REQUEST FOR BIDS FOR NON-CONSTRUCTION PURCHASES

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure describes the process for soliciting a formal Request for Bid (RFB) for non-construction purchases as managed by the Purchasing Department of the Washoe County School District (District).

PROCEDURE

1. Per Nevada Revised Statute (NRS) 332.065, unless exempt from competitive solicitation requirements as defined in NRS 332.115, if the annual or one-time purchase amount required to perform a contract for service(s) and/or provide product(s) is $100,000 or more, the District (as a governing body) is to initiate a formal solicitation.

    a. Per 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. Advertisement, at least once and not less than seven (7) days before the opening of responses of the RFB solicitation in a newspaper that has a general circulation within the county wherein the local government, or a major portion thereof, is situated is required. Additionally, District will post a formal RFB, for not less than seven (7) days before the opening of responses, on the District's Purchasing Department's Solicitations website; and/or on a secured internet website which is established and maintained for the purpose of an online solicitation.

    a. The advertisement must state the nature, character, or object of the contract; if plans and specifications are part of the contract, where the plans and specifications may be seen; the time and date on which responses will be opened; that a written certification is a required part of the contract pursuant to subsection 4 of NRS 332.065, if applicable; and such other matters as may properly pertain to the contract.

3. Once the RFB solicitation's specifications, scope of work/service, terms, conditions, and all related factors have been provided to the assigned Procurement Professional by the end-using site/department and/or requestor, or have been developed with the assistance of the Procurement Professional, the solicitation moves forward into department production.

4. All non-construction solicitation numbers, regardless of solicitation type, have five (5) unique identifying components.

    a. For example: 52-B-08-26-XX

52 = next sequential number in 332 Master Solicitation Log

B = type of solicitation

08 = 2-digit month solicitation is issued

26 = 2-digit fiscal year solicitation was issued

XX = initials of facilitating Procurement Professional

b. Types of non-construction request for solicitations include:
   - QI = Informal Quote
   - QF = Formal Quote
   - B = Bid
   - QS = Qualifications
   - IP = Informal Proposal / Letter Proposal
   - P = Proposal
   - I = Information

5. To prepare the RFB solicitation document, the Procurement Professional is to use the department's standard Request for Bid templates, which identifies all related 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 RFB solicitation, it is best practice for the Procurement Professional to have their documentation reviewed for accuracy by another Purchasing employee.

   b. Approval from the Assistant Director of Procurement and Contracts (Assistant Director) or the Senior Director of Supply Chain Management should also be requested prior to publishing the solicitation.

6. Once the RFB document has been reviewed and approved, the solicitation is published and distributed. Per NRS 332, a formal sealed bid must be published no less than seven (7) days. The Purchasing Department will make every effort to publish solicitations for at least four (4) weeks; however, a shorter timeframe may be used when there is limited time to complete a solicitation or if other circumstances exist that make it prudent to publish for less time.

a. Formal RFBs are posted to the Purchasing Department's Solicitations website at https://solicitations.washoeschools.net and may also be posted to the department's third-party solicitation provider, DemandStar at https://network.demandstar.com/ (if applicable).

7. RFB notifications are emailed from the Purchasing Department's Solicitations website (https://solicitations.washoeschools.net) to vendors who have registered to do business with the District through use of specific commodity categories that correlate with the solicitation, along with any vendors who have expressed direct interest in receiving the notification. Additionally, the Procurement Professional should notify any other company that they know can provide the products and/or services. Notifications should also be sent to vendors who have submitted responses to a previous RFB for the same goods or services.

    a. When the solicitation is sent via email, a delivery confirmation should be added to the email to verify the email was received successfully.

    b. Distribution via fax should only be used if an email address is not available for the receiving party. Every attempt should be made to obtain a valid email address for all solicitation recipients.

8. All RFB submissions/responses must be provided in a sealed/secured fashion and are due by the date and time specified in the RFB solicitation.

    a. Submissions/responses that are received other than how instructed in the RFB solicitation; received after the time and due date; and/or not signed by an authorized representative of the vendor will be rejected.

    b. If a vendor has a parent company and/or if the vendor is operating as a "dba" company, the vendor should specify that in their submission.

9. Once the RFB submission due date and time have passed, the Procurement Professional will be provided with all sealed responses that may have been received in the department.

10. Responses to an RFB will be publicly opened by the Procurement Professional, while accompanied/assisted by another Purchasing Department staff member

11. The Procurement Professional will begin the review of the RFB submissions and is responsible for drafting the ROA Tabulation and ROA Cover Memo based on the information from each submitted response.

    a. The ROA Tabulation and ROA Cover Memo should be reviewed by the Assistant Director or another Procurement Professional prior to being finalized.

12. The RFB is to be awarded to the lowest responsive and responsible vendor who meets the District's specifications and requirements.

    a. The Procurement Professional is also responsible for ensuring that submitted responses to an RFB are found to be responsible and responsive to the RFB's specifications and needs of the District.

13. Once reviewed and finalized, the Procurement Professional submits the related staff report document (refer to Sections 14 and 17), the ROA Tabulation, and the ROA Cover Memo to the Senior Director of Supply Chain Management for review.

    a. If revisions are to be made, the Procurement Professional is to complete those revisions and then re-submit the documents for review.

14. If the total awarded amount of the contract is at least $50,000, and less than $100,000, a "CFO Staff Report" which will include the ROA Tabulation and any additional contract/agreement or other related documentation relevant to the award is sent to the Chief Financial Officer (CFO) for approval to award.

    a. 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 using the District's contract review process and included with the "CFO Staff Report".

15. Once the Procurement Professional receives notice (e.g., an email) that the CFO has reviewed and approved the ROA, the Procurement Professional (1) signs, (2) dates, and (3) adds the closing date of the appeal window to the ROA Tabulation.

    a. The ROA Tabulation with the ROA Cover Memo is posted online, and interested bidders receive an email that the ROA is available. This serves as the official "Recommendation of Award" (ROA).

16. The appeal window opens beginning the date as noted on the signed ROA Tabulation and closes five (5) business days from that date.

    a. Per NRS 332.068, any person who submits a response to an RFB may, after the RFB is opened and within the period specified by the District (noted above), submit to the District's Purchasing Department, a notice of protest regarding the awarding of the contract.

    b. Additional information and instructions on how to submit a notice of protest is outlined in the District's procedure for Notice of Protest-Appeal of ROA for Public Works and Non-Construction Solicitations (PUR-314), and in the RFB solicitation document.

- Receipt of a valid notice of protest will stay any pending award until the protest is formally processed by the District and found to be granted or denied.

    i. If the protest is granted, the surety posted or other security submitted with the notice of protest must be returned to the person that posted the bond or submitted the security.

    ii. The pending award for the contract will then be removed from award consideration. Those who submitted a response to the RFB will be re-evaluated for award consideration or the solicitation will be cancelled and possibly re-issued.

    iii. If the protest is denied, a claim may be made against the surety or other security by the District in an amount equal to the expenses incurred by the District because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the company who posted/submitted the surety or other security.

        - The stay of the pending award of contract is then lifted and the process to award the RFB contract continues accordingly.

e. After the appeal window has closed, the Notice of Award is posted and all bidders are notified via email.

f. Final signatures are obtained to any additional contract/agreement related to the award of the RFB and then RFB solicitation file is closed.

17. If the awarded amount of the contract is a total of $100,000 or greater, a Staff Report to the Board of Trustees must be drafted which will include the ROA Tabulation and any additional contract/agreement or other related documentation relevant for the District's Board of Trustees (Board) to approve and formally award.

    a. 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 using the District's contract review process and is to be included as an attachment to the "Staff Report to the Board of Trustees".

18. Once the Procurement Professional receives notice (e.g., an email) that the Senior Director of Supply Chain Management has reviewed and approved the "Staff Report to the Board of Trustees" and the related attachments, the Procurement Professional (1) signs, (2) dates, and (3) adds the closing date of the appeal window to the ROA Tabulation.

19. The Staff Report to the Board with the ROA Tabulation and any additional contract/agreement or other related documentation relevant to the award are uploaded to the District's online governance website and becomes public information.

20. The ROA Tabulation with the ROA Cover Memo is posted on the applicable Purchasing Department website(s), and interested bidders will receive an email that the ROA is available. This serves as the official "Recommendation of Award" (ROA).

21. The appeal window opens (refer to Sections 12b – 12d above) beginning the date as noted on the signed ROA Tabulation and closes five (5) business days from that date. The appeal window must close prior to the Board awarding the solicitation.

22. After the appeal window has closed and after the Board has awarded the solicitation, the Notice of Award is posted, and interested bidders are notified via email.

Final signatures are obtained to any additional contract/agreement related to the award of the RFB and then RFB solicitation file is closed.

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 3320 - Procurement;
    b. Board Policy 3321 – Contract Review and Approval; and
    c. Administrative Regulation 3322 – Contract Review and Approval.
2. This Administrative Procedure aligns with Nevada Revised Statutes, to include:
    a. Chapter 332 – Purchasing Local Governments.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted
12/29/2025	2.0	Corrected wording in Section 1 to clarify dollar threshold; added URL to website reference in Section 2; added "IP – Informal Proposal / Letter Proposal" to Section 5; removed specific RFB template identifiers from Section 6; revised approval guidance in Section 6(b); removed the

		28 day reference for bid publishing in Section 7; corrected website URLs in Section 7(a); revised RFB notification language in Section 8; added Section 9(b) regarding "dba" company names; added Board Policy 3320, corrected titles of governing documents, and added hyperlinks were applicable.
01/07/2026	3.0	Revised title and all references from non-capital to non-construction; moved the original Section 5 to be included in Section 4; removed "Demonstration" from the list of solicitation types.