

REQUEST FOR PROPOSAL
NEVADA OFFICE OF THE ATTORNEY GENERAL
INDEPENDENT CONTRACTOR – COMMITTEE ON DOMESTIC VIOLENCE
July 15th, 2015

Background

The Committee on Domestic Violence (CDV) was created in the 1997 following the enactment of NRS 228.470 (AB170), which mandated the creation of the Committee to be appointed by the Attorney General to:

- Adopt regulations for the evaluation, certification and monitoring programs for the treatment of persons who commit domestic violence.
- Review monitor and certify programs for the treatment of persons who commit domestic violence.
- Review and evaluation existing programs provided to peace officers for training related to domestic violence and make recommendations to the Peace Officers' Standards and Training Commission regarding such training
- To the extent that money is available, arrange for the provision of legal services, including with limitation, assisting a person in an action for divorce.
- Submit on or before March 1 of each odd-numbered year a report to the Director of the Legislative Council Bureau for the distribution to the regular session of the Legislature. The report must include, without limitation, a summary of the work of the Committee and recommendations for any necessary legislation concerning domestic violence.
- Allow provisions for a program that is located in another state to become certified in this State to provide treatment to persons who: (a) reside in this State and (b) are ordered by a court in this State to participate in a program for the treatment of persons who commit domestic violence.
- Elect a Chair from among its members
- Meet regularly at least semiannually and may meet at other times upon the call of the Chair. Any five members of the Committee constitute a quorum for the purpose of voting. A majority vote of the quorum is required to take action with respect to any matter.

The State of Nevada Committee on Domestic Violence currently certifies 30 programs throughout the state and maintains a reciprocity agreement with three agencies in California and Arizona. The Committee currently reviews and certifies those programs by reviewing submitted written material, documenting continuing education requirements, and reviewing compliance reports.

The Office of the Attorney General (AG) is seeking to hire an Independent Contractor to serve as the Administrative Coordinator for the Committee on Domestic Violence. This Contractor will be responsible for the day-to-day operations of the Committee including scheduling meetings, arranging member's travel, monitoring the Committee's budget and creating and distributing agendas, minutes and reports as needed in accordance with Nevada Open Meeting Law. In addition the Contractor will inspect Nevada's 30 certified agencies once every two years. Other administrative duties may be required.

Description of Needed Services

The Contractor will

- Coordinate Committee Meetings – schedule meetings, arrange travel, create and distribute agendas, minutes and reports as needed in accordance with Nevada Open Meeting Law.
- Facilitate Correspondence between applicants and Committee Members- The Contractor will ensure that applications and curriculums submitted by applicants are distributed to Committee Members for evaluation and approval. Other administrative duties may be required.
- Inspection of agency once every two years.
- Project Administrative Duties: maintain their financial records for the Committee auditable format for five years after the completion of the contract.

Minimum Qualifications

Requires experience in the field of and/or knowledge of:

- Open Meeting Law
- ***Travel will be required***
- Organizational skills

The educational background should prove respondent's ability to provide the services required, but coursework alone will not be accepted as a replacement for actual experience.

Contract Specifics

This is a part time (20hrs per week) position without health, retirement or leave benefits. Contract will be subject to termination or renewal upon the agreement of both parties. The position will work independently from Office of the Attorney General and will not be provided with workspace.

Maximum value of the contract should not exceed **\$25,000**, in addition to whatever materials and operating expenses the Contractor may incur.

Application Process

Interested persons should submit proposals **by August 17, 2015**. Resume and Cover Letter should describe your ability and qualifications to perform the needed services

Proposals should be emailed to:

Joelle Gutman - Domestic Violence Ombudsman
 State of Nevada
 Office of the Attorney General
 100 North Carson Street
 Carson City, Nevada 89701-4717
 Fax: (775) 684-1145
jgutman@ag.nv.gov

For more information, email Joelle Gutman at jgutman@ag.nv.gov