
Solicitation for the Nevada STEM Advisory Council Fiscal Agent

Request for Proposals

The Advisory Council on Science, Technology, Engineering and Mathematics (Council) is requesting proposals from Nevada-based 501 (c)(3) nonprofit corporations for the purpose of selecting a Fiscal Agent to support the Council as it carries out its legislatively mandated duties. The selected nonprofit corporation will administer grant funding and oversee grant reporting on behalf of the STEM Advisory Council. The selected nonprofit corporation and the Council will enter into a zero-cost reimbursement/zero-fee contract, and the selected nonprofit corporation shall be authorized to recover administrative costs only through grants that are received and charitable donations, as allowed by applicable law. The State of Nevada shall not provide any monetary support to the selected nonprofit corporation. The applicant must be a Nevada-based 501(c)(3) nonprofit organization in business for two or more years with demonstrated experience serving as a fiscal agent.

Proposal Submission Guidelines

Proposals shall be 3 standard letter pages or less. 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 3 page limit. All proposals shall include:

1. Brief business description, mission and history.
2. Key personnel and relevant skills.
3. Description of relevant past performance serving as a Fiscal Agent.
4. Description of proposed services.

In addition, please attach the following (attachments do not count towards the 3 page limit):

1. Appropriate 501(c)(3) documentation.
2. A draft copy of the proposed Fiscal Agent agreement.

Proposals must be submitted electronically as an email attachment to blmitchell@gov.nv.gov by XXXXXX, 2016 at 5:00 pm. Questions may be submitted to blmitchell@gov.nv.gov any time prior to the proposal deadline.