



DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.state.nv.us

January 4, 2011

Dear Real Estate Instructor:

The Nevada Real Estate Division is inviting bids to instruct the course entitled ***Trust Accounting Management and Compliance*** to be funded by the Education Research Fund (ERRF) for an 18-month contract 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 of relevance to Nevada licensees.
- ◆ To promote the “core curriculum” covering *Trust Accounting Management and Compliance* 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 the targeted audience of licensees.
- ◆ To provide a direct service to real estate licensees by underwriting education from a program which they fund.

Funding Criteria

- ◆ Bids will be accepted for a “flat grant” of \$500.00 per class offered pursuant to the terms of the contract. No additional reimbursement will be made for instructor’s local mileage and any expenses and administrative costs associated with teaching the class. Curriculum will be provided by the Division.
- ◆ Funding will be paid upon invoice after each offering along with the submittal of the original attendance roster of licensees who attended on a particular date and the original course evaluations for that offering.
- ◆ If instructor submitting a bid has been approved by the Division to teach any Commission-approved courses within the last 2 years (Fiscal Years 2010 and 2011), course evaluations 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.

BIDS ARE INVITED TO INSTRUCT THE COURSES OR TOPICS SPECIFIED AS FOLLOWS:

Trust Accounting Management and Compliance

This course is a 3-hour curriculum created by the Nevada Real Estate Division, with input from the Commission and industry practitioners. It has been approved for continuing education credit by the Real Estate Commission for 3-hours, broker management designation. The course will offered at no cost to brokers and broker salesmen as an ERRF project through the Division with qualified instructors. Only brokers and broker-salesmen are eligible to take the course.

Attendance at an instructor training session provided by the Real Estate Division will be a prerequisite for instructing this course. The training session will be made available at no cost to the contracted instructors.

Prescribed curriculum will be provided as part of the session. Instructors will be required to successfully complete instructor training on the course content and agree to follow the established curriculum in its entirety and teach the established objectives. ***This course may only be offered through the terms of the contract and under ERRF funding.*** The sponsor of the course is the Nevada Real Estate Division.

The curriculum package provided by the Division will include course objectives, an instructor outline with time delineations for three hours of instruction, and a template copy of the student handout which the instructor will be required to duplicate and provide to each student. Instructors will be provided a PowerPoint presentation on disk, as well as a hard copy of the presentation. Instructors are expected to develop and utilize teaching techniques that cover the course material as well as incorporate participative strategies.

Instructors will be required to provide to the Division the original class sign-in/sign-out roster listing licensees who attend and successfully complete the course.

Certificates of Completion will be issued by the Instructor if all conditions for successful completion of the course have been met.

There will be no enrollment fee to the Nevada broker and broker-salesmen licensee. Salesmen are not eligible to take this course, even if they hold a Property Management Permit.

Scope of Work

Services by Contractor:

- Contractor will teach the course at least once per quarter on dates scheduled by the Division;
- Any offering with fewer than five (5) pre-registered licensees will be cancelled by the Division and the instructor and pre-registered licensees notified of the cancellation at least 24 hours in advance;
- Should a class not be cancelled and should none of the five (5) or more pre-registered licensees appear for the course within 15 minutes of the scheduled start time of the course, the course shall be deemed cancelled. The instructor shall immediately notify the Division of the cancellation and shall be reimbursed \$250 upon providing an invoice;
- Contractor will conduct the course prescribed by the stated course title, outline, curriculum and CE number provided by the Division;
- Only Nevada Real Estate licensed brokers and broker-salesman, active or inactive, may receive a certificate for taking the course;
- Contractor will request license number of student on attendance verification sheet(s);
- Contractor will ensure that a sign-in and sign-out log is supplied at each offering of the course, and make sure that attendees fill-in their times in and out (at completion of the class), sign and initial the

log, as appropriate. It is the Contractor's responsibility to turn in to the Division the original attendance log with the billing for the class;

- Contractor will issue the certificate of completion provided by the Division, which complies with the requirements of NAC 645.455, to all qualifying attendees;
- Contractor will not delegate contractor's instructional obligation without prior approval by the Division;
- Contractor will provide laptop, overhead projector, local travel expenses, and instructor's administration and costs, if any, for the course;
- "Northern" classes will be offered at facilities in Reno or Carson City. "Southern" classes will be offered in Las Vegas and at least 1 offering in Pahrump.

Services by Division:

- Division will develop and provide to Contractor 1 hard copy and an electronic copy of the course curriculum to include course objectives, instructor outline with time delineations for 3 hours of instruction, instructor manual, PowerPoint presentation and printed copies of the student handouts for distribution in class;
- Division will schedule the time, dates of offerings in northern and southern Nevada – at least 1 class per quarter in each location – and coordinate with Contractor to ensure Contractor availability to instruct on the scheduled dates and times;
- Division will schedule the physical facility for classes in northern and southern Nevada;
- Division will promote the offerings on the Division's online continuing education calendar and in the *Open House* newsletter;
- Division will be responsible for class pre-registrations and provide the registration roster to the instructor at least 24 hours in advance of the class. Walk-in participants may register with the instructor at the class location;
- Division will provide funding for the course in accordance with the terms specified in the Division's bid solicitation;
- Division will pay the sum described herein within thirty (30) days after the receipt of :
 - A. an invoice from the Contractor;
 - B. the original dated course roster with licensee sign in and sign out for the course including instructor's signature on the roster verifying that the attendance roster is true and correct; and
 - C. the original course evaluations for the class.

Application Process

Instructor Qualifications: Applicants must have a minimum experience in property management as a holder of a property management permit and as a broker managing a trust account or as a broker-salesman serving as a designated property manager for a broker set forth in NAC 645.426.

All bids must be submitted with a completed instructor application form, # 635, which may be obtained at <http://red.state.nv.us/forms/635.pdf>, and a detailed resume giving dates (from-to) of experience with particular emphasis on the subject area of the course for which applicant is submitting a bid. Copies of supporting documents (licenses, certificates, etc.) must be provided with the bid.

A sample state contract will be available for review on request.

Funding Process

Funding for the Commission-approved course will be based on a “flat grant” amount of \$500 per class which includes instructor’s mileage, and any expenses and administrative costs associated with teaching the class. Funding will be paid on the invoiced and documented attendance of licensees after each offering, including the original sign-in/out sheet and original course evaluations for each session.

Submittal Information and Deadline

All bids to be given consideration must be submitted to the Real Estate Division Education Section by **3:00 P.M., Friday, January 27, 2012.**

The Real Estate Division will consider bids for approval and applicants will be notified of the Division decision within 4 weeks from January 27, 2012 to begin the contract process.

Please submit your bid as required by the application process above along with all supporting material to the undersigned via mail, overnight carrier or personal delivery to:

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

Remember: deadline for submittals is 3:00 P.M., January 27, 2012. Contract term will be 18 months, if in the best interest of the State. Selected bids will not be effective until contract approval.

Thank you for your consideration of participation.

Sincerely,

Safia Anwari
Education and Information Officer