



The Reno-Sparks Convention & Visitors Authority is soliciting a
Request for Proposals for
Government Affairs Representation
RFP# 2026-EXEC01

Released by Amy Pickens, Project Manager
(Tuesday, June 23, 2026)

The Point of Contact is Amy Pickens, Project Manager at (775) 335-8839, or
e-mail apickens@visitrenotahoe.com

All questions or additional information concerning the RFP document must be submitted to the
point of contact. No communication to any other staff or Board Member of the Reno-Sparks
Convention & Visitors Authority regarding this RFP is allowed.

SUBMISSION DATE AND TIME: Thursday, July 23, 2026, 2:00pm (PDT)



TABLE OF CONTENTS

I. INTRODUCTION.....	4
II. SCHEDULE.....	5
III. SUBMISSION OF RESPONSE.....	5
IV. PROPOSER’S CHECKLIST.....	7
V. PROPOSER INFORMATION.....	8
A. Company Information.....	8
B. Company Background.....	9
C. Insurance Information.....	9
D. Business License Information.....	9
E. Disclosure of Principals.....	10
F. Exceptions.....	11
VI. GENERAL TERMS & CONDITIONS.....	12
A. The Bidder Agrees That.....	12
B. Addenda.....	12
C. Advertisements, Product Endorsements.....	13
D. Annual Appropriation of Funds.....	13
E. Business License Requirement.....	13
F. Confidential Information.....	13
G. Conflict of Interest.....	13
H. Default of Agreement.....	13
I. Disputes.....	14
J. Document Submittals.....	14
K. Evaluation And Recommendation, Selection and Agreement.....	14
L. Exceptions.....	15
M. Indemnification.....	15
N. Insurance.....	16
O. Late Bids, Modifications, or Withdrawals.....	17
P. Lawful Performance.....	17
Q. Litigation Warranty.....	18
R. Non-Discrimination.....	18



S. Open Meeting Law	18
T. Protests.....	18
U. Signature.....	20
V. Submission of Responses	20
W. Tax Exemption.....	21
X Venue	21
Y. Withdrawal of Bids/Proposals	21
VII. REQUESTED SERVICES	22
VIII.EVALUATION CRITERIA.....	23



PLEASE NOTE THAT THIS REQUEST FOR PROPOSALS IS FOR PROFESSIONAL SERVICES AND IS THEREFORE EXEMPT FROM COMPETITIVE BIDDING REQUIREMENTS SET FORTH IN THE NEVADA REVISED STATUTES ("NRS") CHAPTER 332, AS PROVIDED IN NRS 332.115(1)(b). NOTHING CONTAINED HEREIN IS INTENDED, NOR SHALL IT BE DEEMED, AS AN "OPT-IN" TO THE COMPETITIVE BIDDING REQUIREMENTS OF NRS CHAPTER 332.

I. INTRODUCTION

By this **Request For Proposal 2026-EXEC01** ("RFP"), the Reno-Sparks Convention & Visitors Authority ("RSCVA") seeks sealed proposals from qualified firms with a proven track record in advocacy/lobbying at the State level to assist the RSCVA in developing and successfully pursuing its legislative platform. Services required include serving as a lobbyist for the RSCVA before the Legislature of the State of Nevada and boards, departments, agencies and other bodies of the State of Nevada and, if applicable, advocacy in front of local and federal agencies.

The RSCVA is an independent governmental entity, established in 1959 as the Washoe County Fair and Recreation Board. The RSCVA is the organization charged with promoting the area for conventions, tourism, and recreation both nationally and locally. Funding for RSCVA is provided through a tax on the income from room charges of transient rental facilities imposed by state, county and the incorporated cities of Reno and Sparks. The RSCVA has been delegated the authority to collect and enforce the transient lodging tax in Washoe County.

The 9 member Board of Directors for the organization is comprised as follows:

- I. Three members designated by the Nevada Resort Association from gaming, hotel/motel, and other industry associations
- II. One member from the Board of County Commissioners of Washoe County
- III. One member from the City Council of the City of Reno
- IV. One member from the City Council of the City of Sparks, Nevada
- V. One member designated by Incline Village/Crystal Bay
- VI. One member designated by the Reno Sparks Chamber of Commerce
- VII. One member designated by the Reno Tahoe Airport Authority

At present the RSCVA operates the following facilities: **Reno-Sparks Convention Center, the Reno Events Center and National Bowling Stadium.**

Section VIII Evaluation Criteria has outlined specific responses required for the proposal. It is the intent of the RSCVA to contract for lobbying services from the Respondent that is most advantageous to the RSCVA. In all instances, the decision made by the Board of Directors of the RSCVA will be final. The selected Respondent shall report to, and serve at, the pleasure of the Board of Directors.



II. SCHEDULE

Request for Proposals Available	Tuesday, June 23, 2026
Written Questions Due (if any)	Monday, July 6, 2026, 3:00 PM (PDT)
Written Responses to Questions Issued	Thursday, July 9, 2026, 5:00 PM (PDT)
Responses Due	Thursday, July 23, 2026, 2:00 PM (PDT)
Opening Time	Thursday, July 23, 2026, 2:10PM (PDT)

Any irregularities or lack of clarity in this RFP should be brought to the attention of the Point of Contact prior to or on the date for Written Questions set forth in this Section for correction or clarification.

Any addenda to this RFP issued will forthwith become an integral part of this RFP. Proposer is required to acknowledge receipt of same by signing and returning the addenda in its response.

III. SUBMISSION OF RESPONSE

Proposer will submit its response to this RFP on the letterhead of its company, Proposer establishment, corporation, etc. attached to the original RFP 2026-EXEC01 document. Proposer will sign and return **the ENTIRE RFP DOCUMENT marked as ORIGINAL, with three (3) duplicate copies, one (1) electronic copy via a non-password protected flash drive in a PDF format, together with any addenda, amendments, and bidder questions with the Authority's responses, if any.**

Responses must be enclosed in a sealed envelope addressed to:

Reno-Sparks Convention Center
4590 S. Virginia Street
Reno, NV 89502
Attention: Amy Pickens

Or delivered to:

Reno-Sparks Convention Center
4590 S. Virginia Street
Reno, NV 89502
Attention: Amy Pickens



Response envelope must indicate name and address of Bidder, RFP number, and opening date.

In order for a response to be considered it will be mandatory that the response be in conformance with the terms and conditions of this RFP.



IV. PROPOSER'S CHECKLIST

Proposers are instructed to complete and return the following items in order for their proposals to be complete. **Failure to return all the items may result in your proposal being declared "non-responsive."**

Proposer Information Requirements		Page	Completed
A	Company Information	8	<input type="checkbox"/>
B	Company Background	9	<input type="checkbox"/>
C	Insurance Information	9	<input type="checkbox"/>
D	Business License Information	9	<input type="checkbox"/>
E	Disclosure of Principles	10	<input type="checkbox"/>
F	Exceptions	11	<input type="checkbox"/>
Proposal Responses Requirements			
VIII.	Evaluation Criteria	23	<input type="checkbox"/>
Submission Document Type Requirements			
A	One Original Hard Copy		<input type="checkbox"/>
B	Three Duplicates		<input type="checkbox"/>
C	One Master Flash Drive		<input type="checkbox"/>



V. PROPOSER INFORMATION

The following information must be completed, either typed or printed, and returned with the bid in accordance with the General Conditions contained herein.

A. Company Information

Company Name:
Contact Name:
Address:
City, State Zip Code:
Telephone Number:
Facsimile Number:
E-Mail:

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 24 pages of this Request for Proposal.

Signature:
Print Name:
Title:
Date:



B. Company Background

Has your company ever failed to complete any contracts awarded to it?
No___ Yes___ (If yes, please provide details.)

Has your company filed any arbitration request or lawsuits on contracts awarded within the last five years? No___ Yes___ (If yes, please provide details.)

Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers relating to the performance of a public contract? No___ Yes___ (If yes, please provide details.)

Does your company now employ any officers or principals who were with another Proposer when that company failed to complete a contract within the last five years? No___ Yes___ (If yes, please provide details.)

Has your company had a contract partially or completely terminated for default (cause) within the past five years? No___ Yes___ (If yes, please provide details.)

Has your company been found non-responsible on a government bid within the last five years? No___ Yes___ (If yes, please provide details.)

C. Insurance Information

To be issued upon Notification of Award

Insurance Agent:
Telephone Number:

D. Business License Information

Jurisdiction
License Number:
License Expiration:
Name of Licensee (if different):



E. Disclosure of Principals

Company Name:
Address:
City, State Zip Code:
Telephone Number:
Federal Tax Id Number:

Names of Officers or Owners of Concern, Partnership, Etc.

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

Individual's Name:
Official Capacity:

If further space is required, please attach additional sheet(s).



F. Exceptions

Does the Proposer take exception to any of the terms and conditions of this RFP and attachment thereto. Yes____No____. If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.



VI. General Terms & Conditions

A. The Bidder Agrees That

Proposer has carefully examined the specifications, and all provisions relating to the item(s) to be furnished or the work to be done; understands the meaning, intent, and requirements; and

Proposer will enter into a written Agreement and furnish the item(s) or complete the work in the time specified, and in strict conformity with the RSCVA's specifications for the prices quoted.

No communication to any other staff or Board Member of the Authority in regard to this RFP is allowed, except through the designated point of contact, and any such communication initiated by the Proposer may result in a disqualification of the Proposer.

Note: Proposer is defined as any individual, partnership, or corporation submitting a bid, proposal, or quotation in response to a request for bid (RFB), request for proposal (RFP), request for information (RFI) or request for qualification (RFQ). A Proposer may also be referred to as a Firm, bidder, contractor, supplier, or vendor.

The use of the title "Proposer," "Firm," "Vendor," "Contractor," or "Consultant" within this solicitation document and any resulting Agreement shall be deemed interchangeable and shall refer to the person or entity with whom the Authority is soliciting and/or contracting for the service or product referenced within the bid document.

B. Addenda

The effect of all addenda to the bid documents shall be considered in the bid and said addenda shall be made part of the bid documents and shall be returned with them. Before submitting a bid, each Proposer shall ascertain whether or not any addenda have been issued, and failure to acknowledge any such addenda may render the bid invalid and result in its rejection.

All potential Proposers are responsible for monitoring the Authority website regarding the availability of new bid documents or addenda (where applicable). The Authority will not be responsible for the results of any potential failures in automatic notification systems to potential Proposers or plan holders with respect to these documents and will not adjust bid schedules or requirements due to any potential failures of those systems.

C. Advertisements, Product Endorsements

Authority employees are prohibited from making endorsements, either implied or direct, of commercial products or services without written approval of the Authority President/CEO.

D. Annual Appropriation of Funds

In the event the Authority fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the Authority free from any charge or penalty.

E. Business License Requirement

All companies doing business with the Authority are required to obtain and maintain a current business license from the appropriate jurisdiction prior to the commencement of work. Proposer(s) awarded an Agreement resulting from this bid shall be required to obtain a current business license if they do not already possess one.

F. Confidential Information

Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information or data submitted with a bid will not be returned.

G. Conflict of Interest

No Authority employee or member of the employee's immediate family may participate directly or indirectly in the procurement process pertaining to this bid if they:

Have a financial interest or other personal interest that is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment, or action in the performance of their official duties.

Are negotiating for or have an arrangement concerning prospective employment with Proposer. The Proposer warrants to the best of his knowledge that the submission of the bid will not create such conflict of interest.

H. Default of Agreement

In case of default by the successful Proposer, the Authority may procure the



product(s) or service from other sources.

I. Disputes

All disputes under this proposal shall be submitted to binding arbitration in accordance with the procedures of the Commercial Rules of the American Arbitration Association and judgment of the arbitrator shall be binding as a final judgment and shall be entered by a court of competent jurisdiction. Such arbitration shall be conducted in Washoe County, Nevada. The procedures specified herein shall be the sole and exclusive procedure for resolution of disputes arising out of or relating to this proposal except those instances otherwise overseen by the governing law of the State of Nevada.

J. Document Submittals

It should be noted that the documents submitted by prospective Proposers are competitive sealed proposals and not competitive sealed bids. When proposals are opened, prices and other information will not be made public until the proposal is awarded. There shall be no disclosure of any Proposer's information to competing Proposers prior to the award of the proposal.

Upon award of the Agreement, the executed Agreement and proposals will become public information. Accordingly, each proposal should be submitted on the vendor's most favorable terms.

K. Evaluation And Recommendation, Selection and Agreement

Authority Staff shall review and may provide a shortlist of two to three responders that it determines to be the most qualified, in the Authority's sole discretion. The Authority will analyze the bids, and the award will be made to the Proposer which the Authority deems, in its sole discretion, as the most advantageous to Authority. Factors to be considered are included in section VIII. EVALUATION CRITERIA.

The Authority staff may request a presentation and interview prior to making a final recommendation to the Authority Board of Directors. Upon review and approval of the recommendation by the Authority Board of Directors, Agreement negotiations will commence with the top ranked finalist.

The Authority reserves the right to reject any or all Proposals, and to waive any informalities or irregularities.

The Authority reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of an Agreement pursuant hereto.

The Authority reserves the right to hold responses for a period of ninety (90) days from the date of opening before awarding or rejecting said responses.



Severability exists with regard to acceptance or rejection of any item, group of items, or section unless the Proposer has stipulated specific limitations.

Once a final selection has been made as described above, the Authority will work with the Proposer on preparing an Agreement (the "Agreement") for execution, which will set forth the terms and scope of the engagement of the selected Proposer, including, but not be limited to, the terms set forth in this RFP. If the Authority and the selected Proposer have not executed a negotiated agreement within fifteen (15) business days after selection by the Authority, the Authority may terminate negotiations with that selected Proposer and may initiate negotiations with an alternative Proposer on the shortlist.

No Agreement may be assigned to any other person or entity.

It will be recommended that the award be made to the Proposer the Authority deems best suited to fulfill the requirements of the project described in this RFP. The Authority reserves the right to select a company based on objective and/or subjective evaluation criteria.

The notification of selection and full execution of the Agreement will be the successful Proposer's authorization to commence services as specified in this RFP.

Upon notification of selection and full execution of the Agreement, the Proposer selected must be duly licensed to conduct business in the State of Nevada, Washoe County, the City of Reno, and the City of Sparks. Proof of certificates, licenses, and permits must be submitted to the Authority Finance Department before work can begin. Cost of all required certificates, licenses, and permits are the responsibility of the Proposer.

L. Exceptions

A Proposer deviating from specifications must specify any and all deviation(s). Failure to note said exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this bid solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

M. Indemnification

The Proposer hereby agrees to indemnify and to save and hold harmless the Authority and their agents from any and all claims, actions, costs, expenses, (including attorney's fees), liability, damages or payments incurred by reasons of any bodily injury including death or property damage resulting from the Proposer's operations.

N. Insurance

The Agreement contemplated by this RFP will require that the successful Proposer shall procure and maintain, at its sole expense the following minimum insurance coverage:

Commercial General Liability. Commercial General Liability at least as broad as Insurance Services Office policy form CG 00 01 04/13, or equivalent, providing coverage on an occurrence form for Bodily Injury, Property Damage, Liquor Liability, Independent Proposers, Personal Injury, Broad Form Property Damage, Broad Form Contractual Liability and Medical Payments. The limits of liability shall not be less than Two Million Dollars (\$2,000,000) per occurrence, Four Million Dollars (\$4,000,000) general aggregate for both bodily injury and property damage.

The policy shall include the Authority and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno as additional insureds with coverage at least as broad as Insurance Services Office (ISO) endorsement form CG 20 26 04/16.

The policy shall provide that coverage is provided on a primary basis, not excess or contributing with or secondary to any other insurance as may be available to the additional insureds.

Proposer waives all rights against the Authority, and its agents, beneficiaries, partners, employees, the County of Washoe, and the Authority of Reno any other Indemnitees listed in this Agreement for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. Proposer's insurer shall endorse CGL policy to waive subrogation against with respect to any loss paid under the policy.

Automobile Liability. Automobile Liability at least as broad as Insurance Services Office Business Auto Coverage Form CA 00 01 04/13, or equivalent, providing coverage for Bodily Injury and Property Damage resulting from the ownership, maintenance, or use of any auto, whether owned, rented or hired or non-owned. The limit of liability shall not less than One Million Dollars (\$1,000,000) combined single limit (CSL) for bodily injury and property damage.

Workers' Compensation and Employer's Liability. Workers' Compensation at least as broad as National Council on Compensation Insurance (NCCI) policy form WC 00 00 00 C 01/15, or equivalent, providing coverage meeting the requirements of the Workers' Compensation law of the State of Nevada. To the



extent such waivers are obtainable from the insurance carriers, the policy shall include an endorsement waiving the insurance company's rights of subrogation against the Authority, its agents, beneficiaries, partners, employees, the County of Washoe, and Authority of Reno. This endorsement shall be at least as broad as National Council on Compensation Insurance (NCCI) Waiver of Our Right to Recover from Others Endorsement form WC 00 03 13 04/84.

Property. Property insurance on an All-Risk or Special Form providing coverage for personal property of the Proposer.

Blanket Employee Dishonesty Coverage. The Proposer shall maintain crime insurance including coverage for the loss of money, securities, and other property by the Proposer's employees, sub-contractors or other parties with a limit not less than \$1,000,000 per occurrence. Coverage shall be endorsed to include coverage for loss of money, securities and other property in the care, custody or control of Proposer whether in transit or at a permanent or temporary premises.

Form of Coverage. All such insurance maintained by the Proposer shall be: issued by insurance companies authorized to do insurance business in the State of Nevada, issued by insurance companies with current A.M. Best financial ratings of at least A X or better satisfactory in form and substance to Authority.

All insurance shall provide that the policy shall not be cancelled, nor shall coverage be reduced thereunder until after thirty (30) days written notice to Authority at Reno-Sparks Convention & Visitors Authority, Post Office Box 837, Reno, Nevada 89504-0837.

The Proposer shall deposit each policy or a certificate thereof with Authority prior to the start of the agreement date.

O. Late Bids, Modifications, or Withdrawals

Bids, modifications of bids, or bid withdrawals received after the exact time and date specified for receipt may not be considered.

Within the scope of this proposal, the Authority shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

P. Lawful Performance

Vendor shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this agreement.



In addition, all applicable permits and licenses required shall be obtained by the vendor, at vendor's sole expense.

Q. Litigation Warranty

The Proposer, by bidding, warrants that Proposer is not currently involved in litigation or arbitration concerning the materials or Proposer's performance concerning the same or similar material or service to be supplied pursuant to this Agreement of specification, and that no judgments or awards have been made against Proposer on the basis of Proposer's performance in supplying the same or similar service, unless such fact is disclosed to the Authority in the bid. Disclosure may not disqualify the Proposer. The Authority reserves the right to evaluate bids on the basis of the facts surrounding such litigation or arbitration.

R. Non-Discrimination

No Proposer providing a service, program, or activity to the public on behalf of the Authority shall discriminate against any person because of sex, race, color, creed, national origin, or disability, and shall comply with the Americans with Disability Act and Authority's policies pursuant thereto when providing said service, program or activity.

The Authority is an Affirmative Action/Equal Opportunity Employer. Proposers shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

S. Open Meeting Law

NRS 241 provides that public business will be conducted in open meeting.

T. Protests

Pre-Opening Protests: Any protest based upon restrictive specifications or alleged improprieties by the Authority, which are apparent prior to proposed opening including, without limitation, these protest procedures, shall be submitted to the Authority at least seven (7) days prior to the submission opening date. Three (3) copies of any pre-opening protests must be delivered to Reno-Sparks Convention & Visitors Authority, 4065 South Virginia Street, Suite 100, Reno, Nevada 89502, Attention: Robert Chisel. All protests must be in writing to be considered and shall specify in detail the grounds for the protest and the facts and law supporting the protest. All pre-opening protests will be resolved by the Authority prior to the submission opening. The Authority Finance Department will issue a written decision specifying the grounds for granting or denying the pre-

opening protest. If a protest is granted, the proposed opening date may be postponed and an Addendum issued or, at the sole discretions of the Authority, the Authority may cancel the bid. If the protest is denied, submissions will be received and opened on the scheduled opening date in the same manner as if no protest had been filed.

Appeal by Unsuccessful Proposer: Any protest from an unsuccessful proposer must be submitted prior to award by the Board. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Finance Department within five business days from the date of the letter notifying of intent to award.

The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 100% of the value of the contract for a one-year period. The one-year period amount will be calculated by number of staff and hourly/salary wage and any other miscellaneous expenses scheduled for one (1) calendar year in order to have their appeal heard by the Board. Any and all bonds are subject to the approval of the Board's Attorney. In the event the appeal is not upheld by the Board, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the Authority because of the unsuccessful appeal.

The route of appeal is the Vice President of Finance then the President/CEO, or designee, and must be followed sequentially. No RFP protests will be heard by the Board unless the proposer has followed the appeal process route.

Claims Against Protest Bonds:

The Authority shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the Board. The Authority may:

- Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
- Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
- Claim the Authority's Attorney time and costs in processing, considering and/or defending against an award protest.
- Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
- Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of an Agreement to a selected solicitation response.



- Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of an Agreement to a selected solicitation response.

Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting Authority department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the Agreement award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the Board. A protester may withdraw a protest in writing at any time prior to a decision of the Board, but any withdrawal more than seven (7) calendar days after the issue date of the Authority's estimate of the basis of potential claims shall, upon Board's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester.

U. Signature

All bids shall be signed, and the title and Proposer name indicated. A bid by a corporation shall be signed by an authorized officer, employee, or agent with his or her title.

V. Submission of Responses

The Authority assumes no responsibility for errant delivery of responses, including those relegated to a courier agent who fails to deliver in accordance with the submission time/date and address requirements.

The Authority will not be responsible for the premature opening of responses, which are not properly addressed or identified.

The Authority will not accept a response submitted by telephone, telegraphic notice, facsimile, or e-mail.

Proposer will furnish the required information typed or written in ink.

The person signing the response must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the Proposer will sign this RFP document. (Page #8)



Proposer will proofread its response carefully for errors.

The Authority is not liable for any costs incurred by Proposer prior to entering into the final Agreement. Costs of developing the qualifications or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Authority.

Response information shall be kept confidential pending subsequent evaluation and negotiation. Response contents shall only be released once the agenda has been posted for award consideration of an Agreement by the Board of Directors.

The Authority reserves the right to negotiate any terms and conditions of responses received prior to acceptance/rejection of said response or Agreement resulting from response.

The Proposer will complete the response in the form and order as outlined in Proposer's Checklist.

W. Tax Exemption

The Authority is a tax-exempt public entity and is not generally subject to federal excise, state, or local taxes. The Authority is specifically limited in its payment of sales tax per NRS 372.325. No additional taxes may be added or "passed through" as a result of any agreement.

X. Venue

This agreement shall be governed by and interpreted according to the laws of the State of Nevada, and venue for any proceeding shall be in Washoe County.

Y. Withdrawal of Bids/Proposals

Bids/Proposals may be withdrawn by written or facsimile notice received prior to the exact hour and date specified for receipt of bid. A bid/proposal may also be withdrawn in person by a Proposer, or Proposer's authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted.

VII. REQUESTED SERVICES

Authority Staff shall review and provide a recommended Proposal to the Board for award of an Agreement and may provide a shortlist of two to three responders that it determines to be the most qualified, in the Authority's sole discretion.

The following scope of services is a general guide to the work the RSCVA expects to be performed and is not a complete listing of all services that may be required or desired.

1. Advise the RSCVA of the political and financial feasibility of the legislative platform and develop appropriate strategies in consultation with the RSCVA staff including, but not limited to, drafting RSCVA specific legislation, facilitating coalitions to advance any introduced legislation and guiding legislation through the legislative process, resulting in the chaptering of said legislation. Advise on presentation (organization, formatting, etc.) of legislative materials and assist in drafting materials and correspondence to support advocacy for legislative platform.
2. Proactively identify and analyze potential impacts of proposals and pending legislation on the RSCVA and advocate accordingly. Assess legislative bills to determine the key pieces of legislation that should be brought to the RSCVA's attention.
3. Represent the RSCVA in terms of communicating the RSCVA's legislative platform and position proposals and legislative bills to various stakeholders.
4. During the legislative session, participate in weekly conference calls with RSCVA's CEO/President to review week's activity and plan for upcoming week.
5. As requested, create summaries regarding activities.

QUALIFICATIONS

The Respondent selected will have the ability to analyze legislative and regulatory issues and offer timely recommendations with respect thereto. In addition, the Respondent selected must have substantial experience representing clients before the Legislature of the State of Nevada and boards, departments, agencies and other bodies of the State of Nevada and local and federal governments. Although not a requirement, weight will be given to Respondents who have experience representing governmental or quasi-governmental organizations.



VIII. EVALUATION CRITERIA

Respondent's submissions will be evaluated on the following criteria:

1. Experience of Respondent and its principals in providing legislative services with demonstrated success.
2. Respondent's reputation in the field.
3. Any actual or potential conflicts of interest with the interests of the Authority and the interests of other clients of Respondent.
4. Cost effectiveness of the proposal balanced with the Respondent's qualifications and experience.

PLEASE SUBMIT RESPONSES TO THE FOLLOWING:

Executive Summary (1-2 pages)

1. Overview of the firm: how long the firm has been in business, size of the firm, the average number of clients within the firms' portfolio, the type(s) of clients within the firm's portfolio and firm's primary area(s) of expertise; and,
2. Firm's ability to enter into a contract with the RSCVA on October 1st, 2026, thru July 2027 and shall be extended on a month-to-month basis if needed for a special session. Include the firm's ability to devote resources to the full representation of the RSCVA; and,
3. Indicate monthly retainer and breakdown of any estimated additional fees.

Qualifications (1-2 pages)

1. Describe the firm's acumen in understanding and successfully navigating the political and legislative environment, including the firm's demonstrated success in working with various individuals and organizations on legislative issues and the ability to quickly identify and analyze legislation and other political trends. Describe the firm's experience in representing governmental entities, Northern Nevada-based entities, as well as representing clients that have similarities to the RSCVA.
2. Describe the firm's experience and success/major accomplishments in advocating/lobbying for similar type(s) of agencies.
3. Describe the qualifications of the lead person(s) that will serve as the primary contact for the RSCVA. Provide name, position, education, employment history, lobbying and any other applicable experience, criminal record (do not include



traffic violations or juvenile offenses), professional record (license suspension, has a client ever sued the professional, etc.).

4. Describe any real or potential conflicts that may arise between the RSCVA and its mission with other clients of the firm.