



**1. What goods and services does the Las Vegas Metropolitan Police Department (LVMPD) purchase?**

LVMPD purchases goods and services required to protect the Southern Nevada community. Some examples include: general office supplies, professional services, ammunition, uniforms, weapons, police tactical gear, vehicles, communication and technology equipment, laboratory equipment and supplies, products and services required for operation and maintenance of all LVMPD facilities and a limited number of smaller construction projects.

**2. How can I register to do business with the LVMPD?**

LVMPD does not maintain a list of potential bidders, however, all formal advertised Invitations to Bid (ITB) and Requests for Proposals (RFP) are posted on the Nevada Gov eMarketplace (NGEM) website: [www.ngemnv.com](http://www.ngemnv.com). You can click on the Available Bids tab to see the current ITB/RFP listings. All ITBs and RFPs over \$100,000 are also advertised in the Las Vegas Review Journal.

**3. How do I contact LVMPD Purchasing?**

You may contact the LVMPD Purchasing Unit at (702) 828-5788 to speak with a Purchasing Representative. The Purchasing Unit staff is available from 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 3:00 p.m. on Fridays. The office is closed on weekends and holidays.

The LVMPD Purchasing Unit is located at:

Las Vegas Metropolitan Police Department  
Office of Finance, Purchasing Unit  
LVMPD Headquarters  
400B South Martin Luther King Boulevard, 4<sup>th</sup> Floor  
Las Vegas, NV 89106

Main: (702) 828-5788  
Email: [purchasing@lvmpd.com](mailto:purchasing@lvmpd.com)

**4. When can my company start providing products/services to the LVMPD?**

In general, goods or services cannot be provided until you receive a purchase order (or blanket purchase order) from the LVMPD Purchasing Unit. Until a purchase order (or blanket purchase order) is executed by the LVMPD Purchasing Unit, there is no legal obligation for LVMPD to pay for the order.

**5. What is the difference between an Invitation to Bid (ITB or Bid) and a Request for Proposal (RFP)?**

The ITB and RFP are both types of competitive solicitations which the LVMPD uses to purchase goods and services.

An Invitation to Bid (ITB) requires strict adherence to the items and specifications listed in the ITB document and award is made to the lowest responsive, responsible bidder(s).

A Request for Proposal (RFP) allows for suppliers to put forward creative, competitive solutions that fit the needs of LVMPD, as specified in the solicitation document. While adherence to specifications is



desired, suppliers may take exception to any requirement of the RFP. Although price is usually a factor to be considered, the evaluation of the proposal will be based on all of the evaluation criteria outlined in the RFP.

## **6. How do I learn about competitive solicitation opportunities?**

- (a) All LVMPD formal competitive solicitation opportunities are posted on the NGEM website: [www.ngemnv.com](http://www.ngemnv.com) and are available for downloading. A link to this site can also be found on [www.lvmpd.com](http://www.lvmpd.com). Click on: <http://www.lvmpd.com/en-us/Finance/Pages/Purchasing-BidOpportunities.aspx>
- (b) Check the legal notices in the newspaper. All ITBs/RFPs for goods and services of \$100,000 or more are advertised in the Las Vegas Review Journal in accordance with Chapter 332 of the Nevada Revised Statutes.

## **7. What is a Pre-Bid/Pre-Proposal Conference?**

The Pre-Bid/Pre-Proposal Conference is a meeting held to discuss the Invitation to Bid (ITB) or Request for Proposal (RFP) document. This provides suppliers the opportunity to ask questions and to request clarification of the ITB/RFP documents. The Pre-Bid/Pre-Proposal Conference is usually not mandatory unless specified, but suppliers are strongly encouraged to attend. Not all ITB solicitations require a Pre-Bid conference. Pre-Bid/Pre-Proposal Conferences are often held online at [www.webex.com](http://www.webex.com), clicking Join, then entering the meeting information (access code) and meeting password specified in the NGEM Events tab.

## **8. How can I obtain a copy of a solicitation documents?**

All interested suppliers can go to the NGEM website ([www.ngemnv.com](http://www.ngemnv.com)) and register as a supplier (at no charge), review the entire solicitation package, and print the solicitation documents under the Attachments tab, if desired. If there are any addenda issued after you submit your electronic Bid/Proposal response, you will be notified of any addenda issued and you may need to respond again to submit a responsive Bid.

## **9. How do I submit my Bid/Proposal?**

Bids/Proposal responses must be submitted on-line via the NGEM website ([www.ngemnv.com](http://www.ngemnv.com)). You can obtain help by clicking on "Help" in the upper right corner of the NGEM website page for Supplier Tutorials on how to submit a Bid Response and how to retract a Bid Response.

If you need additional help on your submission, you may call LVMPD Purchasing at (702) 828-5788.

## **10. Can I fax or email or submit a hard copy of my Bid/Proposal to you?**

No. On formal advertised solicitations, LVMPD Purchasing Unit can only accept electronic submissions on-line via the NGEM website. This is to maintain confidentiality until they are publicly recorded during a bid/proposal opening. Informal quotes may be sent via fax or email when so noted in the Request for Quote (solicitations \$100,000 or less).

## **11. May I be present when the Bids are opened?**



Yes. All bid/proposal openings are open to the public.

**12. Am I supposed to include tax in the price on a Bid/Quote/Proposal?**

No. LVMPD is a tax-exempt governmental agency per the Nevada Revised Statutes Chapter 372.325. Our Tax ID number is: 88-6000028.

**13. What criteria is used to award ITBs and RFPs?**

The solicitation document will specify the method of award, which will be in accordance with the Nevada Revised Statutes Chapters 332 and 338. Generally, ITBs for goods and non-professional services are awarded to the lowest responsive and responsible bidder(s). In addition to price, RFP and professional service award recommendations for award are based on the evaluation criteria specified in each RFP document.

**14. How does the ITB or RFP evaluation process work?**

Depending on the complexity of the solicitation, it may take from several days up to several weeks to evaluate all the bids or proposals submitted.

For an ITB, the LVMPD Purchasing Unit is responsible to ensure that bidders are bidding on the same items and in the same units and quantities. Sometimes an ITB states “brand name or equal,” which means that if your bid includes supplying an item other than the one specified, it must perform as well as or better than the specified item. For an ITB with several items, the LVMPD Purchasing Unit, at its discretion, may compare responsive and responsible bids and award: 1) by grand total of all the line items to one lowest bidder; 2) by package (formally called lot) to the lowest bidder in each package; or 3) by individual line item to the lowest bidder of each line item. The method of award will be stated in the Bid’s Instructions to Bidder’s – Project Specific attachment.

For a RFP, the LVMPD Purchasing Unit coordinates the ad hoc selection team who review and rate the proposals, interviews, reference checks, or any other evaluation criteria specified in the RFP document.

**15. What are the bond and insurance requirements for LVMPD?**

Bonds and insurance may be required for various procurements. LVMPD requires bonds and insurance in order to meet statutory mandates or when complex purchases warrant them to protect the interests of LVMPD. Bond and insurance requirements are specified in the solicitation document.

**16. Will my company be notified when the formal ITB/RFP is recommended for award?**

All bidders/proposers shall receive a Notice of Intent to Award letter stating the recommended supplier(s) for award of the ITB/RFP.

**17. Do you have any additional tips?**

Because of the structured nature of government contracting, LVMPD has little flexibility in awarding contracts if the bid/proposal does not include everything required. It is critical that you submit a bid/proposal that is complete, correct and timely in order to be considered responsive and responsible.



Las Vegas Metropolitan Police Department  
Purchasing Unit  
**Frequently Asked Questions (FAQs)**

(a) Read the ITB/RFP terms and conditions

Each ITB/RFP contains a number of terms and conditions. Some terms and conditions are applicable to all LVMPD ITBs/RFPs and some are tailored to that particular ITB/RFP. It shall be the responsibility of all bidders/proposers to read the entire ITB/RFP package prior to submitting their response.

(b) Submit any questions in writing

Do not make any assumptions regarding the solicitation. If it is unclear, questions should be submitted via the Questions tab in the NGEM system. Do not ask questions or discuss the contents of any solicitation with anyone other than the designated Purchasing Representative, submitted via the Questions tab in the NGEM system.

(c) Recheck your response for accuracy prior to submitting your bid/proposal

(d) Be sure to review insurance requirements and sample contract forms included in the ITB/RFP

(e) Be competitive by giving your very best response for prices and service

(f) Be timely

Submit your bid/proposal on/or before the date and time specified. The NGEM system will not allow late Bid responses.

(g) Be responsive

NOTE: If any additions, deletions or conditions are submitted with your bid/proposal, the bid/proposal may be considered conditional or non-responsive and may be cause for rejection.