

Brian Sandoval
Governor



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Director

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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

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March 27, 2017

MEMORANDUM

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Jeffrey Haag, Administrator

Subject: New Short and Standard Contract Forms

The Department of Administration, Purchasing Division is pleased to announce in coordination with the Governor's Finance Office and the Office of the Attorney General a new short form contract for services of an independent contractor for amounts less than \$50,000. This new short form contract and revised standard contract is intended to simplify the contracting process for State agencies and our vendor community.

The new short form contract incorporates the scope of work and insurance requirements in the body of the contract. The short form contract is to be taken as is vendor boilerplate language will not be included. The revised standard form contract may **not** be used for contracts less than \$50,000 if the complexity of the contract requires more comprehensive terms.

Use of the new short form contract and the standard form contract are **mandatory** by the June 13, 2017 Board of Examiners meeting. The forms are located on the [Purchasing Division's website](#) in the [contracting tool box](#). State contract forms include terms and conditions that protect the State and using Agencies. Modification to the States contract forms should not be accepted and must be reviewed and approved by the Attorney General's Office.

Purchasing 2017-02