

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

Purchasing Use Only:	
Approval#:	160401

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:		
	State Agency:	NSVH	
	Contact Name and Title	Phone Number	Email Address
	Joseph Theile, MA II	775-825-9752	theilej@veterans.nv.gov
	Amy Garland, CFO	775-825-9750	garlanda@veterans.nv.gov

1b	Vendor Information:	
	Identify Vendor:	T27030756
	Contact Name:	Robert F. Nycek
	Address:	1309 Morita Drive., Boulder City, NV 89005
	Telephone Number:	702-293-1428
	Email Address:	Nycekb@novs.state.nv.us

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	
	Professional Service Exemption:	X

1d	Contract Information:			
	Is this a new Contract?	Yes	X	No
	Amendment:	#		
	CETS:	#(Old contract # 13626)		

1e	Term:				
	One (1) Time Purchase:				
	Contract:	Start Date:	08/01/2016	End Date:	07/31/2020

1f	Funding:	
	State Appropriated:	
	Federal Funds:	65%
	Grant Funds:	
	Other (Explain):	35% Private/County

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	\$105,000

2	<p>Provide a description of work/services to be performed or commodity/good to be purchased: <i>Provide Chaplain Services to the residents in the Nevada State Veterans Home (NSVH) in Boulder City Nevada.</i></p>
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3	<p>What are the unique features/qualifications required for this service or good that are not available from any other vendor: <i>A Chaplain for the NSVH must be qualified to provide counseling and spiritual assistance for the residents. Chaplain Nycek has an advanced understanding of the operations and processes of the NSVH developed over time.</i></p>
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4	<p>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source: <i>NSVH has a previously established long term working spiritual relationship with Chaplain Nycek. Chaplain Nycek has a unique understanding of NSVH procedures and operations and has developed professional relationships with staff and established a significant continuity of spiritual care with our veteran residents. The Chaplain position is a personal services position that requires an individual of a spiritual nature who can assist Veterans with their psychosocial needs.</i></p>
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5	<p>Were alternative services or commodities evaluated? Check One. Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></p>
	<p>a. <i>If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.</i></p>
	<p>b. <i>If not, why were alternatives not evaluated?</i> <i>NSVH has a previously established long term working spiritual relationship with Chaplain Nycek. Chaplain Nycek has a unique understanding of NSVH procedures and operations and has developed professional relationships with staff and established a significant continuity of spiritual care with our veteran residents. The Chaplain position is a personal services position that requires an individual of a spiritual nature who can assist Veterans with their psychosocial needs.</i></p>

6	<p>Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of ALL previous waivers MUST accompany this request.</p>			Yes: <input type="checkbox"/>	X	No: <input type="checkbox"/>
	<p>a. <i>If yes, starting with the most recent contract and working backward, for the entire relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:</i></p>					
	<i>Term</i>		<i>Value</i>	<i>Short Description</i>		<i>Type of Procurement (RFP, RFQ, Waiver #)</i>
	<i>Start and End Dates</i>					
	07/19/12	07/31/16	\$105,000.00	<i>Personal Spiritual Services to Veteran residents in the NSVH.</i>		#120703C

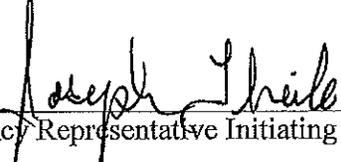
		\$	
		\$	

7 What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
Full impact unknown. The services provided are of such a personal nature and require a person who can form a spiritual bond with the veteran residents that they are not adapted to competitive selection. Such a process would result in a break of the continuity of care for the NSVH residents that may have serious implications to the psychosocial well-being of some or all of the residents.

8 What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?
Robert Nycek was recommended by the previous Chaplain who had to leave do to health considerations. A committee from the NSVH met and discussed the position with him, and recommended his hire. He is well known and respected in the Boulder City community and he is a veteran. He has significant experience in the NSVH having previously worked as a volunteer. We believe his hourly rate is well within that of other "professional" contractors.

9	Will this purchase obligate the State to this vendor for future purchases? Check One.	Yes:	No:	X
	a. <i>If yes, please provide details regarding future obligations or needs.</i>			
<i>Our intent is to maintain the continuity of care provided by Chaplain Nycek. The psychosocial and spiritual well-being care is a vital component of the care we provide to our veteran residents. Chaplain Nycek is well versed in the obstacles many veterans face and has developed a long-term working relationship with our residents and staff. We are seeking a four-year contract to assure these critical services continue uninterrupted.</i>				

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.



 Agency Representative Initiating Request

Joseph Theile

 Print Name of Agency Representative Initiating Request

4-5-2016

 Date



 Signature of Agency Head Authorizing Request

Amy Garland, CFO

 Print Name of Agency Head Authorizing Request

4-5-2016

 Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the

information you provided. **This signature does not exempt your agency from any other processes that may be required.**

Name of agency or entity who provided information or review:

Representative Providing Review

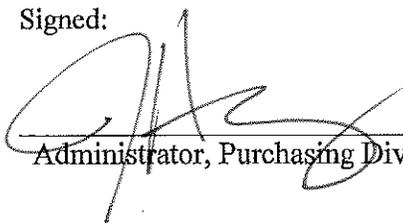
Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:



Administrator, Purchasing Division or Designee

4-5-2016
Date