**NEVADA COMMISSION FOR THE RECONSTRUCTION OF THE V&T RAILWAY
("V&T Railway Commission")
Agenda Report**

Date Submitted: 06/22/23

Meeting Date Requested: 06/28/23

Time Requested: 10 Minutes

To: NEVADA COMMISSION for the RECONSTRUCTION of the V&T RAILWAY Commissioners

From: David Peterson

Subject Title: Discussion and possible action regarding Request for Proposals ("RFP") 2023-003 for an Executive Assistant that was closed on June 15, 2023, and no responses to the RFP were received and further direction to staff.

Staff Summary: *Staff posted an RFP in order to seek proposals for an Executive Assistant to provide a variety of administrative functions for all of the V&T Commission's activities to include coordination of board relations, acting as a liaison with train operations, engineering, maintenance and marketing contractors, and accounting services. No responses to the RFP were received and Staff is seeking further direction from the Commission regarding the next steps.*

Type of Action Requested:
    (_____) Resolution   (_____) Ordinance
    (_xx_) Formal Action/Motion   (___) Other (Specify) Presentation Only

Recommended Board Action: The motion will vary depending on the discussion:
I move to direct staff to:
1. *re-publish the RFP; or*
2. *publish a notice pursuant to NRS 332.148.*

Applicable Statute, Code, Policy, Rule or Regulation: NRS 332.063 and 332.148

Background/Issues &Analysis:
Pursuant to NRS 332.148, if no responsible responses were received after advertisement, the Commission may let the contract without a competitive solicitation no less than 7 days after it published a notice stating that no responses were received on the contract and that the contract may be let without further solicitation. Responses received after the publication of this notice may be entertained before the expiration of the waiting period.

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/**Attachments:** 20230622_VT_Item 11_Executive Assistant

Prepared By: Allyson Bolton, Atypical Consulting and Events