

# Bidders' Conference

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Nevada Administrative Office of the Courts

RFP 22-001

# Agenda

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- Introductions
- The Process
  - Rules and Information
  - Schedule of Events
  - Submitting Proposals
  - Evaluation
- Questions and Answers

# Introductions

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- AOC Designated Point of Contact – Casandra Vanzura – [contracts@nvcourts.nv.gov](mailto:contracts@nvcourts.nv.gov)
- Other AOC staff on the Zoom to assist in answering questions:
  - Rebecca Edwards – IT Manager
  - Diana Wilt – Business Systems Analyst
  - Jamie Gradick – Rural Courts Coordinator
  - Nicole Arevalo – IT Professional

# General Rules and Information

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- All matters go through Casandra Vanzura
- Do not discuss this procurement with any other person at AOC
- Do not discuss this procurement with any clerk or judicial officer who works in Nevada
- Information on the procurement may be found at <https://nvcourts.gov/AOC/Procurements/>
- Please check the Website for updates as AOC will not be emailing them to you

# General Rules and Information

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- Information about the courts in Nevada may be found at <https://nvcourts.gov>
- This meeting is being recorded and published to the Website
- All questions are to be submitted through the Chat
- All questions and answers will be posted to the Website
- Any questions that are not answered during the meeting will be answered and posted to the Website by November 22, 2021

# Schedule of Events

Activity	Date/Time
Publish Solicitation	October 29, 2021
Offeror Conference	November 12, 2021
Vendor Question Deadline	November 16, 2021 at 3:00 PM Pacific Time
AOC Response to Vendor Questions	November 22, 2021
Deadline for Submission of Offers	December 13, 2021 at 3:00 PM Pacific Time
Offeror Demonstrations	Mid-January 2022
Best and Final Offer (BAFO) Responses from Selected Offerors	Early February 2022
Notify Selected Offerors for Commencement of Negotiations	Late February 2022
Contract Negotiations	March 2022
Expected Award of Contract(s)	Late March 2022

# Submitting Proposals

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- All proposals are due December 13, 2021 at 3:00pm PST
- No late proposals will be accepted

US Postal Service	Overnight / Express Mail	Hand Delivery
Office of Court Administration Attn: Casandra Vanzura 201 South Carson Street Suite 250 Carson City, NV 89701	Office of Court Administration Attn: Casandra Vanzura 201 South Carson Street Suite 250 Carson City, NV 89701	Office of Court Administration Attn: Casandra Vanzura 201 South Carson Street Suite 250 Carson City, NV 89701 To arrange delivery of an offer, please contact Casandra Vanzura at <a href="mailto:contracts@nvcourts.nv.gov">contracts@nvcourts.nv.gov</a> .

# Proposal Evaluation

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Evaluation Criteria	Weight
Offeror Qualifications	15%
Requirements	30%
Project and Program Management	15%
Implementation and Production Services	20%
Cost Offer	20%
<b>TOTAL</b>	<b>100%</b>



# Questions and Answers

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Should there be a discrepancy between what is discussed in the Bidders' Conference and what is in the RFP, the RFP takes precedence and supersedes what is said during the Bidders' Conference.