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STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

*Purchasing Division*

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MEMORANDUM

June 30, 2020

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: Kevin D. Doty, Administrator

Subject: **PPE Purchasing – Agency and Division Level Responsibility**

State agencies have a responsibility to procure goods and services in the manner prescribed by state law to ensure competition, fairness, and best value. Additionally, funding from the federal government requires compliance with state policies and procedures per 2 CFR 200.317.

For immediate emergency response to protect life, the Purchasing Division can waive the competitive solicitation process, and did so for the purpose of procuring personal protective equipment (PPE) and testing supplies by the Division of Emergency Management (DEM) to respond to the pandemic. As stated in the Department of Administration's June 17, 2020, memo, *Guidance on Planning for Reopening State Offices*, DEM will be providing an initial supply of PPE as part of the gradual reopening of state agencies. Once an agency is open, ordering PPE necessary for ongoing operations is not an emergency and must follow state policies laid out in NRS, NAC, and the State Administrative Manual (SAM).

The Purchasing Division maintains statewide contracts for the collective use of all state agencies and political subdivisions in the state. Our NASPO ValuePoint contracts for [Facilities, Maintenance and Repair Operations, and Industrial Supplies](#) include safety supplies, cleaning supplies, and personal protective equipment. For [Medical and Surgical Supplies](#), including certain PPE and cleaning products for healthcare applications, the state participates in the Minnesota Multistate Contract Alliance for Pharmacy (MMCAP).

Additionally, in accordance with NRS 227.180, state agencies and political subdivisions can purchase PPE available from [Silver State Industries](#) without competitive solicitation.

Physical barriers to create separation between front line staff and the public are not currently available from a statewide contract so competition is required. However, there are 35 vendors registered in [NevadaEPro](#) under NIGP Class 665; Plastics, Resins, Fiberglass; including [Tripp Plastics](#) in Sparks and [Plastic Man](#) in Las Vegas.

Information about all statewide contracts, instructions for use, and contact information for both the contracted vendors and the Purchasing Division's contract manager are available on the Purchasing Division website at <http://purchasing.nv.gov/contracts>. If you have questions about use, you can reach out to the vendor directly or the Purchasing Division contract manager.

Supplies are available but limited—your normal brand may not be available and in some cases, prices are higher than normal. The supply chain has not caught up to the increased need for PPE worldwide and we expect to see price fluctuations continue for 90-120 days. Manufacturers have increased production, but states and countries are creating or re-stocking strategic stockpiles and we are going into wildfire season, so demand is still high.

Currently, the state's contracted vendors can supply most PPE items, but with longer than normal lead times on some items. Agencies should plan accordingly and consider fiscal year deadlines when placing orders. Additionally, some items have order limits to prevent hoarding, but agencies can place smaller orders often to prepare for and support their agency personnel through the reopening phases. Please order using [NevadaEPro](#), [NASPO eMarket Center](#), agency PO, PCard or Advantage RXQ following your normal agency procedures and SAM.

If the vendors currently under contract cannot meet your needs, please let the Purchasing Division contract manager know. The Purchasing Division will solicit for additional contracts if appropriate. If potential vendors contact you offering PPE for sale, please direct them to register in the state's electronic procurement system, NevadaEPro, at <https://nevadaepro.com> to do business with the state.

Finally, some of our Facilities MRO Industrial vendors have provided a list of available items—those lists are attached.

Purchasing 2020-08