|  |  |  |
| --- | --- | --- |
| State of Nevada |  | Brian Sandoval |
| Department of Health and Human Services | Governor |
| Division of Child and Family Services4126 Technology Way, 3rd FloorCarson City, NV 89706 |  |
| Richard Whitley |
| Director |
|  |
| Kelly Wooldridge |
| Administrator |

|  |  |
| --- | --- |
| SUBJECT: | Amendment 1to Request for Proposal FY17-05 |
| RFP TITLE: | Forensic Interview Training |
| DATE OF AMENDMENT: | April 17, 2017 |
| DATE OF RFP RELEASE: | March 30, 2017 |
| OPENING DATE: | April 26, 2017 |
| OPENING TIME: | 5:00 PM |
| CONTACT: | Sharon Knigge, Management Analyst II, Contract Manager |

The following shall be a part of RFP ***FY17-05.*** If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

1. Do we need a Nevada Business License number before we submit our proposal? Or can we apply for it if our proposal is selected?

 ***The process for obtaining a Nevada Business License must be begin upon issuance of the letter of intent. Final approval of the contract will not take place, nor can any work on the contract begin, until the awarded vendor has an active Nevada State Business License and is in good standing with the Secretary of State.***

2. In 3.1.3, the RFP states “Travel must be reimbursed according to the Division of Child and Family Services Travel Policy and State Administrative Manual.” Should we or should we not include the cost of travel in our cost proposal? Will travel be reimbursed after the training, or should we include it our initial cost proposal?

 ***The proposal should include travel costs. Travel will be reimbursed after the training.***

3. Attachment H – Cost Schedule has $36,400 already listed in the “ENTER TOTAL REQUEST” box. Is this the maximum budge we should request? Does this include the cost of travel?

 ***This was an example of how to fill out the form. This would include travel costs.***

4. Section 5. COST states that “Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services. Clearly specify the nature of all expenses anticipated (refer to ***Attachment H, Cost Schedule***).” However the number “ENTER TOTAL REQUEST” box does not change to reflect anything I put in the other boxes listed. How do I delineate the costs? Is everything considered contractual/consultant costs? If so, do I need to include a separate delineated budget? Or are the categories listed the only ones I should include? Do I need to ensure that the categories below add up to $36,400? Can you provide further instructions on using this spreadsheet?

 ***The Budget Narrative 1 tab needs to be completed with the detail. This is linked to the Budget Summary tab under the first column (federal funding). The categories should not exceed the total budget. The costs are not limited to Contractual/Consultant.***

***ALL ELSE REMAINS THE SAME FOR RFP FY17-05.***

***Vendor must sign and return this amendment with proposal submitted.***

|  |  |
| --- | --- |
| Vendor Name: |  |
| Authorized Signature: |  |
| Title: |  | Date: |  |

|  |
| --- |
| This document must be submitted in the “State Documents” section/tab of vendors’ technical proposal. |