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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Purchasing Division*

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**MEMORANDUM**

November 28, 2023

**To:** All State Agencies  
**From:** State Purchasing Division, Department of Administration  
**Subject:** **Statewide Contracts for Consulting, Marketing, and Education Services**

The State of Nevada Purchasing Division of the Department of Administration (State Purchasing) is pleased to announce new statewide contracts for services within a Consulting, Marketing, and Education Services portfolio. These contracts are permissive, meaning they are available for use on a voluntary basis to all Nevada executive branch agencies (including boards and commissions), the Nevada System of Higher Education, the judicial and legislative branches, local governments, and districts without additional formal competition. Statewide contracts cannot be used to support alternative vendor selection—if a using agency elects not to use these statewide contracts, full and open competition must be conducted.

A service agreement with a statewide contracted vendor is required for all projects prior to start of work. Agencies are encouraged to solicit project quotes from multiple awarded vendors, however additional competition is not required, at their discretion agencies can document justification for selecting a specific contracted vendor. A service agreement template is available from the contracting toolbox on the State Purchasing website. In accordance with the State Administrative Manual (SAM), service agreements for executive branch using agencies require submission to the Governor's Finance Office (GFO) for review and approval by the Board of Examiners (BOE) or the BOE Clerk. A fully executed service agreement should be attached to a release requisition from the statewide contract in <https://Nevadaepro.com>. Full contract usage instructions can be found on the statewide contracts page of the State Purchasing website:

[https://purchasing.nv.gov/Contracts/Documents/Consulting, Marketing and Education Services/](https://purchasing.nv.gov/Contracts/Documents/Consulting,_Marketing_and_Education_Services/)

Agencies currently engaged in services under contracts from previous solicitation 40DHHS-S30 (colloquially referred to as "the DHHS MSA") must terminate or transition projects to a service agreement under a new statewide contract prior to December 31, 2023. Contracts awarded under solicitation 40DHHS-S30 will not be extended.

If you have questions about this contract, contact Purchasing Officer Ryan Vradenburg at [rvradenburg@admin.nv.gov](mailto:rvradenburg@admin.nv.gov).

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