

**PROCUREMENT APPLICANT REFERRAL FORM**

\_\_\_\_\_  
PURCHASING ANALYST/EMAIL/PHONE

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY THE PURCHASING ANALYST**

BUSINESS TO BE REVIEWED: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

- ATTACH DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM**
- ATTACH/PROVIDE CURRENT BUSINESS LICENSE NUMBERS**
- LIST LICENSE STATUS \_\_\_\_\_**
- PROVIDE CURRENT LICENSE JURISDICTION \_\_\_\_\_**

TITLE OF PROJECT: \_\_\_\_\_

|   |                          |                          |
|---|--------------------------|--------------------------|
| Duration of Contract Performance (include extension information)  |                          |                          |
| Contract Value  |                          |                          |
| Number staff in unincorporated Clark County during performance of contract  |                          |                          |
| <b>SCOPE OF WORK:</b>   |                          |                          |
| <b>SUBSTANTIAL NEXUS DETERMINATION</b>  | <b>YES</b>               | <b>NO</b>                |
| The firm has a fixed established location in unincorporated Clark County.   | <input type="checkbox"/> | <input type="checkbox"/> |
| The firm will be deploying significant resources, i.e. people, equipment, overhead, advertising, etc, into unincorporated Clark County. | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff members or employees will briefly come to Clark County (or County facilities) for meetings or to provide services and/or support. | <input type="checkbox"/> | <input type="checkbox"/> |
| The firm provides goods and/or services to other organizations or businesses in unincorporated Clark County.                            | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |
|--|--------------------------|--------------------------|
| <b>TO BE COMPLETED BY THE BUSINESS LICENSE DEPARTMENT</b>                      | <b>YES</b>               | <b>NO</b>                |
| Clark County Vendor Registration is required.                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Clark County Business License is required.<br><i>Type of license required:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Business already has required license.   | <input type="checkbox"/> | <input type="checkbox"/> |
| Application package forwarded to customer                                      | <input type="checkbox"/> | <input type="checkbox"/> |

|                  |
|------------------|
| Response Date:   |
| Technician Name: |
| Phone:           |
| E-Mail:          |

## Frequently Asked Questions for Procurement

**Do I need Clark County Business License if I am awarded or recommended for approval for Clark County, University Medical Center (UMC), Department of Aviation (DOA), or Clark County Water Reclamation District (CCWRD) bid, RFP, or RFQ?**

Yes, a Clark County business license is required if your business is physically located in unincorporated Clark County. You can apply for a license at the Department of Business License on the 3<sup>rd</sup> floor of the Government Center located at 500 S Grand Central Parkway, Las Vegas, NV.

**What if my business is not located within the unincorporated areas of Clark County?** If your business is physically located outside of unincorporated Clark County, you will be required to register as a vendor with the County. Applications for registration are available at the Department of Business License on the 3<sup>rd</sup> floor of the Government Center located at 500 S Grand Central Parkway, Las Vegas, NV.

**What if I have contracted with Clark County, UMC, DOA, or CCWRD to do work in another jurisdiction; such as the City of Las Vegas, City of Henderson or at the Government Center building? Are there other licenses required?**

Again, if your business is physically located in unincorporated Clark County, you will need a Clark County Business License. If your business is physically located outside of unincorporated Clark County and you will be performing work in the City of Las Vegas, City of Henderson, North Las Vegas or the Government Center, you will be required to apply for registration with Clark County Department of Business License.

**What type of inspections/investigations will be required for my County business license?**

Inspections or investigations will be required if you have a fixed location and are working to fulfill a contract or bid for Clark County. If your business is located outside of unincorporated Clark County you will be required to show your current business license from the jurisdiction within which you are originally licensed. Proof of licensure is required in order to obtain your Clark County business registration.

Additional requirements may include:

- A current business license from your business's jurisdiction
- Certificate or Articles of Incorporation from the State where you are licensed

**What if I have additional questions that are not listed here?**

Please contact the Department of Business License located on the 3<sup>rd</sup> floor of the Government Center Building at 500 S Grand Central Parkway, Las Vegas, NV. Or telephone the Department at (702) 455-4253 or toll free at (800) 328-4813. A licensing technician will be happy to assist you with your questions.