



Nevada State Purchasing Division
 Department of Administration
 515 E Musser St Ste 300
 Carson City, NV 89701
purchasing.nv.gov
nevadaepro.com

Agency contact designation

Agency _____

Division (if different) _____

Department (if different) _____

Additional agencies (if applicable) _____

Employee name _____

Employee title _____

Employee email _____

Select role(s)

Primary contract manager^ _____
 Alternate contract manager* _____
 Property custodian* _____
 Receiving* _____
 Accounts payable* _____

Add, replace, or remove

^One per agency, replaces existing _____
 *Add to existing list for role(s) _____
 *Replace existing list for role(s) _____
 *Remove employee from role(s) _____

Approval

Agency head name and title _____

Agency head signature and date _____

Submit completed forms via email to purchasinghelpdesk@admin.nv.gov.

Pursuant to the [State Administrative Manual \(SAM\)](#), section 0303, certified contract managers, subsection C, each agency must identify an internal, professional level position to serve as their primary certified contract manager (CCM). The role of primary CCM should be included as part of their job description. The primary CCM and their identified alternates are responsible for ensuring agency compliance with NRS, NAC, and SAM purchasing and contracting policies and processes. This includes approval of agency facilitated formal solicitations in nevadaepro.com prior to release and prior to award. Any governmental employee can take the certified contract manager course, become a CCM, and conduct a formal solicitation. Only the primary CCM and alternates on file with State Purchasing can submit requests to State Purchasing for solicitation development, contract extension, use of another governmental solicitation, or solicitation waiver.

Pursuant to *SAM 0303(D)* each agency head is responsible for designating the primary CCM and notifying State Purchasing if the primary CCM has been replaced. This form is used to document approval and provide that notification. An agency can only have one primary CCM and a new form replaces existing information. In compliance with [NRS 333.020\(10\)](#), the term agency can refer to: elected official's office, department, division, board, commission, or institution (individual museum, correctional, medical, educational, or residential facility).

This form is also used to document and provide contact information for the other listed roles that interact with State Purchasing on behalf of an agency. For these roles, an agency can have multiple employees listed concurrently, however, only one employee can be submitted on a form. This form can be used to add or remove users from a list, and when adding users the existing list can be replaced.