



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

MEMORANDUM

April 6, 2022

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: **NevadaEPro Update**

The Purchasing Division is pleased to announce some upcoming changes to the state's online procurement system, NevadaEPro (<https://NevadaEPro.com>). Recent versions of the software that supports the NevadaEPro system have included new and/or updated features that make using the system easier and that contribute to greater compliance, including approval paths based on agency-specific questions if desired. The Purchasing Division is also preparing NevadaEPro for integration with the state's new financial system that will be implemented as part of SMART 21. As a result of both, Purchasing will be making some updates to custom columns in NevadaEPro that appear on requisitions, bid solicitations, blanket contracts, and purchase orders (POs). The changes will be made over the upcoming weekend and will be effective in the system on Monday, April 11, 2022.

**System changes**

Current users who create requisitions (Direct Access [DA] users), will notice some custom columns (questions that are bold) with updated language and/or new answer options. DA users will also see a new legend at the bottom of the page that describes the different procurement types and when to use them, like the legend for requisition types already included. The changes should alleviate some confusion about how to answer questions listed on a document. The intent is to make punchout orders, catalog orders, and service agreements from existing contracts and Direct Client Services easier to enter, submit, review, and process for end users, fiscal staff, and the Purchasing Division.

For Certified Contract Managers who create bid solicitations and blanket contracts (Basic Purchasing [BP] users), many custom columns that have appeared on bids and blankets will be deactivated because they are duplicative of information collected in the Contract Entry Tracking System. BP users will also see updated procurement types and other question changes to align NevadaEPro usage more directly to state procurement processes.

**SMART 21 integration**

NevadaEPro supports numerous procurement functions. When the new SMART 21 financial system goes live—currently slated for state fiscal year 2024—some procurement functions will remain in NevadaEPro and others will transition to that new system. Vendor notification, formal solicitation,

contract award, and contract execution will continue to be conducted in NevadaEPro, and blanket contracts from NevadaEPro will integrate with the new financial system. Requisitions (including punchout catalogs), POs, receiving, and payment for both goods and services will transition to the new financial system.

Until the new financial system is ready, NevadaEPro will continue to be used by agencies for requisitions and POs from existing contracts and optionally for local POs and receiving. NevadaEPro is the easiest and fastest way to place orders from existing statewide contracts. This includes access to eCommerce/punchout catalogs for electronic order placement with Amazon, Grainger, Waxie, Fastenal, MSC, Office Depot, Staples Advantage, Dell, HP, CDW-G, and SHI International. In compliance with agency internal controls, agencies can order direct from almost all statewide contracts through NevadaEPro regardless of dollar value, except when purchasing assets.

**Interested in using NevadaEPro?**

Among the many benefits of using NevadaPro, it also ensures agencies comply with NRS 333.310, which requires formal solicitations to be advertised in a newspaper and posted on a state website. NevadaEPro accomplishes both for agencies, as the Purchasing Division will complete the newspaper advertising. *Please note that NRS, NAC, and SAM require all formal solicitations for services to be conducted by a Certified Contract Manager.* Agencies not yet using NevadaEPro or looking to expand use of it should contact the Purchasing Division. Use of NevadaEPro is also available to local governments in Nevada at no cost.

If you have questions or would like to request access to use NevadaEPro, contact State Purchasing at [nevadaepro@admin.nv.gov](mailto:nevadaepro@admin.nv.gov) or (775) 684-0170.