Clear Form

State of Nevada, Purchasing Division
Joinder Checklist

1. Obtain written approval from Administrator of State Purchasing (see below) Yes ☐ No ☐

2. State/entity that released RFP (verify it was procured the same as Nevada law requires)
   a. Original issuing government entity: _____
   b. Awarded vendor: _____
   c. Does the RFP have joinder language? Yes ☐ No ☐
   d. Did the entity advertise in the newspaper? Yes ☐ No ☐
   e. Does the scope of work fit your needs? Yes ☐ No ☐
   f. Was it competitively bid? Yes ☐ No ☐
   g. Are there any federal requirements that need to be in RFP? Yes ☐ No ☐

3. Get copies of
   a. Vendor's submitted technical proposal Yes ☐ No ☐
   b. Vendor's submitted cost proposal Yes ☐ No ☐
   c. Executed contract between entity and vendor and any negotiated items Yes ☐ No ☐
      i. Any amendments to contract
   d. Awarded vendor's permission to piggy back Yes ☐ No ☐

4. Review
   a. Vendor technical proposal Yes ☐ No ☐
   b. Vendor cost proposal Yes ☐ No ☐
   c. Insurance Yes ☐ No ☐
   d. Determine if it fits agency needs (cannot change scope) Yes ☐ No ☐
   e. Evaluation documents Yes ☐ No ☐
   f. Was an independent cost analysis done (evaluation) Yes ☐ No ☐
   g. Are there federal requirements? Yes ☐ No ☐

5. Verify
   a. Contract start/end dates Yes ☐ No ☐
   b. Vendor is not on debar list *https://www.sam.gov/* Yes ☐ No ☐
   c. Vendor registered with *NevadaEPro* Yes ☐ No ☐
   d. Vendor registered with Nevada Secretary of State's Office Yes ☐ No ☐
   e. Insurance requirements meet Nevada's schedule from Risk Yes ☐ No ☐
   f. Does Nevada need a deliverable schedule (attach to contract) Yes ☐ No ☐

6. Additional Nevada/agency specific forms
   a. Business Associate Addendum? Yes ☐ No ☐
   b. Other forms: _____ Yes ☐ No ☐

*** Prior to requesting Purchasing approval, please ensure you have all necessary documentation. ***

Purchasing Administrator approval _____
Signature Date