

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Greg Smith
Purchasing Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0170 | Fax: (775) 684-0188

October 18, 2013

MEMORANDUM

To: All State Agencies

From: Greg Smith, Administrator

Subject: Important Changes to the Solicitation Waiver & Contract Extension Request Forms

This memorandum contains important information for all State agency contract managers and other staff members involved in the contracting process, please forward as deemed appropriate.

The Purchasing Division is pleased to announce the release of updated and revised Solicitation Waiver Request & Contract Extension Request forms. These forms and corresponding instructions are available on the Purchasing Division's website at <http://purchasing.state.nv.us> under the "Contracting Toolbox" link. Please take a moment to review the instructions included with these forms to ensure understanding of the forms applicability and that complete and accurate information is provided as this will assist the Purchasing Division in reviewing requests in a timely manner.

Agencies are required to begin using these forms by October 31, 2013; after that date, requests submitted to the Purchasing Division on old forms are subject to return to the originating agency. The forms have a revision date in the footer of October 2013 to ensure use of the current form.

If you have questions regarding this memo or the new forms, please contact the Purchasing Division at 775-684-0170.

Purchasing 2014-08