



**Nevada Department of Agriculture
Rangeland Health Program
Request for Proposals**

Requests for Proposals

RFP # 454515-01

Proposal Submission Deadline:

February 6th, 2015
Must arrive by: 5 PM

Submit Proposal in paper form to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431



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1. Background and History

The Nevada Department of Agriculture (NDA) Rangeland Health Program's overall goal is to increase landowners' and the Nevada's agriculture industry's importance in land use decisions related to grazing management and overall ecosystem health. This includes assisting landowners in developing projects and assisting landowners' in making land management decisions that encourage economically viable and sustainable practices. Additionally, this program assists landowners with on-the-ground projects that integrate landowner driven monitoring and grazing programs, which return a benefit to livestock, the ecosystem (or the range) and wildlife in Nevada.

Increased regulation, drought, and endangered species listings continue to threaten the numerous economic inputs to rural communities in Nevada. It is more critical now than ever to understand the potential impacts to rural communities and the livestock industry with the potential listing of the Greater Sage Grouse, Drought Environmental Impact closures and other decisions. One way to do that would be to update our existing economic baseline for estimating impacts proposed in NEPA documents and other policy shaping decisions.

2. Scope of Work

The Nevada Department of Agriculture's Rangeland Health Program is seeking proposals from vendors to determine the feasibility of using current grazing data compiled by NDA with similar data collected to potentially produce an update to the 2001 Nevada Grazing Statistics Report and Economic Analysis (NGS).

If it is determined by the Department and the vendor that current data can be used with the data collected to produce the 2001 Nevada Grazing Statistics Report and Economic Analysis, the vendor will be required to produce two (2) reports, according to the specifications determined by the Department and the vendor.

One report would detail recent grazing trends and the subsequent impacts on rural Nevada. And, the second report would be a summary of the first that can be put in a publishable format, as determined by the Department, that can be presented during the Nevada Legislature's 78th (2015) Session.

The project deadline for these reports is **February 28th, 2015**.



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3. Request for Proposal Deadline:

All proposal must be received by **February 6th, 2015 no later than 5pm.**

The Nevada Department of Agriculture will **not** accept any submission of any incomplete proposals. Deadline extensions will **not** be provided to vendors that miss the posted proposal deadline.

4. Written Questions and Answers

All questions and/or comments will be addressed in writing and can be sent to: sscheetz@agri.nv.gov or to tmudd@agri.nv.gov. The deadline for submitting questions is February 3rd, 2015. Responses will be emailed or faxed to prospective vendors on February 4th, 2015.

5. Proposal and Submission Information

5.1 Proposal Formatting and Length Instructions

- Proposal Font: Times New Roman
- Proposal Font Size: 12 point
- Proposal Spacing: Single-spaced
- Proposal Printing: Single-sided
- Binding: Bind Clips only. Proposal cannot be stapled, in three ring binders, or otherwise bound.

Vendors that fail to follow all of the formatting requirements listed above shall not be considered for funding.

5.2 Submission Instructions

Proposals must be sent to Steve Scheetz, Nevada Department of Agriculture's Administration Division by:

Friday, February 6th, 2015 at 5 PM.



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Faxed or emailed Proposals will not be accepted. 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.

5.3 Number of Copies of Proposal

Submit three (3) copies of the full Proposal including a copy of your Nevada Business License and Attachment AA Cost Proposal Certification with Terms and Conditions of RFP.

5.4 Mailing Proposal Instructions

Mail Proposal, including all required documents, to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431

5.5 Proposals Delivered in Person Instructions

Deliver Proposals to front desk. Make sure Proposals, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431



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6. 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 vendors who already has a Nevada Business License must provide proof of good standing with the State of Nevada.

7. Proposal Timeline

Proposal Events	Deadlines
Release of Request for Proposal	January 30 th , 2015
Deadline for Submission of Questions Concerning Request for Applications via email to Steve Scheetz or Tina Mudd	February 3 rd , 2015 at 5 PM
Responses to Questions will be emailed to prospective vendors.	February 4 th , 2015 by 5 PM
Proposal Submittal Deadline	February 6 th at 5 PM
Selection committee members review and score proposals	February 9 th , 2015
Funding Recommendations and finalized. Intent to Award sent out	February 10 th , 2015
Contract Award Process	February 11 th 2015
Anticipated Award Start Date	Upon BOE clerk approval



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8. 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:	

9. Staffing Requirements

Vendor must have past experience working with grazing data and producing reports concerning grazing trends and their economic impacts in Nevada and must have current staff who have worked with grazing data. **Sub-contracting for this project is not allowed.**

Vendor also must have and must assign at least one (1) staff member who is a Society of Range Management certified Range Management Consultant.

9.1 Please briefly describe your organization experience working with grazing data and producing reports concerning grazing trends and their economic impacts in Nevada.

9.2 Please identify staff who will be assigned to this project, including the project manager, their contact information (work phone numbers, email address, physical work address) and their experience working with grazing data and producing reports concerning grazing trends and their economic impacts in Nevada.



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9.3 Please identify assigned staff that are a Society of Range Management certified Range Management Consultant.

9.4 Please identify primary fiscal contact and list their contact information (work phone, email address, and physical work address)

10. 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.

11. Work Plan

11.1 Please describe how the vendor will assess the feasibility of using current grazing data compiled by NDA with similar data collected to produce the 2001 the Nevada Grazing Statistics Report and Economic Analysis.

11.2 If it is determined by the Department and the vendor that current data can be used with the data collected to produce the 2001 the Nevada Grazing Statistics Report and Economic Analysis, please identify how the vendor will use recent trends to identify and measure impacts on rural Nevada.

11.3 Please provide a timeline for meeting this projects deadline of **February 28th, 2015**.

12. Cost Proposals

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



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13. 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.

14. Insurance Requirements

The successful vendor will be required to meet the following minimum insurance requirements:

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".

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
- 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



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liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

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.

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.

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



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15. Proposal Evaluation And Award Process

Proposals shall be evaluated and scored on the 0-1 continuum (ex. 0.10, 0.25, 0.90, etc.) for each criteria using the assigned weights as listed below:

Criteria	Weights
1. Expertise and availability of staff;	35%
2. Experience in performance of comparable engagements;	25%
3. Realistic Work Plan/Ability to Meet Deadline	20%
4. Cost	20%

The evaluation committee will be composed of the Range Health Program Coordinator, a member of the Plant Industry Administration and a member of the Animal Industry Administration.

16. Notice of Intent

A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, 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.



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**ATTACHMENT A – COST PROPOSAL CERTIFICATION OF
COMPLIANCE
WITH TERMS AND CONDITIONS OF RFP**

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

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.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.

Company Name

Signature

Print Name

Date