



**DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION**  
[www.red.state.nv.us](http://www.red.state.nv.us)

April 1, 2009

Dear Continuing Education Sponsor:

The Nevada Real Estate Division is inviting bids to sponsor the course entitled *What Every Licensee Should Know! 2010* to be funded by the Education Research Fund (ERRF) for fiscal year 2010, and renewable for fiscal year 2011, if in the best interest of the State.

*Mission of Education Research Funding*

- ◆ To assure real estate education courses which provide the highest quality education for licensees to ethically and knowledgeably conduct real estate transactions in Nevada.
- ◆ Through education efforts, ensure awareness of relevant laws and practices by all licensees.
- ◆ To assure quality continuing education programs in all areas of the state.

*ERRF Education Program Objectives*

- ◆ To target qualified professionals in specialized topic areas to develop and present courses.
- ◆ To promote the “core curriculum” covering *What Every Nevada Real Estate Licensee Should Know* to educate licensees on the most critical, current information, as identified by the Division, Commission and industry practitioners.
- ◆ To offer education in targeted subject areas at an underwritten price that would reach as broad an audience of licensees as possible.
- ◆ To provide a direct service to real estate licensees by underwriting education from a program which they fund.

*Funding Criteria*

- ◆ Sponsor may submit for “flat grant” amount or “per head” funding. “Per head” funding is recommended for on-going institutional offerings. Funding will be paid per head on the invoiced and documented number of Nevada licensees who attend the class. Flat grant funding is recommended for providers who will travel to outlying areas. Funding will be paid on a per offering basis with consideration given to number of students projected to reach as well as mileage

and room rental expenses. Receipts documenting expenses are required with invoice for both types of funding.

- ◆ If sponsor submitting a bid has been an ERRF education provider within the last 2 years (Fiscal Year 2008, 2009), course evaluation must indicate positive feedback. Positive feedback will be considered an overall rating of 4.0 and above on a scale of 5.0. Evaluations provided by the sponsor are used to determine the score.
- ◆ Funding granted to north/south areas of the state should reflect proportionate licensing population – except for consideration of provision of continuing education to outlying rural areas.

BIDS ARE INVITED FOR FISCAL YEARS 2010 and 2011 FOR COURSES OR TOPICS SPECIFIED AS FOLLOWS:

**What Every Licensee Should Know! – 2010 & 2011 (WELSK)**

This Nevada Law and Legislation Update course is a maximum 6-hour curriculum created by the Nevada Real Estate Division, with input from the Commission and industry practitioners. It will be developed as at least a 3 hour content for law and legislative update designation. **WELSK** will be made available through ERRF providers with qualified instructors. *Attendance at an instructor training session provided by the Real Estate Division will be a prerequisite for instructing this course.* Training sessions will be made available at no cost in both north and south areas of the state. All instructors will be required to successfully complete instructor training on the course and agree to follow the established curriculum in its entirety and teach the established objectives. ***This course may only be offered under ERRF funding.*** This course will have a new CE number in FY 10 and FY 11 and therefore, may be repeated for licensing renewal credit each year.

The curriculum package provided by the Division will include course objectives, an instructor outline with time delineations for three to six hours of instruction, and a template copy of the student handout which the provider will be required to duplicate and provide to each student. Instructors will be provided a PowerPoint presentation on disk, as well as paper copies of the presentation. This presentation is provided to reduce preparation time but may be modified by the instructor, as desired. Instructors are encouraged to develop and utilize teaching techniques that cover the course material as well as incorporate participative strategies.

Sponsors will be required to provide course rosters listing applicants who attend and successfully complete the course.

There will be a standardized enrollment fee. The fee will be based upon sponsor bids, as approved by the Real Estate Commission. Submit bids for this course for the number of students anticipated to attend throughout the fiscal year.

## **Scope of Work**

### **Services by Contractor:**

1. Contractor will conduct a course in relation to the stated course title and CE number to be provided by the Division.
2. Contractor will provide and put forth necessary advertising of the course, will provide the Division with a copy of that advertising, and will advise the Division of the date, time, and place of course offering(s). Advertising to include statement that the course is an ERRF underwritten course offering.
3. Contractor will request license number of student on registration application and attendance verification sheet(s). Underwritten course registration fee will be available for Nevada Real Estate licensees only, active or inactive.
4. Contractor will ensure that a sign-in and sign-out log is supplied at each offering of the course and agree to keep and maintain attendance records in accordance with NAC 645.455.
5. Contractor will develop and issue a Division approved course certificate to all qualifying attendees which complies with requirements of NAC 645.455.
6. Contractor will provide an instructor approved by the Division to instruct said course and all course materials as outlined in the bid proposal as approved by the Real Estate Commission.
7. Contractor will provide or arrange for the physical facility for the offering of the course.

### **Services by Division:**

1. Division will develop and provide to Contractor 1 copy of the course curriculum to include course objectives, an instructor outline with time delineations for a minimum of 3 and a maximum of 6 hours of instruction, and a student handout which Contractor will be required to duplicate for students.
2. Division will provide funding for the course in accordance with the terms specified in the Division's bid solicitation.
3. Division will not provide physical facility, course materials (other than those specified in 1. above), instructor, equipment, paper and printing, travel arrangements and costs, or administration for the course.
4. Division will supplement advertising of course on appropriate north or south calendar as well as Internet calendar of continuing education. Flyers or brochures may also be provided by Contractor for placement in public information areas of Division office locations. Dates and locations of courses may be printed in Division newsletter as timely.
5. Division will pay the sum described herein within thirty (30) days after the receipt of :
  - A. an itemized bill with receipts from Contractor; and
  - B. certified documentation that Contractor has provided educational services to specified number of qualifying Nevada real estate licensees.

## Application Process

All bids must be submitted with a completed continuing education application form, # 526a, which may be obtained at <http://www.red.state.nv.us/Forms/526A.pdf>. The Division has waived the \$100 course application fee for this bid.

Also required to be submitted as part of the bid are the completed ERRF course information sheet, course cost sheet and course history. These forms may be obtained by clicking on the link below. The submitted bid must include the forms listed below, duly completed and signed as applicable, and any supporting documentation the bidder may wish to include. A sample state contract will be available on request.

[http://www.red.state.nv.us/realestate/welsk/2010/bid\\_package.pdf](http://www.red.state.nv.us/realestate/welsk/2010/bid_package.pdf)

- **Real Estate Continuing Education Application (including instructor application)**
- **ERRF Course Information Sheet**
- **ERRF Course Cost Sheet**
- **ERRF Course History**

## Funding Process

For Fiscal Year 2009, the Commission funded courses based upon a \$6.00 per credit hour per student basis, with additional consideration given for rural course offerings involving travel (mileage, room rental, overnight lodging, if necessary). **For FY 10 and FY 11, the Commission will consider funding courses based upon a higher dollar amount per credit hour per student if proper justification to support a higher dollar amount is provided.**

The funding application will ask whether you wish funding on a “per student” basis or a “flat grant” basis. The flat grant would be appropriate for anticipated large classes and for presentations involving considerable travel distance. Minimum attendance registration would be required of a flat grant course (20 in Las Vegas and Reno/Sparks and Carson City area; 7 in outlying areas). ***Billing and payment is based upon the number of students who complete the course and with proof that they are Nevada licensees (active or inactive) up to the maximum funded.*** Both methods of funding require submittal of an invoice with receipts provided as proof of expenditure, original course evaluations, and a copy of the sign-in/out sheet for each session.

## Submittal Information and Deadline

All bids to be given consideration for FY 10 and FY 11 must be submitted to the Real Estate Division Education Section by **3:00 P.M., April 30, 2009.**

The Real Estate Commission will consider proposals for approval at the July, 2009 meeting to begin the contract process. Course sponsors will be notified of the Commission decision within seven days after the meeting. Sponsors are required to provide proof of insurance coverage.

Please submit the continuing education course bid along with all supporting material to the person named below via mail, overnight carrier or personal delivery to:

Real Estate Division  
Education Section  
2501 East Sahara Ave. Room 101  
Las Vegas NV 89104-4137

**Remember: deadline for submittals is 3:00 P.M., April 30, 2009. Contract term will be one year, and renewable for one year if in the best interest of the State; HOWEVER, funded bids will not be effective until contract approval.**

Thank you for your consideration of participation.

Sincerely,

Safia Anwari  
Education and Information Officer