

Brian Sandoval  
Governor



Patrick Cates  
Director

Jeffrey Haag  
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

March 20, 2018

**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 Joinder Contracting Checklist

State agencies have several ways of entering into a contract with a prospective supplier. One method is to join on to a contract of another government agency inside or out of Nevada. Also referred to as a joinder per [NRS 332.195](#).

The original agreement to be joined must have been the result of an open and competitive selection process like the process outlined in [NRS 333](#) and [NAC 333](#). Pursuant to [NRS 333.162](#), the Administrator of the Purchasing Division is responsible for designating the methods of obtaining a contract. Due to legal complications that can result from joinder agreements, the Administrator has determined that written approval is required prior to joining a contract.

To simplify the joinder process State Purchasing has developed the joinder checklist. This checklist sets forth the documentation that must be provided to the Purchasing Division for approval. An approved joinder checklist must also be submitted in the contract packet to Governor's Finance Office (GFO) for Board of Examiners (BOE) approval. Joinder contracts submitted to GFO without an approved joinder checklist will not be included on the BOE agenda for approval. The new joinder contracting checklist may be found on the Purchasing Division website at:

[http://purchasing.nv.gov/uploadedFiles/purchasingnv.gov/content/Contracts/Joinder\\_Checklist.pdf](http://purchasing.nv.gov/uploadedFiles/purchasingnv.gov/content/Contracts/Joinder_Checklist.pdf).

If you have any questions, comments or concerns regarding these contracts, please contact State Purchasing at (775) 684-0170 or via email [NVPurch@admin.nv.gov](mailto:NVPurch@admin.nv.gov).

Purchasing 2018-01