



Purchasing Use Only:	
Approval#:	160505

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:	Enterprise Information Technology Services (EITS)	
	Contact Name and Title		Phone Number
	Jon Mathews, Network Engineering Mgr.		684-5843
Ben Bohm, Management Analyst III		684-5859	Email Address
			jmathews@admin.nv.gov
			bnbohm@admin.nv.gov

Vendor Information:	
Identify Vendor:	Key Government Finance, Inc.
Contact Name:	Katie Hamilton
Address:	1000 S McCaslin Blvd, Superior, CO 80027
Telephone Number:	720 980-3811
Email Address:	katie.l.hamilton@key.com

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

Contract Information:			
1d	Is this a new Contract?	Yes X	No
	Amendment:	#	
	CETS:	#	

1e Term:			
One (1) Time Purchase:			
Contract:	Start Date:	06/07/2016	End Date:
			06/30/2020

1f Funding:	
State Appropriated:	
Federal Funds:	
Grant Funds:	
Other (Explain):	Revenue Generated - 100%

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	\$1,077,061.34

2	Provide a description of work/services to be performed or commodity/good to be purchased:
	<i>This agreement provides for financial services to cover EITS Cisco equipment maintenance/repair for a period of four (4) years.</i>

3	What are the unique features/qualifications required for this service or good that are not available from any other vendor:
	<i>There currently, does not exist, a contracted financial service for State Agencies to utilize where a substantial discount can be realized if we utilize this particular financial institution for this proposed project. Also, there is 0% financing with this vendor for the entire life of the agreement.</i>

4	Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:
	<i>EITS term of maintenance coverage with the current Key Government agreement has expired and we need to keep this maintenance and repair coverage in place. The individual cost of replacement of EOL or units that fail would be incomprehensible without this ongoing coverage.</i>

5	Were alternative services or commodities evaluated? Check One.	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
	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>				
	b. <i>If not, why were alternatives not evaluated?</i>				
	<i>There are no existing financial institution's that will offer the State 0% interest on an overall 4 year loan of \$1 million dollars plus.</i>				

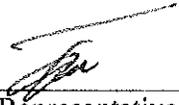
6	Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of <u>ALL</u> previous waivers <u>MUST</u> accompany this request.			Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	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>						
	Term Start and End Dates		Value	Short Description	Type of Procurement (RFP, RFQ, Waiver #)		
	7/13/2012	06/30/2016	\$853,137.62	Maintenance/Repair coverage	110404		
			\$				
			\$				

7	What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
	<i>For our due diligence to our taxpayers, the option of acquiring an interest paying loan in lieu of this 0% interest loan would not be an option. Also, Key Government Finance is part of Cisco which is why they can offer us a 0% interest free loan.</i>

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?
	<i>No financial institution is offering a 0% interest free loan for us to cover our maintenance and repair of our Cisco network equipment infrastructure.</i>

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>				

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

Jon X. MATTHEWS

4/21/16

Print Name of Agency Representative Initiating Request

Date



4/21/16

Signature of Agency Head Authorizing Request

Shannon S. Rahming

4/21/2016

Print Name of Agency Head Authorizing Request

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

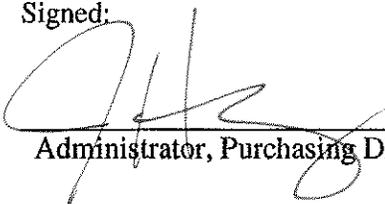
Print Name of Representative Providing Review

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

5-4-2016

Date