

Solicitation for the Nevada State STEM Advisory Council Fiscal Sponsor

The Advisory Council on Science, Technology, Engineering and Mathematics in the State of Nevada Department of Education (the STEM Advisory Council), is requesting proposals from Nevada-based 501(c)(3) nonprofit organizations for the purpose of selecting a suitable Fiscal Sponsor to support the STEM Advisory Council's legislated grant activities. The awarded Fiscal Sponsor will identify appropriate STEM education grants, write grant proposals, and administer grant funding on behalf of the STEM Advisory Council. This is a zero-cost reimbursement/zero-fee contract, and the selected Fiscal Sponsor shall be authorized to recover administrative costs only through grants that are received and charitable donations, as allowed by the granting organizations and applicable law. The State of Nevada, the Department of Education, and the STEM Advisory Council shall not provide any monetary support to selected Fiscal Sponsor.

Fiscal Sponsor Minimum Qualifications

The minimum qualifications of candidates for the Nevada State STEM Advisory Council Fiscal Sponsor selection are listed below:

1. Applicant is a Nevada-based 501(c)(3) nonprofit organization in business for two or more years with offices in both Northern and Southern Nevada.
2. Applicant has been active in STEM education and STEM-related undertakings as a 501(c)(3) nonprofit organization in Nevada for two or more years.
3. Applicant employs or contracts staff with demonstrated experience in identifying relevant grants, writing grant proposals, and administering grant funding.

Proposal Submissions

Proposals shall be 20 standard letter pages or less, including title page, table of contents, figures, and tables. The format shall be 12 point font, single spaced lines, with one-inch page margins. A one (1) page cover letter that includes the primary point of contact information (name, mailing address, phone number, and email address) shall not count towards the 20 page limit. Attachments such as letters of support, past performance documents, resumes of key personnel, and incorporation documentation, and financial statements shall not count towards the 20 page limit. All proposals shall include:

1. Business description, corporate officers, mission, history, and office locations (attach appropriate 501(c)(3) documentation and at least two years of corporate financial statements – not part of page count)
2. Description of STEM Education experience
3. Key Personnel and relevant skills (resumes are optional as attachments – not part of page count)
4. Description of proposed Fiscal Sponsor agreement that includes organization, grant process, cost model, and business practices (a draft copy of the proposed Fiscal Sponsor Agreement may be attached and shall not count as part of the page count)
5. Description of relevant past performance, including dates of award, contracting organization contact information (name, mailing address, phone number, and email address), and period of performance

All proposals and supporting documentation shall be submitted electronically as portable document format (PDF) files.

DEADLINE: All proposals and supporting documentation in PDF files shall be submitted electronically as email attachments to **nv_stem@cox.net** such that they are *received* no later than **5:00 PM Pacific Daylight Savings Time, Thursday, October 30th, 2014**. Submissions are permitted in multiple parts to keep individual email and attachment size below 10 MB as long as the subject lines indicate such (part 1 of 3, part 2 of 3, etc.). Total electronic proposal submission size shall not exceed 50 MB. The official date/time stamps of the email submission – or that of the last portion received in a multipart offer – is that of the email in the receiving (**nv_stem@cox.net**) inbox. All complete proposals must indicate receipt prior to the deadline to be considered by the evaluation committee. Those submitting proposals are solely responsible for ensuring their entire offers are received prior to the submission deadline.

Questions concerning this solicitation may be submitted by email to **nv_stem_questions@cox.net** no later than **5:00 PM Pacific Daylight Savings Time, Thursday, October 16th, 2014**. A copy of all questions and answers will be made available to prospective bidders who submit such a request via email with the Subject: *Prospective Fiscal Sponsor* and the nonprofit name and primary point of contact information in the body of the email to **nv_stem_questions@cox.net** prior to the Questions deadline. Questions and answers will be distributed as received and answered, with a final summary distributed no later than Monday, October 20th, 2014.