



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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MEMORANDUM

To: All State Agencies
From: Jeffrey Haag, Administrator
Subject: State Procurement Policy | Grant Funds

The State of Nevada Procurement Policy is governed by Nevada Revised Statutes (NRS 333), Nevada Administrative Code (NAC 333), and the State Administrative Manual (SAM 300 & 1500).

The State Purchasing Act (NRS Chapter 333) is applicable to all procurements within the scope of a published Request for Proposals (RFP) and is the required form of agency-directed solicitation for contracts of \$25,000 or more per fiscal year.

Contracts that exceed \$25,000 per fiscal year for goods or services require a formal competitive selection process that identifies clear evaluation criteria and requirements for potential vendors. Once the RFP evaluation criteria is established, an evaluation committee is identified, and the announcement is made public. The RFP is published inviting potential vendors to submit a proposal that includes a detailed budget narrative and scope of work that identifies clear deliverables and deadlines.

If the project going out to RFP is being paid for by federal funds it is critical the using agency determines if the entity receiving the funds is in the role of a **subrecipient** or a **contractor**.

When making this determination it is important to understand a few key terms.

Recipient: A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients.

Subrecipient: A non-federal entity that receives a subaward for the purpose of carrying out part of a federal award. The subaward creates a federal assistance relationship with the subrecipient.

Contractor: A non-federal entity that receives a contract for the purpose of providing goods and services for the awarding non-federal entity's own use. The contract creates a procurement relationship with the contractor.

In an effort to assist State Agencies to determine the appropriate relationship, The Department of Administration Grant Management Office has established a checklist that can be found [HERE](#). Additionally, the [Nevada Grant Manual](#) can also assist State Agencies in ensuring the proper relationship is determined and formalized.

More information can be obtained from the Grant Management Office website at <http://grant.nv.gov/> .

Compliance with State Procurement Policy is mandatory regardless of source of funding (State, Federal, or Private).

If you have any questions, comments or concerns regarding procurements or solicitation of new contracts, please contact the State of Nevada, Department of Administration, Purchasing Division at (775) 684-0170 or via email nvpurch@admin.nv.gov.

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