

MEMORANDUM

DATE: September 1, 2009

TO: Prospective Vendors

FROM: Russell Guindon, Senior Deputy Fiscal Analyst
Fiscal Analysis Division

SUBJECT: **Request for Proposal**

Senate Concurrent Resolution 37 of the 2009 Nevada Legislature directs the Interim Finance Committee to retain the services of a qualified, independent consultant to review Nevada's public revenue structure and develop recommendations to provide long-term stabilization of revenue, including proposals for broad-based taxes and strategies for mitigating tax burdens on both businesses and consumers.

In addition to the revenue stabilization study process, the consultant will compile and analyze data on Nevada's national rankings in quality-of-life areas and coordinate with the Nevada Vision Stakeholder Group to develop strategies to advance Nevada's rankings in key quality-of-life areas including education, health and human services, public safety, economic diversification, job creation, public transit and transportation, and energy use.

The resultant contract will be effective from approximately **December 1, 2009**, through **October 1, 2010**. The consultant will prepare and present a final written report of its findings and recommendations, including the proposed strategies and recommendations from the Nevada Vision Stakeholder Group, to the Interim Finance Committee on or before **July 1, 2010**. The consultant will assist the Interim Finance Committee to develop recommendations for legislation for transmittal to the 76th Session of the Nevada Legislature on or before **October 1, 2010**.

The Request for Proposal is attached. All proposals (one original and six copies) must be received by 5:00 p.m., on **October 1, 2009**. All questions pertaining to the Request for Proposal must be made in writing to Russell Guindon rguindon@lcb.state.nv.us. Questions will be accepted until 5:00 p.m., on **September 11, 2009**, and responses to all consultant questions will be posted publicly on the legislative website at <http://www.leg.state.nv.us/RFPs/> by 5:00 p.m., on **September 16, 2009**.

REQUEST FOR PROPOSAL
FOR A
REVIEW OF NEVADA'S REVENUE STRUCTURE
FOR STATE AND LOCAL GOVERNMENTS

for the
LEGISLATIVE COUNSEL BUREAU

Release Date: September 1, 2009

Closing Date: October 1, 2009

Time: 5:00 p.m.

For additional information, please contact:

Russell Guindon, Senior Deputy Fiscal Analyst
Fiscal Analysis Division
Legislative Counsel Bureau
401 South Carson Street
Carson City, NV 89701-4747
(775) 684-6821

Firm Name _____

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Federal Tax ID # _____

Signed _____ Date _____

Print Name and Title _____

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I. GENERAL INFORMATION

The Legislative Counsel Bureau (LCB) is a nonpartisan, centralized agency serving both houses and all members of the Nevada Legislature. The Fiscal Analysis Division of the Legislative Counsel Bureau provides the Legislature with independent reviews and analyses of budget and fiscal matters.

Pursuant to Senate Concurrent Resolution 37 of the 2009 Legislative Session, the Interim Finance Committee, a legislative body created pursuant to NRS 218.6825, is required to appoint a subcommittee to conduct a review of Nevada's revenue structure and to provide long-term stabilization of revenue. The subcommittee is required to perform the following tasks:

- Review proposals for broad-based taxes which are fair and equitable;
- Examine strategies for mitigating tax burdens on both businesses and consumers, including reductions, if possible, in existing state and local taxes;
- Consider the public's willingness to having existing taxes be decreased as other tax revenues become available;
- Propose strategies and recommendations, using current statistical information, to advance Nevada in nationwide rankings in key quality-of-life areas, including education, health and human services, public safety, economic diversification, job creation, transit, and energy use; and
- Develop a quality-of-life vision for the State of Nevada for a 5-year period, 10-year period, and 20-year period.

The subcommittee is also required to appoint a Nevada Vision Stakeholder Group, consisting of members selected from a list of names submitted by community and statewide groups involved in business, education, health care, human services, economic development, transit and energy, or any other groups deemed appropriate by the subcommittee, to assist in the development of 5-year, 10-year, and 20-year strategic plans for improving the state's quality of life.

Senate Concurrent Resolution 37 also requires the Interim Finance Committee to retain the services of a qualified, independent consultant to review Nevada's public revenue structure and make various recommendations to the Interim Finance Committee, as outlined in the Scope of Work section of this Request for Proposal. The review, which shall be delivered to the subcommittee and the Interim Finance Committee on or before July 1, 2010, must include specific recommendations as well as the impact of implementing those recommendations on the state, local governments, and various types of businesses, including, without limitation, large and small businesses, capital-intensive and labor-intensive businesses, and high-margin and low-margin businesses, as well as the impact on the general population.

The consultant retained by the Interim Finance Committee is also required to compile and analyze data on Nevada's national rankings in quality-of-life areas, coordinate with the Nevada Vision Stakeholder Group to develop strategies to advance Nevada's national standing in critical quality-of-life areas, and deliver a report of its findings concerning quality-of-life areas to the subcommittee and the Interim Finance Committee on or before July 1, 2010.

The Interim Finance Committee is required to hold at least two public hearings to evaluate the findings of the consultant, and is required to submit a report of the results of its review, as well as any recommendations for legislation, to the Governor and the Director of the Legislative Counsel Bureau for transmittal to the 76th Session of the Nevada Legislature on or before October 1, 2010.

II. SCOPE OF WORK

1. The consultant must conduct a study of Nevada's state and local government revenue structure and provide a report of findings concerning revenue stabilization strategies, including specific recommendations for broad based taxes which are fair and equitable. All recommendations regarding the revenue stabilization study process must include an analysis of the impacts associated with implementing those recommendations. The revenue stabilization study process must include:
 - a. An analysis of the different types of taxes that are being utilized or may be utilized in this state including, without limitation, transaction taxes (e.g. sales and use, gross receipts, value-added), excise taxes (e.g. cigarettes, liquor, fuel), property taxes, income taxes (e.g. personal, business income) or industry specific taxes (e.g. gaming, mining). The analysis must be based on generally accepted principles used to evaluate and compare different types of taxes, including, without limitation, stability, equity, adequacy, simplicity, exportability, and neutrality. The analysis must include a discussion of the types of taxes imposed in other states and the extent to which those taxes could be implemented in Nevada based on the economic activity in Nevada compared to the other states. The analysis must include the advisability of and the impact of proposed changes to existing taxes or new taxes to be imposed in this state which are fair, equitable, and designed to broaden and stabilize the tax base.
 - b. An analysis of the allocation of revenue sources utilized in Nevada by the state and local governments, including, without limitation, transaction taxes (e.g. sales and use, gross receipts), excise taxes (e.g. cigarettes, liquor, fuel), property taxes, industry specific taxes (e.g. gaming, mining) and other business activity taxes (e.g. modified business tax). The analysis must identify the specific funds, including, without limitation, general operating funds, street and highway funds, and capital projects/debt service funds, to which major revenue sources are allocated at the state and local government level. The analysis must include recommendations to improve the equity of the allocation of revenues between the state and local governments and the impact of those recommendations based on generally accepted principles used to evaluate taxes as described in (a) above.

- c. An analysis of the relative stability of state government revenues, including, without limitation, general operating funds, street and highway funds, and capital projects/debt service funds, including the relative stability of the major revenue sources that comprise each fund. An analysis must be performed on the relative stability of local government revenues, including, without limitation, general operating funds, street and highway funds, capital projects/debt service funds, and restricted funds (e.g. enterprise funds), including the relative stability of the major revenue sources that comprise each fund. The analysis must evaluate the extent to which state and local government revenue sources are tied to the economic activity of the state. The analysis must include recommendations to improve the stability of existing revenues and provide recommendations for new revenues that are designed to improve the stability of state and local government funding and are tied to the economic activity of the state. The analysis must include the advisability of dedicating revenue sources to restricted funds by local governments and the potential impacts on the stability of local government revenue. The analysis must include the impacts of implementing recommendations based on generally accepted principles used to evaluate taxes as described in (a) above.
- d. An analysis of the adequacy of the state and local government funding to provide sufficient revenue for the services provided by the respective governments. The analysis must include the extent to which state and local government revenues and the respective funds to which they are allocated, including, without limitation, general operating funds, street and highway funds, and capital projects/debt service funds, increase in proportion to population increases and the corresponding demand for services provided by the state and local governments. The analysis must include recommendations to improve the adequacy of existing revenues and provide recommendations for new revenues to improve the adequacy of both the state and local government revenues. The analysis must include the impacts of implementing recommendations based on generally accepted principles used to evaluate taxes as described in (a) above.
- e. An analysis of the burden on taxpayers related to compliance with the current state and local government revenue sources and the relative costs to state and local governments associated with the administration and collection of revenues. The analysis must include recommendations to mitigate the tax burden associated with existing revenues, any proposed changes to existing revenues, and any proposed new revenues, based on the perspective of taxpayers and state and local governments.
- f. An analysis of the use of earmarking in this state and the extent to which earmarking has removed flexibility in efficiently allocating revenues to provide government services. The analysis must include recommendations for changes regarding earmarking that are designed to improve the flexibility in efficiently allocating revenues. The analysis must include the impacts of implementing recommendations based on generally accepted principles used to evaluate taxes as described in (a) above.

Note: For the purposes of sections (a) through (f), inclusive, the term “local government” consists of the counties, cities, and school districts created in statute by the Nevada Legislature. Any analysis required in sections (a) through (f), inclusive, with respect to the relationship between government entities must include only the relationship between the state and local governments, and not relationships between local governments (e.g. between counties, cities, and other local governments as defined in this Request for Proposal).

2. The consultant must compile and analyze data on Nevada’s national rankings in quality-of-life areas and coordinate with the Nevada Vision Stakeholder Group to develop strategies to advance Nevada’s national standing in quality-of-life areas, including, without limitation, education, health and human services, public safety, economic diversification, job creation, public transit and transportation, and energy use. The quality-of-life study components of the Request for Proposal include the following requirements:

- a. The consultant or an individual or group subcontracted by the consultant, as specified in the response submitted to this Request for Proposal, must attend all meetings held by the Nevada Vision Stakeholder Group, which is anticipated to include 6 to 10 meetings.
- b. The consultant or an individual or group subcontracted by the consultant, as specified in the response submitted to this Request for Proposal, must actively facilitate the conduct of the meetings of the Nevada Vision Stakeholder Group and assist in the development of strategies to advance Nevada’s standing in quality-of-life areas to achieve the 5-year, 10-year, and 20-year quality-of-life goals and objectives recommended by the Nevada Vision Stakeholder Group.

Note: Staff from the Legislative Counsel Bureau will assist in the logistics of establishing meeting dates, times and places, as well as provide support with respect to organizing the agendas for the meetings to ensure compliance with the state’s Open Meeting Law. Staff will work with the consultant as necessary to prepare and distribute informational materials for each meeting of the Nevada Vision Stakeholder Group. The room and videoconference facilities of the Nevada Legislature can be used to conduct the meetings for the Nevada Vision Stakeholder Group.

- c. The consultant or an individual or group subcontracted by the consultant must prepare and submit a report of the analysis and findings concerning Nevada’s national ranking in quality-of-life areas, including the strategies and recommendations developed through coordination with the Nevada Vision Stakeholder Group.
3. The consultant must develop a comprehensive plan to integrate the revenue stabilization recommendations developed in item (1) above and the 5-year, 10-year, and 20-year quality-of-life goals and objectives developed in coordination with the Nevada Vision Stakeholder Group in item (2) above.

4. The consultant must work with the Interim Finance Committee, Interim Finance Committee Subcommittee, Nevada Vision Stakeholder Group, Technical Working Group, and Legislative Counsel Bureau staff as needed to accomplish the recommendations and goals developed in items (1) through (3) above, including without limitation, attending meetings, providing progress reports and facilitating the development and presentation of information to these groups.

Note: Staff from Executive Branch agencies and the Legislative Counsel Bureau will assist in the gathering of information and data needed by the selected vendor to complete the Scope of Work. The amount of time and resources necessary to assist a vendor should not interfere with the daily workload or require overtime of Executive Branch or Legislative Counsel Bureau staff. Vendors should include an anticipated schedule for Executive Branch and Legislative Counsel Bureau staff and resources necessary to assist your company in completing the project.

REPORTING

The consultant must prepare and deliver a final report and oral presentation of the findings and recommendations related to the revenue stabilization study process and quality-of-life areas to the subcommittee and the Interim Finance Committee on or before **July 1, 2010**. The costs of travel related to the oral presentation shall be borne by the consultant.

III. PROPOSAL PREPARATION AND SUBMISSION

Proposal shall be prepared in accordance with this Request for Proposal and include this document and photocopies thereof with original signatures on each. **ONE ORIGINAL AND SIX COPIES** are required to be submitted on or before **5:00 p.m., on October 1, 2009**. Consultants who do not submit the required number of proposals may be disqualified.

Please submit the proposal and six copies to:

Russell Guindon, Senior Deputy Fiscal Analyst
Fiscal Analysis Division
Legislative Counsel Bureau
401 South Carson Street
Carson City, Nevada 89701-4747

The consultant's company name shall appear on each page of the proposal. The person signing the proposal must initial any erasures, cross-outs, alterations, or other changes.

The person signing the proposal must be authorized to commit the consultant and conduct negotiations or discussions if requested and/or required.

Proposals that are incomplete, appear unrealistic in terms of technical commitments, demonstrate a lack of technical competence, or are indicative of a failure to comprehend the complexity and risk of a contract may be rejected.

The LCB reserves the right to reject any or all proposals, to waive any informalities and/or minor irregularities, and to make the award in the best interest of the Nevada Legislature, with or without further discussion or negotiations.

The LCB assumes no liability for any cost incurred by consultants in the preparation, delivery, or any subsequent meetings relative to responses to the RFP.

Proposals may be modified by the consultant at any time, in written form, prior to the closing date at **5:00 p.m., on October 1, 2009.**

Proposals may be withdrawn at any time, by written notice to the LCB. Proposals or modifications received after the closing date at **5:00 p.m., on October 1, 2009**, will not be considered unless postmarked five (5) days prior to the deadline date and received prior to award.

Responses to this Request for Proposal will be the primary source of information used in the evaluation process. Therefore, consultants are requested and advised to be as complete as possible in the initial response. However, the LCB may 1) contact any consultant to clarify any response, 2) contact any current users of a consultant's services, 3) solicit information from any available source concerning any aspect of the proposal, and 4) seek and review any other information it deems pertinent to the evaluation process.

Facsimile modification hereto, or withdrawals thereof, are permitted as long as they are followed by the original in the mail and are received in a timely manner. However, no facsimile copies of the original Request for Proposal will be accepted.

IV. USE OF SUBCONTRACTORS

If necessary due to the specific skills or tasks required to complete the Scope of Work in this Request for Proposal, the consultant may subcontract with one or more individuals or groups to perform those specific tasks or duties. If a consultant intends to subcontract for services to perform any portion of the Scope of Work, the proposal submitted to the Legislative Counsel Bureau must include the name of the individual or group with which the consultant intends to subcontract, the portion of the Scope of Work for which the subcontractor is to be utilized, the qualifications and prior experience of the subcontractor relative to the specified tasks or duties, and the costs required for the subcontractor to perform these duties.

V. OPENING PROCEDURES

Proposals shall be opened by LCB staff in a manner that avoids, to the extent possible, disclosure of the contents to competing consultants. A register of consultants containing the names of all respondents shall be prepared and retained in the offices of the Fiscal Analysis Division of the LCB. This register shall be opened for public disclosure five (5) business days following the closing date of the proposal.

VI. EVALUATION OF PROPOSALS

The Interim Finance Committee will evaluate the proposals but reserves the right to delegate the review of proposals to the Interim Finance Committee Subcommittee. Proposals will be evaluated on all factors, including, but not limited to:

1. Responsiveness of proposal to the Request for Proposal.
2. Functional and technical merits of proposal.
 - a. Qualifications of consultant.
 - b. Qualifications of assigned staff.
 - c. Prior experience.
 - d. Project work plan and timeline to complete the specific components of the scope of work.
 - e. Understanding of technical requirements.
 - f. Understanding of Nevada's tax structure and economy.
3. Use of subcontractor (if applicable).
 - a. Scope of work to be completed by subcontractor.
 - b. Qualifications of subcontractor to complete the specified scope of work.
 - c. Prior experience of the subcontractor related to the specified scope of work.
 - d. Project work plan and timeline for the subcontractor to complete the specified scope of work.
 - e. Understanding of the technical requirements of the specified scope of work to be completed by the subcontractor.
 - f. Itemized cost associated with the services provided by the subcontractor.
4. Proposed method to accomplish item 3 of the scope of work.
5. Itemized cost associated with the specific components of the scope of work.
6. Oral presentation (if requested).

(The order listed above is not necessarily an indication of the relative importance of these factors.)

VII. PUBLICITY

No announcement concerning the awarding of the contract as a result of the Request for Proposal can be made by the successful consultant without the prior written approval of the LCB. Additionally, the successful consultant shall not use in its external advertising, marketing programs or other promotional efforts, any data, pictures, or other representations of the state of Nevada, the Nevada Legislature or the LCB, except on the specific advance written authorization by the LCB.

VIII. LIABILITY INSURANCE

1. During the term of the agreement, the successful consultant shall maintain comprehensive public liability and property damage insurance coverage of not less than \$1,000,000 in a form and with an insurer or insurers acceptable to the LCB, unless this requirement is waived at the time the contract is negotiated. If liability insurance is required, the policy shall be a combined single limit, bodily injury and property damage, against liability arising out of the services of the successful consultant, its officers, employees, subcontractors and agents, on the project. If liability insurance is required, the successful contractor agrees to name the state of Nevada, the Nevada Legislature, its officers, employees and agents as additional insureds on the policy. The successful consultant may comply with the requirements of this section by endorsement to any blanket policy of insurance carried by the successful consultant provided that the blanket policy meets the requirements of this section. The cost to provide the liability insurance required by this section must be stated separately in the response to this Request for Proposal.
2. Evidence of the policy or policies required by paragraph 1 must be furnished to the LCB at the time of the signing of the agreement and thereafter from time to time as reasonably requested by the LCB. Such evidence must show that the policy or policies shall not be modified or terminated without at least 30 days prior, written notice to the LCB.

IX. INDEMNIFICATION

1. The successful consultant agrees to hold harmless, indemnify and defend the state of Nevada, the Nevada Legislature and their officers, employees and authorized agents against any claim, action, loss, damage, injury, liability, cost and expense of any kind or nature arising from the consultant's breach of the representations, warranties or obligations under the agreement or from the consultant's negligent acts or omissions in performing the agreement.
2. In any claim against the state of Nevada or the Nevada Legislature, its officers, employees and authorized agents by any employee, any subcontractor of the successful consultant, or any person directly or indirectly employed by any of them, or any person for whose acts any of them may be liable, this indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the successful contractor or any subcontractor under workers' compensation acts, disability benefits acts, or other employee benefit acts.

3. The remedy provided by the indemnification set forth in this section is in addition to, and not in lieu of, any other remedy. This indemnification must not be diminished or limited in any way to the total limit of insurance required by the agreement or otherwise available to the successful consultant.

X. TERMINATION

1. The LCB may at any time, for its convenience and without cause, terminate all or part of the agreement. To terminate the agreement pursuant to this paragraph, the LCB must deliver a notice of termination without cause. Termination of the agreement pursuant to this paragraph shall be within the sole discretion of the LCB and shall become effective upon receipt by consultant of the notice of termination without cause. The LCB's liability to the contractor with respect to termination without cause is limited to the reasonable costs incurred by the contractor before the effective date of the termination, but not to exceed the maximum fixed fee for the agreement. If requested, the contractor shall substantiate any cost submitted for payment with proof satisfactory to the LCB. This paragraph does not apply to termination for cause.
2. The consultant is in default of the agreement and the LCB may terminate the agreement for cause if the LCB determines that:
 - a. The quality of the work performed by the consultant is unacceptable.
 - b. The consultant fails to comply with the terms of the agreement to the satisfaction of the LCB.
 - c. The project is more than 30 days behind schedule.
 - d. The consultant has breached the agreement in any other respect.
 - e. The consultant has sought, or been forced to seek, protection under the Federal Bankruptcy Act.
3. The LCB is in default of the agreement if, at any time, the LCB materially breaches any term of the agreement.
4. To terminate the agreement for cause, the non-defaulting party shall send to the defaulting party a notice of default. Termination shall become effective five (5) days after the defaulting party receives the notice of default unless during those five (5) days the defaulting party cures the default.
5. If the LCB terminates the agreement for cause, the LCB is not liable for any costs incurred by the consultant and the LCB may procure the services from other sources and hold the consultant liable for any excess cost occasioned thereby.

XI. PAYMENT

The terms of payment will be negotiated at the time the contract is prepared; however, ten percent of the contracted price will be withheld until all of the terms of the contract have been met to the satisfaction of the LCB and shall be paid within 30 days after the successful consultant has completed all of the services and responsibilities set forth in the agreement between the parties.

XII. NO ASSIGNMENT, TRANSFER OR DELEGATION

The successful consultant shall not subcontract, assign, transfer or delegate, or otherwise dispose of any rights, obligations or duties under the contract without the prior written consent of the LCB.

XIII. INDEPENDENT CONTRACTOR

The parties agree that the consultant is an independent contractor and, in accordance with NRS 284.173, is not a state employee and there will be no:

1. Withholding of personal income taxes by the state of Nevada
2. Industrial insurance coverage funded by the state of Nevada
3. Participation in group insurance plans which may be available to employees of the state of Nevada
4. Participation or contribution by either the independent contractor or the state of Nevada to the Public Employees' Retirement System
5. Accumulation of vacation leave or sick leave
6. Unemployment compensation coverage provided by the state of Nevada

XIV. CONFIDENTIALITY OF INFORMATION

The successful consultant must agree to maintain the confidentiality of any information, records, and data obtained for the purpose of performing its duties under the contract. The successful consultant must further agree not to use such information for any purpose other than its performance under the contract and that it will require its employees and subcontractors to comply with the confidentiality requirements of this section.

XV. STATE OWNERSHIP

All work performed and all reports, materials and work products prepared for the LCB, Interim Finance Committee, Interim Finance Committee Subcommittee or Nevada Vision Stakeholder Group pursuant to the agreement are the property of the state of Nevada and all title and interest therein shall vest in the LCB and shall be deemed to be a work made for hire and made in the course of the services rendered hereunder, unless the LCB otherwise specifically consents in writing. To the extent that title to any

such reports, materials, and work products may not, by operation of law, vest in the LCB or such reports, materials and work products may not be considered works made for hire, all rights, title, and interest therein must be irrevocably assigned to the LCB. All such reports, materials and work products shall belong exclusively to the LCB, with the LCB having the right to obtain and to hold in its own name copyrights, registrations or such other protection as may be appropriate to the subject matter, and any extensions and renewals thereof.

The successful consultant shall agree not to use, willingly allow, or cause to have such reports, materials and work products used for any purpose other than the performance of its obligations under the contract without the prior written consent of the LCB.

The successful consultant shall agree to give to the LCB and any person designated by the LCB, reasonable assistance, at the expense of the state of Nevada, required to perfect the rights defined in this paragraph. Unless otherwise requested by the LCB, upon the completion of the services to be performed, the successful consultant shall immediately turn over to the LCB all reports, materials and work products developed pursuant to the contract.

XVI. PROJECT RECORDS

The consultant must agree that the books, records, documents and accounting procedures and practices of the consultant relevant to the agreement are subject to inspection, examination, audit and copying by a person designated by the LCB, at reasonable times and with reasonable notice. The LCB may request at any time, and the consultant shall provide, any such documentation in a form acceptable to the LCB at a location determined by the LCB.

The successful consultant must further agree to preserve and make available any books, records and documents relevant to the performance of the contract for a period of three (3) years after the date of final payment under the contract. If the contract is completely or partially terminated, the books, records and documents relating to the work terminated shall be preserved and made available for a period of three (3) years after the date of any resulting final payment.

XVII. COMPLIANCE WITH LAWS

The successful consultant shall comply with all applicable federal, state, county, and local laws, ordinances, regulations, and codes in the performance of its duties under the contract.

XVIII. REQUEST FOR PROPOSAL APPLICATION

INSTRUCTIONS: Please thoroughly complete all information requested in the following application. Provide any additional information regarding your company that would be helpful in evaluating your proposal. **Please submit ONE ORIGINAL AND SIX COPIES with your proposal.**

Completed applications must be submitted to the Fiscal Analysis Division of the Legislative Counsel Bureau by **5:00 p.m., on October 1, 2009.** **No allowance will be made for late submission.**

QUESTIONS: All questions pertaining to the RFP must be made in writing to Russell Guindon at rquindon@lcb.state.nv.us. Questions will be accepted until **5:00 p.m., on September 11, 2009.** The responses to all consultant questions will be posted publicly on the legislative website at <http://www.leg.state.nv.us/RFPs/> by **5:00 p.m., on September 16, 2009.**

1. CONSULTANT SUMMARY INFORMATION

(a) FIRM NAME

(b) ADDRESS

(c) TELEPHONE

(d) CONTACT PERSON

(e) FEDERAL TAX ID #

2. DESCRIPTION OF COMPANY

Describe your company, including organizational structure, age, location of offices, experience, financial stability, and qualifications of key personnel assigned to the project.

3. COMPANY OWNERS

Provide a complete list of owners of company.

4. PROJECT WORK PLAN AND TIMELINE

The proposed work plan must include a detailed plan and time schedule identifying the work activities that must occur, responsibilities of the consultant and the final products that will be produced.

5. COST – INCLUDING ITEMIZATION OF SCOPE OF WORK COMPONENTS

The cost proposal must include an itemization of the cost associated with Sections 1 through 4 of the Scope of Work and the itemized cost of each component specified in subsections (a) through (f) of Section 1 and subsections (a) and (b) of Section 2.

6. CURRENT REFERENCES FOR THE LEGISLATIVE COUNSEL BUREAU

List a minimum of five (5) references, including the name of a contact person, name of company, address, and telephone number that the LCB may contact.