

UNLV | PURCHASING & CONTRACTS

Fast Track Proposal Cover Page

This Proposal Cover Page and the attached Proposal (collectively, the “**Proposal**”) is for _____ [Insert Company legal name], a _____ [Insert state of incorporation and type of company (e.g., corporation, limited liability company, etc.)] (“**Contractor**”), to provide services and/or goods to the Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas, _____ [Insert College and Department Name if known] (“**UNLV**”). This Proposal shall only be effective upon acceptance by UNLV, which shall be evidenced by Contractor’s receipt of UNLV’s Purchase Order (the “**Acceptance**”). Upon Contractor’s receipt of the Acceptance, the Proposal shall be subject to and governed by the terms and conditions of the UNLV Fast Track Contract (set forth at <https://www.unlv.edu/purchasing/contracting/fast-track>) that is in effect the date signed below by Contractor (the “**Contract**”). Contractor shall not provide any services and/or goods and UNLV shall owe no monies hereunder, unless and until Acceptance by UNLV. Contractor understands that this Proposal is provided for UNLV’s review only, and there is no guarantee or requirement that UNLV will accept it or respond back in any manner. Simply submitting a Proposal to UNLV in no way obligates UNLV to accept any services and/or goods from Contractor, entitles Contractor to payment, nor binds UNLV to any obligation of any kind.

The effective date of the Contract shall be the date set forth in the Proposal, unless otherwise modified by the applicable Purchase Order. If the Proposal provides a price list of services and/or goods with no minimum purchase requirements, the quantity of the goods and/or services to be purchased by UNLV shall be set forth in the applicable Purchase Order. In the event of a conflict between the terms and conditions set forth in the Contract and the terms and conditions set forth in this Proposal, the terms and conditions set forth in the Contract shall prevail. In the event of a conflict in pricing between the pricing set forth in the Proposal and the pricing set forth in the applicable Purchase Order, the pricing set forth in the applicable Purchase Order shall prevail, unless the Contractor disputes the pricing within seven (7) calendar days of receipt of the applicable Purchase Order pursuant to the notice section of the Contract; and prior to commencing services and/or delivering goods pursuant to the applicable Purchase Order, or accepting any UNLV payments for the applicable Purchase Order.

By signing below, Contractor agrees to be bound by the terms and conditions of the Contract should its Proposal be accepted, and to provide the services and/or goods in the manner set forth in this Proposal.

The attached Proposal must include the following information:

- 1) The date that the Proposal expires and is no longer valid for acceptance by UNLV (must be at least thirty (30) days from the date submitted). If no date is provided in the Proposal, the Proposal shall expire ninety (90) days from the date the Proposal is signed by the Contractor below;
- 2) The term (may not exceed one year and may not automatically renew);
- 3) The type and quantity of services and/or goods to be provided; and
- 4) The price of the goods and/or services (indicate if fixed price, price per unit or requested service). The Proposal or Purchase Order (as applicable) shall indicate the price, but in no event shall the total price, inclusive of all expenses, exceed \$50,000.

Agreed to by the below authorized signatory:

Company: _____ EIN: _____

BY:

Name Title Date

Company Address: _____ Email: _____

Phone: _____

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PROPOSAL

Fill in the below requested information and attach a written scope, as needed
If a field is inapplicable, write "NA" in the blank field provided

Term: Effective Date- Issuance of Purchase Order or write in date: _____

through 90 days from issuance of Purchase Order or write in date: _____

Rejection of Coverage for Workers' Compensation form attached: yes or no

List any project or Deliverable deadline(s) to be met within the term, as applicable: _____

The price of the goods and/or services requested (indicate if fixed price, price per unit or requested service) or write "See Attached" for attached pricing:

The price for any additional goods/and or services that may be requested or write "See attached" for attached pricing:

Travel Expenses invoiced to UNLV: yes no (check "no" if a fixed amount for travel is already included in the fixed price)
If you checked "yes," Travel Expenses shall not exceed \$_____ for the Term or (check if applicable) must be pre-approved in writing by UNLV (email acceptable). Any Travel Expenses must be substantiated by receipts, sent in within 30 days of being incurred and conform with the following:

Airfare: The most economical rate available

Rental Cars: The most economical rate available for a mid-sized sedan

Meals and Lodging: For information on applicable lodging and meal rates, go to the following website:

http://accountspayable.unlv.edu/Trvlman/ap_m.dwt

Other Expenses invoiced to UNLV: yes no (check, as applicable)
If you checked "yes," Other Expenses that may be charged shall not exceed \$_____ for the Term or (check if applicable) must be pre-approved in writing by UNLV (email acceptable). Any Other Expenses must be substantiated by receipts and sent in within 30 days of being incurred. If applicable, Other Expenses include: (note that Other Expenses cannot include the cost of doing business, general overhead, salaries, regular mail, etc.)

Services and/or goods or Deliverables (as applicable) include as follows or write "See Attached":

UNSWORN DECLARATION IN LIEU OF AFFIDAVIT

REJECTION OF COVERAGE FOR WORKERS COMPENSATION UNDER NRS 616 AND NRS 617

_____, declares that:
Print Name

1. I make the following assertions pursuant to NRS 616B.624 and NRS 617.207, or pursuant to NRS 616B.627 and NRS 617.210, as applicable.
2. Please check the applicable statement:
 - I am an officer or manager of a quasi-public or non-profit corporation, a private corporation or limited liability company who does not receive pay for services performed as an officer, manager or employee of the corporation or company; or
 - I am a paid officer or manager of a corporation or company that I own. I will not use any employees in the performance of the contract with the Nevada System of Higher Education.
 - I am sole proprietor who will not use the services of any employees in the performance of the contract with the Nevada System of Higher Education.
3. In accordance with the provisions of NRS 616B.624 and NRS 617.207, or NRS 616B.659 and NRS 617.225, as applicable, I have not elected to be included in the terms, conditions and provisions of chapters 616A to 616D and 617 of the NRS.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D and 617 of the NRS.
5. I acknowledge that the Nevada System of Higher Education will not be considered my employer or the employer of my employees, if any; and that the Nevada System of Higher Education is not liable as a principal contractor to me or my employees, if any; for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of the contract.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

SIGNATURE: _____

PRINT NAME: _____

DATE _____