



REQUEST FOR FORMAL QUOTES FOR NON-CAPITAL PURCHASES

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting formal Request for Formal Quotes (RFQ) as managed by the Purchasing Department of the Washoe County School District (District).

PROCEDURE

1. Per NRS 332.063, unless exempt from competitive solicitation requirements as defined in NRS 332.115, if the annual or one-time purchase amount required to perform the contract service(s) and/or provide the product(s) is more than \$50,000, but not more than \$100,000, the District (as a governing body) shall solicit submissions from two or more persons capable of performing the contract, if available.
 - a. Under NRS 332, the District is required to maintain a record of all formal solicitations and all submissions received for the solicitation for at least seven (7) years after the date of execution of the contract.
2. Once the solicitation's specifications, scope of work/service, terms and conditions, and all related factors have been provided by the end-using site/department and/or requestor to the assigned Buyer and/or have been developed with the assistance of the Buyer, the solicitation moves forward into department production.
3. All solicitations issued via the Purchasing Department have a unique identifier for tracking and identification purposes. RFQ numbers are assigned by the Buyer facilitating the solicitation and logged onto the 332 Master Solicitation Log, which is maintained by the Purchasing Department.
4. All non-capital solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.

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

24 = next sequential number in 332 Master Solicitation Log

QF = type of solicitation

08 = 2-digit month solicitation is issued

22 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Buyer

5. Types of non-capital request for solicitations include:
 - QI – Informal Quote
 - QF – Formal Quote
 - B – Bid
 - QS – Qualifications
 - P – Proposals
 - I – Information
 - D - Demonstration
6. To prepare the RFQ solicitation document, the Buyer is to use the department's standard templates for either Request for Quotes (Products), Request for Quotes (Standard Service), or Request for Quotes (MDP Service), which identifies all terms and conditions of the contract along with the scope of work, basis of award, specifications, insurance requirements, and other pertinent details related to the request.
 - a. Prior to any release of an RFQ solicitation, it is best practice for the Buyer to have their documentation reviewed for accuracy by another Purchasing employee.
 - b. If applicable, approval from the Director of Procurement and Contracts may also be requested.
7. Once the RFQ solicitation document has been reviewed and approved, the solicitation is posted and distributed accordingly and available for public consideration for no less than seven (7) business days.
 - a. RFQs are posted to the Purchasing Department's website and may be posted to the department's third-party solicitation provider, DemandStar (if applicable).
 - i. Purchasing Department's website:
<https://www.washoeschools.net/Domain/65>
 - ii. DemandStar: www.demandstar.com
8. RFQ notifications are emailed from solicitations@washoeschools.net to vendors who have registered to do business with the District through use of specific commodity codes that correlate with the solicitation, along with any vendors who have expressed direct interest in receiving the notification. Additionally, the

Buyer should notify any other company that they know can provide the products and/or services.

- a. As a part of the District's support of Nevada's Local Emerging Small Business (ESB) Program through the Governor's Office of Economic Development (GOED), the Buyer is to seek additional recipients of the RFQ by searching the ESB directory (link below) for certified ESB vendors who may be interested in receiving the solicitation.

<https://www.diversifynevada.com/programs/emerging-small-businesses/>

- b. When the solicitation is sent via email, a delivery confirmation should be added to the email to verify the email was received successfully.
 - c. Distribution via fax should only be used if an email address is not available for the receiving party. The Buyer and/or Support Employee should make every attempt to obtain a valid email address for all recipients.
9. Vendors are instructed to submit RFQ submissions via email to: solicitations@washoeschools.net; however, sealed submissions are also accepted.
- a. All submissions, regardless of delivery choice, are due by the date and time specified in the RFQ solicitation.
 - b. Submissions that are received via facsimile, or to any other email other than that listed above, or outside of a sealed envelope will not be accepted.
 - c. The Buyer may extend the due date and time prior to being provided any sealed or emailed quotes if there are no submissions received or if an insufficient number of submissions are received.
10. Once the RFQ submission due date and time have passed, the Buyer will be provided with any sealed quotes that may have been received in the department and any submissions that may have been emailed to the solicitations email address from a department's employee with authorized access to that particular email inbox.
- a. All RFQ submissions are opened by the Buyer, Director of Procurement and Contracts, or Assistant Director of Procurement and Contracts.
11. Any submission received in response to an RFQ may be rejected if the District determines that:
- a. The quality of the services, materials, equipment, or labor offered does not conform to the specifications outlined in the submission.

- b. The vendor is not responsive or responsible.
 - c. The quoted amount exceeds the estimate and/or approved budget allocation for the purchase.
 - d. The public interest would be served by such a rejection.
12. Any submission received in response to an RFQ shall be rejected if the District determines that the RFQ submission form does not have a signature of the authorized agent.
13. The Buyer will begin the review of the RFQ submissions and tabulation process and is responsible for drafting the RFQ Tabulation (Tabulation) based on the information from each submitted quote. The RFQ is to be awarded to the lowest responsive and responsible vendor that also meets the District's specifications and requirements.
- a. The Tabulation should be reviewed by another Buyer or Support Employee prior to being finalized.
 - b. Once reviewed and finalized, the Buyer signs and dates the Tabulation.
 - i. If revisions are to be made to the Tabulation, the Buyer is to complete those revisions and then re-submit the document for review/approval.
 - c. The Tabulation is titled as the *ROA Tabulation* and posted to the Purchasing Department's website and DemandStar (if applicable).
 - d. Any vendor who submitted a quote in response to the RFQ solicitation is to be provided with a copy of the *ROA Tabulation*, which serves as the Recommendation of Award.
14. Any additional contract/agreement or other related documentation that is presented to the District by the vendor who has been recommended for award must be formally reviewed and approved prior to the Notice of Award being posted/distributed.
15. After the completion of all required reviews and approvals are completed and obtained, the Notice of Award is to be prepared, posted, and distributed accordingly, including to all vendors who provided an RFQ submission. The RFQ file is then closed, and all paperwork logged and filed accordingly.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

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

REVISION HISTORY

Date	Revision	Modification
05/02/2016	1.0	Revised: converted to Administrative Procedure
01/01/2022	2.0	Revised to include soliciting to Emerging Small Businesses (ESBs); updated to align with NRS 332 revisions as of 07/01/21.