

**DEPARTMENT OF ADMINISTRATION**

**515 East Musser Street, Suite 300│Carson City, Nevada 89701**

**Phone: 775-684-0170 │ Fax: 775-684-0188**

**STATE OF NEVADA**

***Purchasing Division***

**REQUEST TO USE ANOTHER GOVERNMENTAL SOLICITATION**

Nevada Revised Statute (NRS) 333.475 permits an agency to enter into a contract with a vendor pursuant to a solicitation conducted by another governmental entity.

To enter into a contract via this option, agencies must answer all questions on the form and ***complete each step listed***. Once completed, the form and ***all back-up documentation*** must be submitted to the Purchasing Division for final consideration.

The review process is generally completed within fifteen (15) working days. This is an approximate timeframe for processing the request. To avoid delays and extended processing time, please be certain to submit all required documentation and back-up information at the time of your submission.

***Note: In addition to completion and submission of this form, agencies are advised to work directly with their Budget Analyst to ensure any additional submission requirements have been fulfilled. To aid in the approval process, GFO has asked the Purchasing Division to remind agencies of the following:***

***Agencies must provide to the GFO:***

***1) A copy of the contract document between the vendor and the originating jurisdiction;***

***2) A copy of any amendments;***

***3) A copy of the written approval from the awarded vendor on the vendor’s letterhead stating they agree to offer the State of Nevada same or similar pricing as the originating jurisdiction; and***

***4) The following documents, if applicable:***

***a) Appendix addressing terms and conditions;***

***b) Pricing;***

***c) Licensing agreements;***

***d) Service agreements;***

***e) Maintenance and support agreements; and***

***f) Insurance information or waiver.***

***Additionally, any request containing an IT component exceeding $50,000, requires a TIN/CIN approval memo from EITS. Purchasing does not have the authority to waive the TIN/CIN process. Requests received without the required approval will be returned to the agency.***

If you have questions regarding the form/process, please contact Cindy Stoeffler at 775-684-0173 or via email at [cstoeffler@admin.nv.gov](mailto:cstoeffler@admin.nv.gov).



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| ***Purchasing Use Only:*** | |
| ***Approval #:*** |  |

**REQUEST TO USE ANOTHER GOVERNMENTAL SOLICITATION**

***ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY***

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| **1** | **Agency Contact Information - *Note: Approval notification will be sent to only the contact(s) listed below:*** | | | |
| ***STATE AGENCY NAME REQUIRED:*** |  | | |
| ***Contact Name and Title*** | | ***Phone Number*** | ***Email Address*** |
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| **2** | **Vendor Information:** | |
| Identify Vendor: |  |
| Contact Name: |  |
| Complete Address: |  |
| Telephone Number: |  |
| Email Address: |  |

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| --- | --- | --- |
| **3** | **State/Entity that Released the Solicitation & Type of Solicitation. Must be Competitively Bid.** | |
| Type of Solicitation: |  |
| Identify Original State/Entity: |  |
| Contact Name: |  |
| Telephone Number: |  |
| Email Address: |  |

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| **4** | **Contract Dates: *Your Contract Term Date Cannot Exceed Term Date of Original Contract*. *Note: Agency must include a copy of the originating jurisdictions contract page indicating start and term dates.*** | | | | |
| Original Contract: | Start Date: |  | End Date: |  |
| New Contract: | Start Date: |  | End Date: |  |

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| **5** | **Funding for this new contract:** | |
| State Appropriated: |  |
| Federal Funds: |  |
| Grant Funds: |  |
| Other (Explain): |  |

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| **6** | **Total estimated value of this service contract:** | ***$*** |
| **If this request contains an IT component that exceeds $50,000, a TIN/CIN approval memo from EITS *must* be included with this submission. Purchasing does not have the authority to waive the TIN/CIN process. Requests received without the required approval will be returned to the agency.** | |

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| **7** | **Does the Scope of Work (SOW) in the originating jurisdictions contract meet/exceed agency’s SOW?** | **Yes:** |  | **No:** |  |
| **To ensure such, requesting agency must request a copy of the State/entities Contract and SOW to be reviewed and approved by the agency’s Deputy Attorney General (DAG). A copy of the Contract and written approval from the agency’s DAG must be included with the request to the Purchasing Division.** | | | | |

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| **8** | **Did the agency receive awarded vendors permission to contract?** | **Yes:** |  | **No:** |  |
| **Written approval from the awarded vendor on the vendor’s letterhead, must accompany the agency’s request/submission to the Purchasing Division. Please review Question #9 below as information required in Questions #8 and #9 should be combined into one (1) memo.** | | | | |

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| **9** | **To ensure fair & reasonable pricing to the State, did the agency request a copy of the originating jurisdictions awarded vendors technical and cost proposals?** | **Yes:** |  | **No:** |  |
| **Copies of such must be included with submission to the Purchasing Division. Additionally, agencies are advised to have the vendor include verbiage in their memo stating they agree to offer the State of Nevada same or similar pricing to that offered to the originating jurisdiction.** | | | | |

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| **10** | **Did the agency address any Federal Requirements associated with the contract?** | **Yes:** |  | **No:** |  |

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| **11** | **Is this vendor registered in *NevadaEPro*?** | **Yes:** |  | **No:** |  |
| **Per Executive Order 2019-2, prior to entering into a contract with a vendor they must be registered in *NevadaEPro*.** | | | | |

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| **12** | **Is this vendor registered with the Nevada Secretary of State’s Office?** | **Yes:** |  | **No:** |  |
| **Pursuant to NRS 76, prior to entering into a contract with a vendor they must obtain a Nevada Business License.** | | | | |

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| **13** | **Is a Business Associate Addendum or other agency specific form(s) required?** | **Yes:** |  | **No:** |  |
| **If so, please include copies with submission to the Purchasing Division.** | | | | |

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| ***Approval #:*** |  |

By signing below, I know and understand the contents of this request and attest that all statements are true and correct. Signatures are required from the agency representatives indicated below. The same individual cannot provide approval signatures in both sections.

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| Signature of Agency Representative Initiating Request |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Print Name of Agency Representative Initiating Request |  |  | Date |

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| Signature of Agency Head Authorizing Request |  |  |  |
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| Print Name of Agency Head Authorizing Request |  |  | Date |

Please consider this memo as my approval of your request. This exemption is granted pursuant to NRS 333.475. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 300.700(7), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns, please contact Cindy Stoeffler at 775-684-0173 or email at [cstoeffler@admin.nv.gov](mailto:cstoeffler@admin.nv.gov).

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| ***NOTE: If this box is checked, the agency must include the EITS TIN/CIN approval or approval update as an attachment in CETS.*** |  |

Approved by:

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| Administrator, Purchasing Division or Designee |  |  | Date |