

Steve Sisolak
Governor



Laura Freed
Director

Colleen Murphy
Deputy Director

Kevin D. Doty
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

July 29, 2020

MEMORANDUM

To: All Attendees of the Nevada Certified Contract Manager (NVCCM) Courses

From: Kevin D. Doty, Administrator

Subject: Responsibilities of a Certified Contract Manager

First, thank you for setting aside the time to attend this training. It is our sincerest desire that you feel the time spent with us is valuable and will be useful in assisting you in the performance of your job.

This training came about as a result of a Legislative Audit during fiscal years 1998 to 2000. What that audit did, was to point out that the State of Nevada awards hundreds of millions of dollars in contracts annually, and that most State agencies were not following sound practices for planning, awarding, and monitoring these contracts. It was part of the audit recommendation that the Department of Administration require State agencies to designate at least one (1) individual responsible for managing agency contracting activities and required that person to attend contract training.

As a Nevada Certified Contract Manager (CCM), you will be expected to maintain the highest levels of professional ethics and personal integrity, abiding by Nevada Revised Statute 281.411 through 281.671, *Ethics in Government*, Nevada Revised Statute 333, *The State Purchasing Act*, Nevada Administrative Code 333, and the State Administrative Manual Section 300.

Any intentional disregard of these regulations, substantiated by the Nevada State Purchasing Division, will result in a letter to the employee requiring immediate corrective action. Continued, willful disregard will result in a letter from the Purchasing Division to the Director or Administrator of the Certified Contract Manager's agency, addressing the disregard of the prior request to take corrective action. In addition, ongoing willful disregard may result in the suspension of the employee's certification and deactivation of the password used to access the State of Nevada's Contract Entry and Tracking System (CETS). Delegation of contracting duties or delegation of access to CETS does not relieve contract manager of responsibility.

By signing below, I attest that I will abide by the State of Nevada's Code of Ethics, NRS 333, NAC 333, and the State Administrative Manual Section 300 upon designation as a Certified Contract Manager. In addition, I agree to participate in the NVCCM ListServ in order to keep current on procurement procedures.

Signed:		Dated:	
Please Print Name:			

**CONTACT INFORMATION FOR
CCM CERTIFICATION / RE-CERTIFICATION**

This form is *not* an application to obtain access/approval authority for CETS. Once you have received verification of certification/re-certification, you may then complete the CETS Access Form and submit it to the Nevada State Purchasing Division. The form is located in the Contracting Tool Box. If you already have CETS access/approval authority, you do not need to re-apply.

Attendee Contact Information				
Name:				
Department:				
Division:				
Agency:				
Agency Three (3) Digit Code:				
Address:				
Telephone Number:				
Email Address:				
Re-Certification (Check one):	Yes		No	