How to do Business with the Regional Transportation Commission
The Regional Transportation Commission (RTC)
Purchasing & Contracts

- Responsible to purchase goods, services and construction for the RTC, including:
  - Develop procurement strategies
  - Develop sources
  - Conduct solicitations
  - Negotiate prices and terms and conditions
  - Finalize contract documents
Disadvantaged and Small Business Enterprise (DBE/SBE) Program

• RTC has established a goal to identify, communicate and work with businesses that are certified DBEs/SBEs.

• It is the policy of the RTC to ensure nondiscrimination in the award and administration of US Department of Transportation-assisted contracts and to create a level playing field on which DBEs/SBEs can compete fairly for contracts and subcontracts.
Disadvantaged and Small Business Enterprise (DBE/SBE) Program

- RTC DBE Program available online at rtc hsv.com.
- For additional information on DBE bidding opportunities, please contact Tonita Brown, the RTC DBE Liaison at brownt@rtc hsv.com.
- Or call (702) 676-1507.
Certifications

- For local and federally funded projects: NDOT and McCarran certifies DBEs/SBEs
- [www.nevadadbe.com](http://www.nevadadbe.com)
- For locally funded projects: NDOT, WBENC, NMBC, NSBDC
Applicable Laws

- Nevada Revised Statutes (NRS) 332 for Goods and Services; and
- NRS 338 for Construction
NRS 332
Bids (Goods and General Services)

- $25,000 or less – Only one quote required (Discretionary)
- Over $25,000 - $50,000 – Two or more written quotes must be requested (Discretionary)
- Over $50,000 – Formal advertisement and bidding required (Nondiscretionary)
NRS 332
Competitive Bidding Exceptions

• Contracts not adapted to award by competitive bidding; eliminate the need for quoting or bidding.

• NRS 332.115 lists all the exceptions to competitive bidding.

• RTC is not prohibited from advertising for or requesting bids for items listed in NRS 332.115.
NRS 338 Construction Services

• $25,000 or less – Only one bid required (Discretionary).

• More than $25,000 - $100,000 – At least three or more bids must be requested (Discretionary).

• More than $100,000 – Formal advertisement and bidding required (Nondiscretionary).
Check for Bid Opportunities

• Register with Nevada Government E-Marketplace (NGEM) nevada.ionwave.net

• Watch NGEM for services and construction contracts. Contact General Contractors (GCs) directly to provide a quote on the portion of the work you may be able to perform. GCs are required to perform a Good Faith Effort

• Check the legal notices section of the Las Vegas Review Journal
Check for Bid Opportunities

- Obtain the solicitation documents ONLY from NGeM. If you obtain documents from any other source, you will not be notified of any addenda from the RTC, and you understand and assume all risks by reliance on the documents you obtained from the other source.

- Addenda may contain material changes to the solicitation, such as changes to the technical specifications or extensions of time.
Process - Advertised Bids
(For Goods, General Services and Construction)

• Bid document prepared and advertised
• Pre-Bid Conference held, supplier participation strongly suggested, some may be mandatory
• Site walk-through, if necessary
• Addenda issued, if applicable
Process - Advertised Bids
(For Goods, General Services and Construction)

- Bid Opening, public is invited
- Bids Evaluated
- Bid Award, to lowest responsive responsible bidder
- Contract Administration
Process - Advertised Request for Proposals (RFP)  
(Generally for Services)

• RFP document prepared and advertised
• Pre-Proposal Conference held, supplier participation strongly suggested, some may be mandatory
• Addenda issued, if applicable
• Proposal Due Date
Process - Advertised Request for Proposals (RFP)
(Generally for Services)

- Proposals Evaluated
- Oral Interviews, if required
- Contract Negotiation
- Contract Award
- Contract Administration
Process - Informal Quotes

- Quote form prepared and issued by using department, including applicable terms and conditions
- Optional: Site walk-through
- Addenda issued, if required
- Quote Due Date
- Quotes Evaluated
- Award to lowest responsive, responsible bidder
- PO issued with terms and conditions
Additional Hints for Doing Business with the RTC

• Visit the NGEM internet site: NGEMNV.COM
• Read the DBE/SBE Forms-Helpful Hints sheet, located on our website
• Obtain and review the solicitation (Bid or RFP) document
• Attend the Pre-Bid or Pre-Proposal Conference
Additional Hints for Doing Business with the RTC as a DBE/SBE

- Ask questions at solicitation conference
- Request training on Bid or Proposal preparation
- Follow solicitation instructions completely
- Provide all requested documentation; if you have questions contact Purchasing Representative
Thank you for your interest in the Regional Transportation Commission!