



REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL DEVELOPMENT AND ORGANIZATION MANAGEMENT SERVICES

NEVADA ASSOCIATION OF SCHOOL SUPERINTENDENTS
1638 MONO AVENUE
MINDEN, NV 89423

APRIL 19, 2019





1. SUMMARY AND BACKGROUND

Nevada Association of School Superintendents (NASS) is currently accepting proposals to hire an Executive Director who will oversee state and national affiliations, manage financial records, ensure the non-profit status of the organization with all required filings and insurances, coordinate sponsorships and access to superintendents, assist in planning and hosting professional development activities for the organization and its affiliates in school districts. NASS recently separated from the Nevada Association of School Administrators (NASA) and desires to become its own organization.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction NASS wishes to go.

NASS is a small organization consisting of 17 school superintendents. Our membership serves districts serving over 70,000 students and districts serving a few hundred students. Our needs are diverse.

The organization meets monthly, collects membership dues to support professional development, and desires to participate in professional development activities 2-3 times annually.

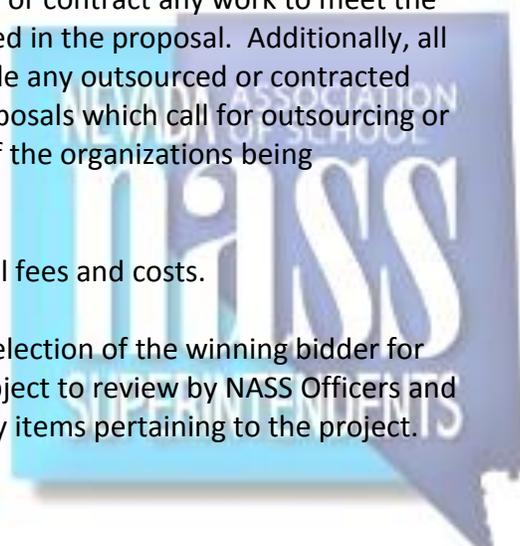
1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST May 10, 2019. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work, inclusive of expenses, travel and training. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by NASS Officers and will include scope, budget, schedule, and other necessary items pertaining to the project.





2. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

It is anticipated that the work will commence July 1, 2019, or before and will continue for one year with annual opportunity for renewal of services up to 3 total years. The work of the Executive Director may involve attending monthly meetings, reconciling financial accounts, ensuring the filing of non-profit status, securing tax document preparation, facilitating national affiliation, planning professional development for superintendents and their designated administrators, attending national conferences (to be included in proposal.)

3. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST May 10, 2019.

Evaluation of proposals will be conducted from May 13, 2019 through May 17, 2019. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 30, 2019.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 30, 2019.

Notifications to bidders who were not selected will be completed by May 30, 2019.

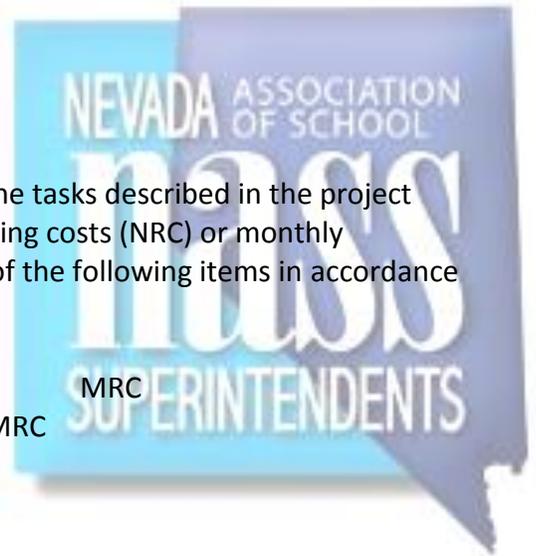
Project Timeline:

The timeline for the work occurs on an annual basis.

4. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Monthly Project Work		NRC	
Travel Per diem	NRC		MRC





Annual Conference Registration	NRC	MRC
Other (describe)	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

5. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Background qualifying bidder for this type of work
- Description of experience in described scope of work
- A proposed professional development plan

6. PROPOSAL EVALUATION CRITERIA

The sitting officers of NASS will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated based upon similar such work
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Each bidder must submit 1 copy of their proposal to the address below by May 10, 2019, at 5pm PST:

NASS
C/O Teri White, President
1638 Mono Avenue
Minden, NV 89423

Or via email to twhite@dcsd.k12.nv.us

