



REQUEST FOR PROPOSALS (RFP)

Produce Safety Record Keeping Calendar Web-based System

Proposal submission deadline

April 28, 2018

Must arrive by 5 p.m.

Submit proposal in paper form to

Nevada Department of Agriculture

Plant Industry Division

Attn: Ashley Jeppson, Plant Industry

405 South 21st Street

Sparks, NV 89431

Electronic copies: ajeppson@agri.nv.gov

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1. Background and history

In 2011, the Food Safety Modernization Act (FSMA) Produce Safety Rule (PSR) was signed into law to require produce farms of a designated size to implement food safety prevention measures to reduce food-borne illness outbreaks involving produce. The Food and Drug Administration (FDA) oversees this program and has awarded funding to state departments of agriculture to implement an education and enforcement program. Part of the Nevada Department of Agriculture's (NDA) education strategy is to include resources that will assist growers and their staff with completing routine records. Calendars or similar tools are frequently used as a record keeping resource including digital and hard copy versions. Linking a scheduling template with the ability to upload applicable routine records will facilitate grower compliance with the federal regulations.

2. Scope of work

The FSMA, PSR regulations require records be maintained on a scheduled basis and calendars are frequently used to accomplish this directive. The NDA is seeking proposals to create a web-based calendar with the ability to establish record keeping schedules and to upload applicable records to the assigned date. All major web browser must be supported and the system must be mobile friendly across iOS and Android devices. The calendar system will generate reminders for produce safety routine records which then link to applicable record templates. This request for proposal is for a reputable web-based programming company to create a digital calendar that will schedule record reminders that link to a detailed record template. The calendar will serve as a reminder while also allowing the record to be completed and uploaded through the same system. The frequency for the record dates within the digital calendar will be set by or for the grower.

The web-based system will need to be useable for farms of all sizes. The program will be web-based so farm staff are able to complete records as they perform tasks on the farm. This could result in multiple users accessing the system simultaneously, although it would be infrequent.

There may be some records that are completed as needed instead of on a scheduled basis (such as an incident report). Users will be able to link a select record and upload to any given date. The sub-grantee will need to secure/create relevant record templates (many of which are already widely available) as assigned by NDA, establish the web-based system, and secure/create applicable graphics. NDA will supply some of the record templates, however the sub-grantee will need to develop or secure additional assigned record templates (typically through a fillable .pdf). The system must have the ability to upload a pdf document to any date to address needs for growers that already have established record templates. The system must have the ability to provide data reports for the record titles uploaded and the corresponding dates. Data obtained from the record fields themselves do not need to be aggregated or sorted. Many of the records uploaded will be in pdf form or in a template specifically used by the operation, restricting the ability to aggregate record field data, which is why the record content does not need to be sorted or aggregated. The primary function of the system will be calendar reminders, document

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uploads with data to be sorted based on the record title uploaded (user will need to select from a pre-defined list) and date of upload.

Although many growers utilize digital record keeping systems, there is still demand for hard copies as activities are completed in the field. To ensure all stakeholders' needs are addressed, a hard copy that aligns with the operation's produce safety program will be able to be created through the system. The web-based platform must have the ability for operations to select applicable records and frequency as specified in their operation's policies. Once their individualized template is complete, a printing option must be available. Proposals must not exceed \$50,000. Proposals may include a brief narrative as to why additional funds may be needed to fully execute the project. The upload capability must be able to accommodate up to 50 MB for a single document (although this will be infrequent). The system must have a unique domain and costs must be presented for a dedicated server. The dedicated server may be acquired by NDA beyond this sub-contract, however in order to be considered, an option and cost breakdown for a dedicated server must be presented.

Training emphasis and calendar graphics

The calendar will have a monthly emphasis on a specific produce safety training topic. Topics may include some of the following: worker health and hygiene; proper composting practices and applicable records; best practices for reading a pesticide label; what to assess during a pre-harvest risk assessment; cleaning/sanitizing food contact surfaces and harvest materials, how to report a food safety risk incident, checking for water source potential contamination, among others. The awardee will need to capture or secure relevant produce safety photos/graphics, which will emphasize a monthly produce safety training topic. For instance, April may be focused on worker health and hygiene. The photo for the calendar month will illustrate a best practice and a link will be available to NDA's training video (video links will be provided by NDA). Photos/graphics with a Nevada emphasis will be preferred and must be pre-approved. The objective of this strategy is to encourage regular refresher trainings and to remind all staff of the importance of produce safety practices to the industry.

Sub-contracts will be awarded on a competitive basis and will be evaluated based on the scoring rubric in section 10 of this RFA.

The selected agency may be requested to provide maintenance services under a separate annual negotiated contract.

Example of the system flow:

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Create an account:
User name _____
Password _____

User completes from following fields:
Calendar name: (example: ABC Farms)
Calendar Months: 24 months
Record Type: (Pre-determined drop-down list)

Record Type list:

- Worker Health Hygiene training X
- Pre-employment produce safety training X
- Pesticide use training/label X
- Compost Temperature and rotation record
- Sanitation and Cleaning Record-Food Contact
- Sanitation and Cleaning-Equipment X
- Sanitation and Cleaning-Harvest materials
- Pre-harvest Risk Assessment
- Irrigation Water Test
- Harvest/post harvest water test

Record frequency selection based on selection:

X Worker Health Hygiene training

- Frequency (drop down list (multiple times per day, 1 day a week, 2 days, 3 days, 4 days, 1 a month, 2 a month, and so on)
- Specific days of the week (Monday, Tuesday, etc)
- Specific Months of the year (September, October, ETC)

X Pre-employment produce safety training

- Frequency (drop down list (multiple times per day, 1 day a week, 2 days, 3 days, 4 days, 1 a month, 2 a month, and so on)
- Specific days of the week (Monday, Tuesday, etc)
- Specific Months of the year (September, October, ETC)

X Pesticide use training/label

- Frequency (drop down list (multiple times per day, 1 day a week, 2 days, 3 days, 4 days, 1 a month, 2 a month, and so on)
- Specific days of the week (Monday, Tuesday, etc)
- Specific Months of the year (September, October, ETC)

X Sanitation and Cleaning-Equipment

- Frequency (drop down list (multiple times per day, 1 day a week, 2 days, 3 days, 4 days, 1 a month, 2 a month, and so on)
- Specific days of the week (Monday, Tuesday, etc)
- Specific Months of the year (September, October, ETC)

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Calendar Visual Example

April 2018 – ABC Farms

Each of these slots should be a drop down category that users can select from.
 I.e. Frequency is its own tab with a drop down menu that includes: multiple times per day, 1 day a week or 2 days or 3 days a week; once a month or twice a month, etc.

Question: Should there be a category of ranges for the specific months?
 I.e. Say growers only want certain record types/trainings for March through June. Should there be different options to choose what months they would like to select together?

1 Sunday	2 Monday	3 Tuesday	4 Wednesday	5 Thursday	6 Friday	7 Saturday
Worker Health Hygiene Training Frequency: Twice per month. Specific days of the week: Mondays & Fridays Specific month(s) of the year: April and May.	Pre-harvest Risk Assessment	Pre-harvest Risk Assessment				Pre-harvest Risk Assessment Frequency: Weekly Specific days of the week: Monday & Tuesdays. Specific month(s) of the year: January through December – year round operation.
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Worker Health Hygiene Training Pre-harvest Risk Assessment	Pre-harvest Risk Assessment				
22	23	24	25	26	27	28
	Pre-harvest Risk Assessment	Pre-harvest Risk Assessment			Worker Health Hygiene Training	

Once the user creates a specified record type with the frequency selection detailed, the system will auto create links that fill the specified calendar slots.

People will be able to view the specific frequency selections to keep track of different record types created.

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2.1 Examples of Required Record Templates (this is not all inclusive)

1. Worker health and hygiene training records (include date, training resource utilized, name of attendee, start and completion dates, first language of participant, language of class provided, and whether knowledge was assessed in the end)
2. Pre-employment produce safety program training (include date, training resource utilized, name of attendee, start and completion date, first language of participant, language of class provided, and whether knowledge was assessed in the end and policies provided)
3. Training on pesticide label review and use (include date, training resource utilized, name of attendee, start date, and whether policies were explained and provided)
4. Compost temperature and rotation record (date, temperature recorded of 131 F for 3 days, amount of rotation, carbon, nitrogen and oxygen balance check, optimal moisture content check)
5. Food contact surface cleaning and sanitation (date, product used, whether product was used per label, area applied, time of application, crew performing sanitation)
6. Harvest materials cleaning and sanitizing (product used, whether product was used per label, temperature, pH, Chlorination reading, ppm, date, time)
7. Pre-harvest risk assessment (date, time, duration, observations, performed by, field name, strategy, follow-up action)
8. Post-harvest wash water (date, temperature, water source, pH, chlorination, product used to label)
9. Mock recall/traceability assessment practice (record indicating date, time, company contacted, product type, quantity sold, quantity remaining, lot number if available, means of mock disposal and cleanup procedure, update of SOP's if needed)
10. Water testing (date, source, location, *this record may need to include the ability for a water test to be uploaded)
11. Soil amendment (has my supplier provided verification that the product has been treated? Upload verification document)
12. Annual water source inspection (date, water source, observations, performed by whom)
13. Animal intrusion monitoring (date, field/lot, observations and actions to take for prevention, performed by whom)

2.2 Sub-contract Eligibility criteria

- Previous experience creating web-based systems with the ability to aggregate data as assigned by the user. Previous experience creating appropriate graphics that achieve the objectives of the contract. Contracting out for graphics may be considered if a reputable company is selected and pre-approved by NDA.
- Must create or obtain graphics emphasizing produce safety/farm practices as assigned by NDA.
- Must provide, identify or create record forms as assigned by NDA in both English and Spanish.
- Records secured and/or created must be in English and Spanish.

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- Must provide three rounds of edits per project phase (scripting, editing, piloting).
- Must be able to expend all project funds by June 30, 2018.
- Must not have been or be in default with the state.
- Must have or obtain a state of Nevada Vendor License.
- Must provide full access for the NDA to own and edit the videos.
- Must provide all original design files created because of the award provided by the NDA once work is completed.

2.4 Expenditure requirements

All costs must be necessary, reasonable and allowable for proper and efficient performance and administration of the contract.

- When determining reasonableness of a given cost, the following should be considered:
 - The cost must follow federal, state and your organization's own established policies for incurring a charge.
 - Consideration must be given for market prices for comparable goods or services in the geographic area.
 - Individuals responsible for the expenditure must act with due prudence in carrying out their responsibilities to state government, the public and the organization.

All expenditures must

- be authorized or not prohibited under state or local laws and regulations;
- be assigned cost-to-cost objectives and must be treated consistently for all work performed by the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges; and
- be in conformance with limitations and exclusions contained in the terms and conditions of this award.

Eligible expenditures

The following are examples of eligible expenditures:

This list is not all-inclusive and proposals will be evaluated independently.

- Personnel time for planning, researching existing record templates, developing web-based system scripting, and editing system.
- Specialized supplies needed for creating graphics, forms, and the web-based system (thorough justification will be required).
- Travel costs to farms if photographs will be obtained for graphics.

3. RFP deadline

All proposals must be received by **April 28, 2018 no later than 5 p.m.** The NDA will **not** accept any submission of incomplete proposals, and deadline extensions will **not** be provided to vendors that miss the posted proposal deadline.

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4. Written questions and answers

All questions and/or comments will be addressed in writing and can be sent to:
ajeppson@agri.nv.gov.

5. Proposal and submission information

If interested in submitting a proposal, vendors should carefully review this RFP for award expectations and proposal requirements.

5.1 Proposal formatting instructions

- Proposal font: Times New Roman
- Proposal font size: 12 point
- Proposal spacing: single-spaced
- Proposal printing: single-sided
- Binding: binder clips only
- Proposal cannot be stapled, in three ring binders or otherwise bound

Vendors that fail to follow all the formatting requirements listed above will not be considered.

5.2 Submission instructions

Proposals must be sent to Ashley Jeppson, Nevada Department of Agriculture's Plant Industry Division, by **April 28, 2018 at 5 p.m.:**

- Three (3) signed copies hand-delivered or mailed (must be postmarked by above deadline) to:

Nevada Department of Agriculture
Plant Industry Division
ATTN: Ashley Jeppson
405 South 21st Street
Sparks, NV 89431-5557

AND

- One (1) digital copy emailed to ajeppson@agri.nv.gov.

Hand-delivered proposals may be delivered to the front desk at the address above. Please ensure proposals, including all required documents, are delivered in a sealed and addressed envelope or box between 8 a.m. and 5 p.m. Monday through Friday.

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Faxed or emailed proposals will not be accepted unless a signed hard copy is also submitted by this deadline. You may mail or deliver your proposal. Proposals that do not include all required components will not be reviewed. Proposals received after the deadline will not be reviewed.

6. Nevada state vendor number

A vendor number is required if selected for this project. This is how electronic payments will be issued. The state controller's office issues vendor numbers and application instructions are available on their website or can be found by clicking [here](#).

7. Nevada State Business License and Active and Good Standing Requirements

The selected vendor, prior to doing business in the state of Nevada, must be appropriately licensed by the state of Nevada, Secretary of State's office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

A vendor who already has a Nevada Business License must provide proof of good standing with the state of Nevada.

8. Proposal timeline

Proposal events	Deadlines
Release of request for proposal	March 28, 2018
Deadline for submission of questions concerning RFA via email to Ashley Jeppson	April 23, 2018 by 5 p.m.
Proposal submittal deadline	April 28, 2018
Selection committee members review and score proposals	May 1, 2018 (subject to change)
Funding recommendations finalized and intent to award sent out	May 5, 2018 (subject to change)
Contract award process	May 6, 2018 (subject to change)
Anticipated award start date	Once contract is issued

9. Billing

- There shall be no advance payment for services furnished by a sub-award pursuant to the executed sub-award.
- Payment for services shall only be made after agreed upon completed deliverables are received, reviewed and accepted in writing by the NDA.
- The applicant must bill the NDA as outlined in the approved contract and/or deliverable payment schedule.

10. Proposal evaluation and award process

Proposals shall be evaluated and scored on the following scoring rubric.

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Criteria	Strong (3 points)	Satisfactory (2 points)	Needs improvement (1 point)	Missing project elements (0 points)	Total
Vendor experience	Vendor has demonstrated previous reputable services. They appear to have the capability, resources and skillset to accomplish the sub-grant objectives efficiently and effectively.	Vendor has demonstrated some previous reputable services. They appear to have the skillset; however, additional information was needed to fully identify their ability to efficiently and effectively complete the project.	Vendor details are vague. It is unclear on whether they have the needed skill level and resources to complete the contract objectives.	Insufficient information or vendor does not meet contract requirements.	
Project timeline	The full project proposal will be completed by the June 30, 2018 deadline. There is a clear and logical timeline provided including dates and activities leading up to the projects deadline.	The full project proposal will be completed by the June 30, 2018 deadline. A timeline is provided including dates and activities leading up to the project's deadline. There are some uncertainties within the timeline that may require follow-up questions.	There are some concerns of the project being completed by the June 30, 2018 deadline. A timeline is provided but is vague. There are several questions regarding the project's completion before the deadline.	Insufficient information or vendor does not meet contract requirements.	
Project scope	The proposed project scope appears feasible, efficient and effective for this contract. The scope is logical and accounts for critical components of the sub-grant goals.	The proposed project scope appears feasible, efficient and effective for this contract; however, more details could have been provided on the execution of the contract. The scope appears fairly logical and accounts for critical components of the contract goals.	The proposed project scope is vague, and it is difficult to determine whether it is feasible, efficient and effective for this contract. More details could have been provided on the execution of the contract. It is difficult to determine whether the scope is logical and accounts for critical components of the contract goals.	Insufficient information or vendor does not meet contract requirements.	

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Budget narrative	Budget items clearly support the proposed scope of work and appear feasible. Adequate details are provided, and expenditures are broken down. Sources providing quotes for supplies and contractual are provided.	Budget items support the proposed scope of work. Most details are provided, and expenditures are broken down. The budget appears to be fairly practical and reasonable. Some questions remain.	Budget is vague and additional information is needed. The budget is not detailed or practical for the proposed project. Some details are lacking, and expenditures are not broken down. Improvement is needed.	Insufficient information or does not meet program requirements.	
Total					

The evaluation committee will be composed of experts in providing outreach and education and/or in produce safety practices.

11. Vendor information

Vendor must provide a company profile in the table format below.

Question	Response
Company Name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
No. of years in business:	
List of top officers:	
Location of the company headquarters:	
Location(s) from which employees will be assigned for this project:	
Staff assigned to this project:	

12. Staffing requirements

12.1 Organization experience

Please briefly describe your organization's experience creating web-based programming. Describe your experience in developing content, web-based platforms, systems that allow for documents to be easily uploaded and to aggregate/sort assigned data.

12.2 Key personnel

Please identify staff who will be assigned to this project, including the project manager, their contact information (phone numbers, email addresses and physical addresses) and their experience working in creating one to three-minute videos.

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12.3 Fiscal personnel

Please identify the primary fiscal contact and list their contact information (work phone, email address and physical work address). Describe how they will maintain records for project-related expenditures.

13. Business references

Vendor should provide a minimum of three (3) business references from projects performed for private, state and/or large government clients within the last three (3) years. Please include a point of contact and their contact information (phone numbers, email addresses and physical addresses) for each reference.

14. Work plan

14.1 Description of work plan

Please describe how the vendor will establish a calendar web-based system that allows records to be uploaded, date and record type data to be aggregated, and that emphasize produce safety on-farm training. Describe existing resources that will be utilized and server options for the program. Explain services that will be provided to the state that will help meet the objectives of this contract and set your entity apart from services other contractors may be able to provide.

14.2 Timeline

Include a timeline of what will be accomplished, who will be involved and the date of completion. The project must be complete by **June 30, 2018!**

15. Cost proposals

The vendor must submit a cost proposal for implementing the project. The vendor must identify the hours and the billing rate for each task to be performed as part of the cost proposal.

16. Billing

- There shall be no advance payment for services furnished by a contractor pursuant to the executed contract.
- Payment for services shall only be made after agreed upon completed deliverables are received, reviewed and accepted in writing by the state.
- The vendor must bill the state as outlined in the approved contract and/or deliverable payment schedule.

INSURANCE REQUIREMENTS:

Contractor and subcontractors shall procure and maintain until all their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

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The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate
\$2,000,000
- Products – Completed Operations Aggregate
\$1,000,000
- Personal and Advertising Injury
\$1,000,000
- Each Occurrence
\$1,000,000

- a. The policy shall be endorsed to include the following additional insured language:
"The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

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- a. The policy shall be endorsed to include the following additional insured language:
"The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

4. Professional Liability (Errors and Omissions Liability)

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the State of Nevada, Department (Division) of _____ is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. NOTICE OF CANCELLATION: Contractor shall, for each insurance policy required by the insurance provisions of this Contract, not be suspended, voided or canceled except after

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providing thirty (30) days prior written notice been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **(State of Nevada Representative's Name & Address)**. Should contractor fail to provide State timely notice, contractor will be considered in breach and subject to cure provisions set forth within this contract.

- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Nevada and with an “A.M. Best” rating of not less than A-VII. The State in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State with certificates of insurance (ACORD form or equivalent approved by the State) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the State before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(State Agency Representative's Name and Address)**. The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

- F. **SUBCONTRACTORS:** Contractors’ certificate(s) shall include all subcontractors as additional insureds under its policies **or** Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Risk Management Division or the Attorney General’s Office, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

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Please indicate if the vendor can meet the state of Nevada's minimum insurance requirements for general service contracts.

17. Proposal evaluation and award process

18.1 Notice of intent

A notice of intent to award shall be issued in accordance with Nevada Administrative Code (NAC) chapter 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners (BOE), when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the state, upon written notice to all vendors, may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

18.2 Contract administration

General

Within the limit of funds available, the awarding official of the NDA shall issue awards to eligible applicants whose proposals are judged most meritorious under the procedures set forth in this RFP. All funds awarded by the NDA under this RFP must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, regulations, the terms and conditions of the award and applicable cost principles.

Contract document and notice of contract

Sub-contracts will be issued by the NDA. The program manager, Ashley Jeppson, will notify selected applicants upon completion of the review process. Recipients will be required to apply for a vendor number with the state of Nevada Controller's Office.

Initial planning will determine the amount of funding to be released at a given time, based on estimates and backup documentation provided by awardees.

Awardees will have 30 days to provide proof of purchase after funding advances are received.

The final portion of funding will be released based on the result of annual reports or a site visit from NDA staff to ensure funds have been used appropriately.

18. Project management

The expenditure of funds must occur within the authorized period. All project managers will be required to submit a final report but may be subject to additional reporting if deemed necessary by the NDA. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding or rejection of future proposals.

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19.1 Accounting system requirements

- Financial records, statistical records, supporting documents and other records pertinent to this award shall be retained for a period of three years from submission of the final project report.
- Records that relate to audits, appeals, litigation or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation or claims have been disposed of, but not earlier than three years from submission of the final project report.
- NDA staff, or an authorized representative, shall have access to any pertinent documents, books, papers and records of the recipient organization to make audits, examinations, excerpts, and transcripts.

Submission of project reports must include the following information:

- Strategy for implementing videos
- Problems, delays, challenges
- Lessons learned