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STATE OF NEVADA
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November 21, 2019

**INFORMAL SOLICITATION FOR
EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS
(EDGAR) FEDERAL WORKSHOP**

PROJECT OVERVIEW

The State of Nevada, Department of Education (NDE), is seeking proposals for a vendor to provide two attorneys to lead a two-day workshop; one in Carson City, NV and one in Las Vegas, NV. The scope of work is to provide consultative services and technical assistance to the NDE, relative to federal education grants management. The selected vendor will highlight requirements under the Uniform Grant Guidance (UGG) and the Education Department General Administrative Regulations (EDGAR), as well as recent U.S. Education Department changes to its policies. The vendor must have expertise in federal grants management to assist in efforts that support Local Education Agency (LEA) staff and other related education stakeholders, by developing and executing professional development trainings and related materials regarding federal grants management.

The resulting contract shall be for a term of no more than 6 months, anticipated to begin January 2020, subject to Board of Examiners approval. NDE will administer this contract.

SAMPLE OF STATE CONTRACT FORM

Attached, please find the State Contract Form as a courtesy to vendors interested in responding to this solicitation. Please review the terms and conditions in this form, as this is the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the Contract Form with their response.

If exceptions and/or assumptions require a change to the Contract Form, vendors **must** provide the specific language that is being proposed. **Please pay particular attention to the insurance requirements, as specified in section 12, Insurance Schedule.**

GOALS AND OBJECTIVES

The selected vendor will have extensive experience providing job-related seminars and trainings that will support LEAs and NDE staff to effectively execute NDEs education plan as set forth under federal law. The selected vendor will have experience in the principles of adult learning, and the competencies required of a facilitators in the adult learning environment. The vendor will work with the Office of Student and School Supports to carry out work as requested under the scope of work below.

SCOPE OF WORK

Vendors responding to this RFP shall explain how they ensure the following areas are included in the work they perform for each request

1. Regulations impacting time and effort certifications, indirect cost reimbursement, timely obligation of funds and carryover, financial management rules, program income, record retention, property/equipment/supplies inventory controls, procurement, monitoring, travel policies, and allowable costs.
2. Workshop should include keynotes as well as breakout sessions around the program side and fiscal side in identifying, managing and mitigating risk.
3. Managing risk entails understanding compliance with EDGAR and the Uniform Grants Guidance (UGG), as well as the significant programmatic changes under ESSA, Perkins V, IDEA and the Higher Education Act. This will be for NDE employees as well as district grants, fiscal managers and LEAs.

This workshop will provides LEAs, NDE staff and related stakeholders with the opportunity to gain the expertise needed to:

- a) create a high-quality system of monitoring and compliance which includes the appropriate review of data to identify noncompliance,
- b) ensure that Federal grant allocations are being made accurately,
- c) issue findings and require corrective actions once such noncompliance is identified, and
- d) ensure the provision of high quality technical assistance that promotes continuous improvement.

COST

1. Provide a detail budget and breakdown for services requested above.

Questions regarding this solicitation should be sent to Sondra L. Neudauer, to sneudauer@doe.nv.gov, no later than November 25, 2019. Responses will be provided in writing on or about November 25, 2019, to all vendors who submit questions.

Please provide your written proposal no later than December 4, 2019 by 5:00pm, PST. Your proposal must be emailed to Sondra L. Neudauer at sneudauer@doe.nv.gov. Should you have any questions please do not hesitate to contact me at 775.687.9162.

Sincerely,

Sondra L. Neudauer

Sondra L. Neudauer, MA, OSSS



Sondra L. Neudauer

Management Analyst | Office of Student and School Support

Nevada Department of Education

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Work Hours: Monday – Thursday 7:00am – 4:30pm

Friday 7:00am – 11:00am