

City of Las Vegas

PURCHASING & CONTRACTS DIVISION

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REQUEST FOR PROPOSALS (RFP) RFP No. 110174-PH OUTREACH COORDINATOR FOR NEVADA RETROFIT INITIATIVE

SCOPE OF WORK: The City of Las Vegas (City) hereby invites qualified firms or individuals (Offerors) to submit written proposals to provide statewide and targeted neighborhood awareness of the Nevada Retrofit Initiative by creating and implementing a Marketing Program.

PRE-PROPOSAL CONFERENCE will be held on **Tuesday, June 21, 2011 at 8:00 a.m.** in the Purchasing & Contracts Division Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, Nevada 89101. The purpose of this conference is to discuss the specifications and any Prospective Offeror's questions regarding the RFP documents and RFP process. Attendance is optional.

TRAINING SESSION: If a firm is unfamiliar with the public solicitation process and would like to obtain training on the RFP submittal process for this requirement, please contact Pamela Hoffman at (702) 229-6006, no later than Wednesday, June 15, 2011 and a training session will be held immediately after the Pre-Proposal Conference.

PROPOSAL DEADLINE: All proposals must be received in the Office of the City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 by **Tuesday, July 5, 2011 no later than 1:30 p.m., Pacific Time.** Proposals received after the established deadline will be returned to the Offeror, and will not receive further consideration in the evaluation process. Proposals are not publicly opened (disclosed), in accordance with NRS 332.061(2).

RFP DOCUMENTS AND ADDENDA MAY BE OBTAINED on-line at the DemandStar website, www.DemandStar.com. DemandStar offers a free single agency subscription which includes free document downloads by registering at www.DemandStar.com/register.rsp or by calling (800) 711-1712.

RFP documents obtained from any source other than DemandStar may not be accurate or complete, and each Offeror assumes all risks by its reliance on such documents. An Offeror who has not obtained RFP documents from DemandStar will not be notified of any addenda issued by the City, which could contain material changes thereto (such as additions or changes to the technical specifications, extensions of time, etc.).

INQUIRIES: Questions regarding this solicitation should be directed to Pamela Hoffman, Contracts Specialist, at (702) 229-6006, fax (702) 464-2525, or by email to phoffman@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by close of business **Thursday, June 23, 2011**. Information in response to inquiries may be published as an RFP Addendum.

Prospective Offerors are hereby notified that this Request for Proposals and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TTY) or in an alternate format (audio or Braille) upon request to the Purchasing & Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TTY).