



# Information and General Services Department

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*Information Systems*  
*Geographic Information Systems*  
*Facilities Management*

*Emergency Services*  
*Central Services*  
*Cable Television*

*Purchasing*  
*Airport*  
*Library*

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## **Request for Letters of Interest Nevada County Volunteer Connections Program (formerly the RSVP Program) Issued January 2, 2018**

The Nevada County Purchasing Agent invites interested parties to submit letters of Interest for consideration to maintain a volunteer data base and match volunteers with community agencies. The scope of services includes, but is not limited to:

- 1) Maintain a volunteer data base that includes volunteer name, date of birth, address, phone number, email address, special skills and area of interest, driver status and emergency contact information.
- 2) Maintain a volunteer website where interested volunteers can sign up and receive information about opportunities.
- 3) Maintain a list of volunteer opportunities.
- 4) Match volunteers with agencies.
- 5) Charge host agencies a connection fee for volunteer matches to offset costs in an attempt to make the program self-sufficient.
- 6) Maintain a policy and procedure manual.
- 7) Advertise the program services.
- 8) Participate in community meetings.
- 9) Maintain volunteer liability insurance for non-profits.
- 10) Establish a mileage reimbursement process, if needed.

Depending on the level and nature of interest, the County reserves the right to issue a more extensive Request for Proposals, to negotiate with a single respondent, or to take other action as the County may deem appropriate.

Parties interested in receiving a Request for Proposals or being otherwise considered to provide these services must submit a letter of no more than two pages in length to the address below **no later than Friday, January 19, 2018** indicating their interest and qualifications. Please include complete contact information, including street address, telephone number(s) and email address.

Please send Letters of Interest to:

Diana Wilburn  
[diana.wilburn@co.nevada.ca.us](mailto:diana.wilburn@co.nevada.ca.us)