters of support (optional)
- 7.4.5 Attachment C: Certification of compliance

8. PROPOSAL EVALUATION AND AWARD PROCESS

8.1 Evaluation committee

The evaluation committee will be made up of a majority of local, state and federal government officers.

8.2 Evaluation

Evaluation committee members will read, evaluate and score qualified proposals prior to a facilitated deliberation. Proposals will be evaluated in accordance with NRS 333.333(3) based upon the following criteria:

- 8.2.1 Scope of work
- 8.2.2 Experience in performing comparable engagements
- 8.2.3 Conformance with the intentions identified in this RFP
 - A. The application should propose how the potential owner will work to keep the horse population on the range.
 - B. The application should detail how the potential owner will facilitate adoptions of any horses removed from the range.
- 8.2.4 Expertise and availability of key personnel
- 8.2.5 Financial stability
- 8.2.6 Presentations

- A. Following the evaluation and scoring process specified above, the NDA may require potential owners to present their proposal to the evaluation committee and/or other NDA staff, as applicable. Details regarding presentation format will be released at the time a presentation requirement is announced.
- B. The NDA may limit participation in presentations to the four (4) highest-ranking potential owners.
- C. The NDA reserves the right to forego presentations and select an owner based on the written proposals submitted.

For the proposal evaluation rubric, see *Attachment D*.

9. TERMS AND CONDITIONS

9.1 Transfer of ownership

If an owner is selected from this RFP process, there will be no contractual relationship beyond the transfer of ownership. Through the transfer of ownership, the NDA and the owner will fulfill the requirements of NRS 569.031 for the ownership of all VREs in the VRE area in existence as of the transfer of ownership date. A transfer of ownership will take place and documentation will be provided to the new owner. The transfer will be made as-is, where-is, without any warranties, including, but not limited to, of suitability, fitness or title. The fee associated with the brand inspection will be waived.

Once this transfer occurs, the NDA will have no liability or authority to make decisions about the VREs so transferred. The owner will be subject to all federal, state and county laws, ordinances and regulations pertaining to livestock.

9.2 Alterations and additions

The NDA reserves the right to make any alterations and/or additions to this RFP as deemed necessary by the department.

9.3 Exceptions

No exceptions will be considered in this RFP.

9.4 Withdrawal of proposal

Proposals may be withdrawn in writing prior to the proposal opening time.

9.5 Rejection of proposal

The NDA reserves the right to reject any or all proposals for any reason prior to ownership award per NRS 333.350.

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9.6 Proposal costs

The NDA is not responsible for any costs incurred by proposed owner during the RFP or transfer of ownership process or thereafter. Costs of developing and submitting a proposal are the responsibility of the proposed owner.

9.7 Proposals will not be returned

Proposals submitted become the property of the NDA, and selection, withdrawal or rejection of proposals does not affect this right.

9.8 Right to publish

No announcement concerning transfer of ownership as a result of this RFP may be made by the owner without written approval of the NDA. The NDA will announce a selected owner.

The selected owner will not be operating as any kind of agent of the NDA and thus shall not use, in any advertising, marketing or other promotional efforts, any representation of any state agency.

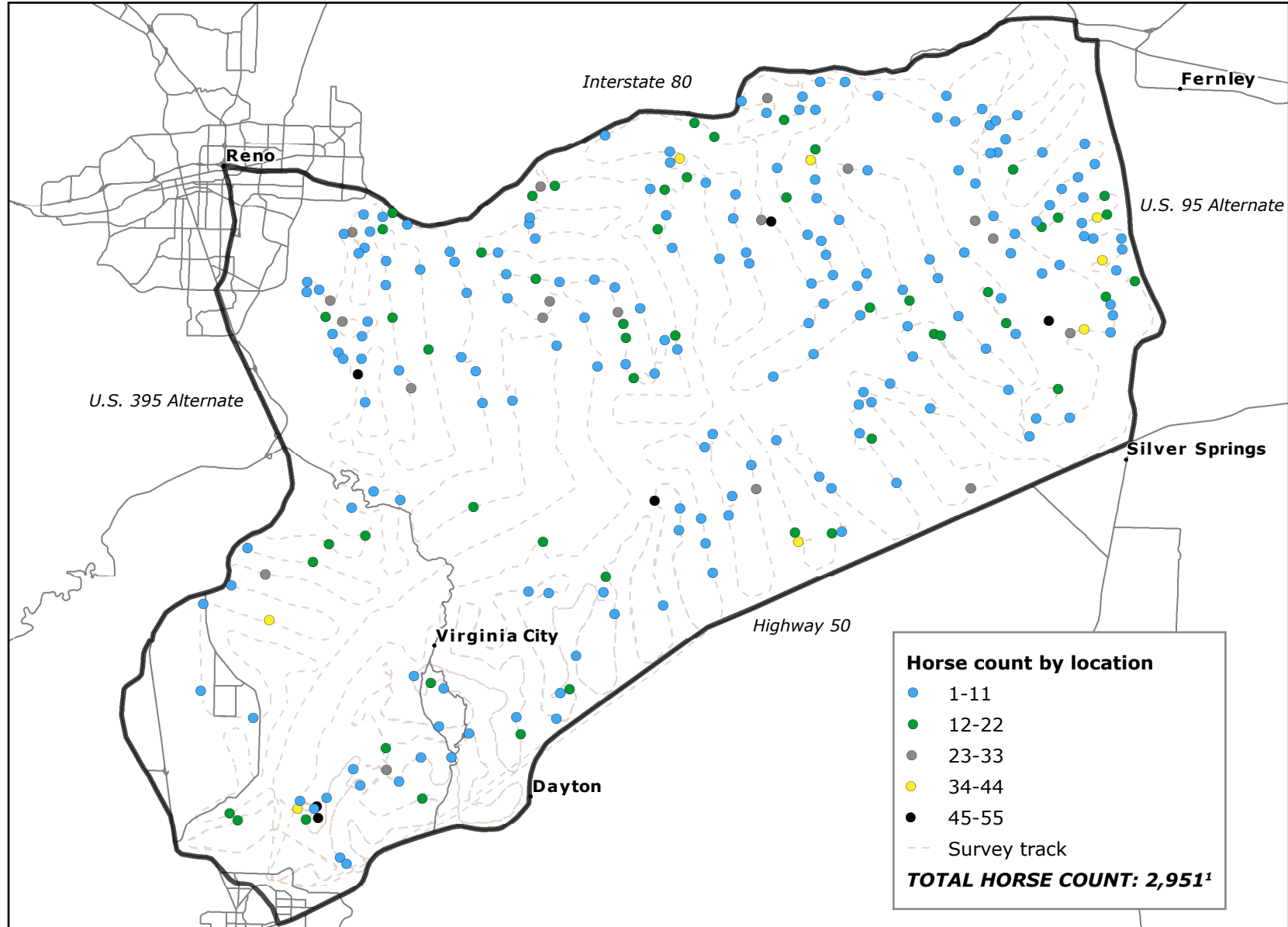
10. PROPOSAL CHECKLIST

This checklist is provided as a guide, identifying the required documents and the required order in which all proposals must be submitted to be considered responsive. For full details related to the required proposal content, please refer to the *proposal content instructions in section 7.4 of this RFP*. Any proposals received without these requisite documents in the required format shall be deemed non-responsive and will not be considered for transfer of ownership.

Submission requirements	Completed
Required number of hard copy proposals (10)	
1. Title page	
2. Scope of work	
3. Organization information	
3.1 Organization profile	
3.2 Organization background and history	
3.3 Nonprofit determination letter	
3.4 Financial information	
3.5 Owner / staff résumés	
4. Business / community references	
4.1 Reference contact information	
4.2 Letters of support	
5. Attachment C: Certification of compliance	

Virginia range feral horse population census

Nevada Department of Agriculture



1. Horse count conducted January 2018 by a Bureau of Land Management Wild Horse and Burro specialist via helicopter fly-over.

ATTACHMENT B – REFERENCE QUESTIONNAIRE

The NDA, as a part of the RFP process, requires potential owners to submit business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

Instructions to potential owners

1. Potential owners **MUST** complete part A of the reference questionnaire.
2. Potential owners **MUST** send the following reference questionnaire to **EACH** business reference listed for completion of part B and part C.
3. Each business reference is requested to submit the completed reference questionnaire with the subject line: **“Virginia Range Transfer of Ownership RFP business reference”** via email to vrerfp@agri.nv.gov.
4. The completed reference questionnaire **MUST** be received no later than 4 p.m. on April 9, 2018.
5. Business references are **NOT** to return the reference questionnaire to the potential owner.
6. In addition to the reference questionnaire, the NDA may contact any and all business references by phone for further clarification if necessary.
7. Questions regarding the reference questionnaire or process should be directed vrerfp@agri.nv.gov.
8. Reference questionnaires not received or not complete may adversely affect the potential owner’s score in the evaluation process.

Access the reference questionnaire here:

http://agri.nv.gov/uploadedFiles/agrinvgov/Content/About/vre_rfp_business_reference_questionnaire.pdf

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ATTACHMENT C – CERTIFICATION OF COMPLIANCE

I have read, understand and agree to comply with *all* the terms and conditions specified in this RFP.

YES _____ I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

Organization name

Signature

Print name

Date

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ATTACHMENT D – EVALUATION RUBRIC

Criteria	Expectation	Max pts	Score
Scope of work	The scope should be logical and account for all five components of the RFP. It should appear feasible, efficient and effective and demonstrate that the potential owner has the proper knowledge, resources and tools to own and manage the horse population.	30	
Experience in performing comparable engagements	The potential owner should demonstrate ample experience in performing comparable engagements. Business references should be able to confirm that comparable engagements were performed at the level explained by the potential owner.	20	
Expertise and availability of key personnel	The potential owner should demonstrate the availability of sufficient staff to manage the horses once a transfer of ownership occurs. Key personnel should possess the experience, education and skillsets necessary to manage the horses according to their needs.	20	
Financial resources	The potential owner should demonstrate sufficient financial resources to own the Virginia Range horse population.	20	
Conformance with the intentions identified in this RFP	The potential owner should outline plans to keep the horse population on the range upon transfer of ownership.	10	
Total		100	

Following the evaluation and scoring process, the NDA may require potential owners to make a presentation of their proposal to the evaluation committee or other NDA staff, as applicable. Details regarding presentation format will be released when that determination is made, and a separate rubric for the presentation will be provided.