Contract Entry and Tracking System

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Introduction

This manual is intended to demonstrate how to enter a contract summary form for a contract or amendment into the Contract Entry and Tracking System (CETS). It is not intended to substitute for contract training provided by the Purchasing Division.

Login

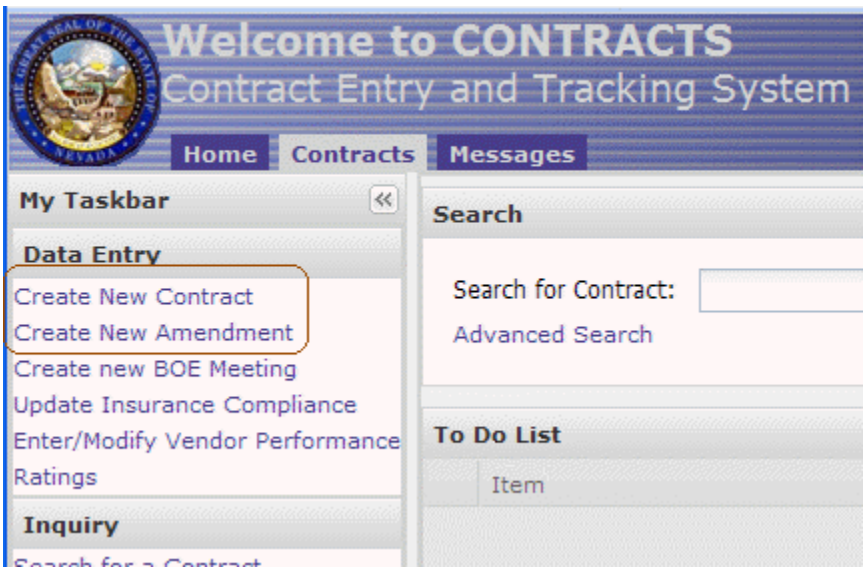
The URL (website) for CETS is http://cets.nv.gov

Your user name and password will be the same as your user name and password for NEATS (timesheet entry system).

Just a reminder, if you change your password in CETS, it will also change for NEATS and NEBS.

Creating a New Contract Summary

To create a contract summary, select "Create New Contract" from the "My Taskbar" data entry section, found on the left side of the screen.

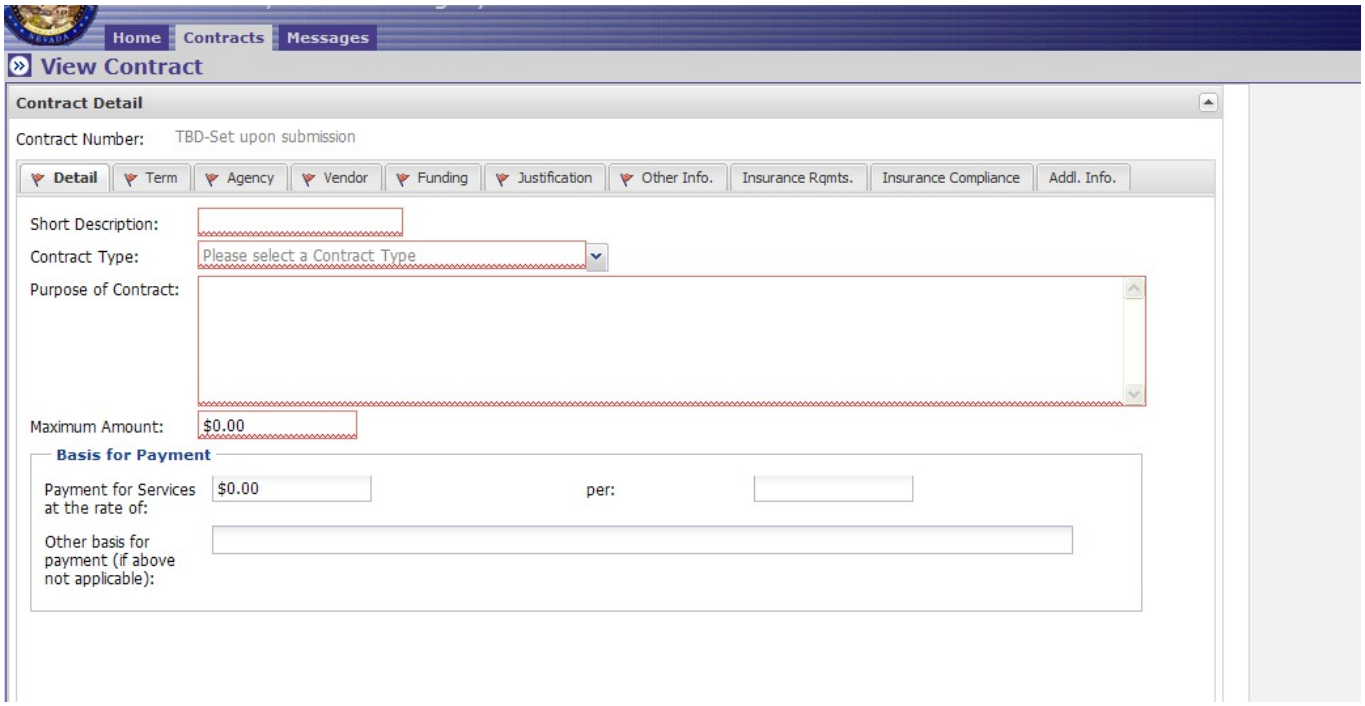


Detail Tab

Notice the red outlines around data entry boxes - these indicate mandatory fields that must be completed before the contract summary can be submitted.

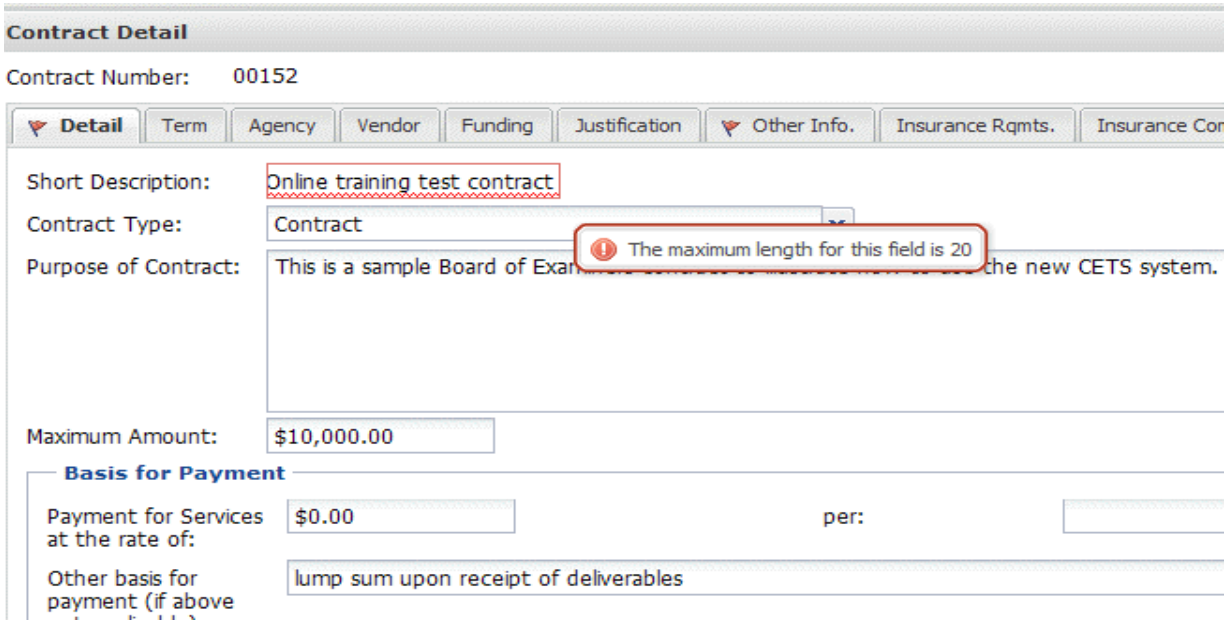
All mandatory fields on every tab will be highlighted with the red outlines.

The red flags on the tabs indicate tabs with mandatory fields that have not been completed.

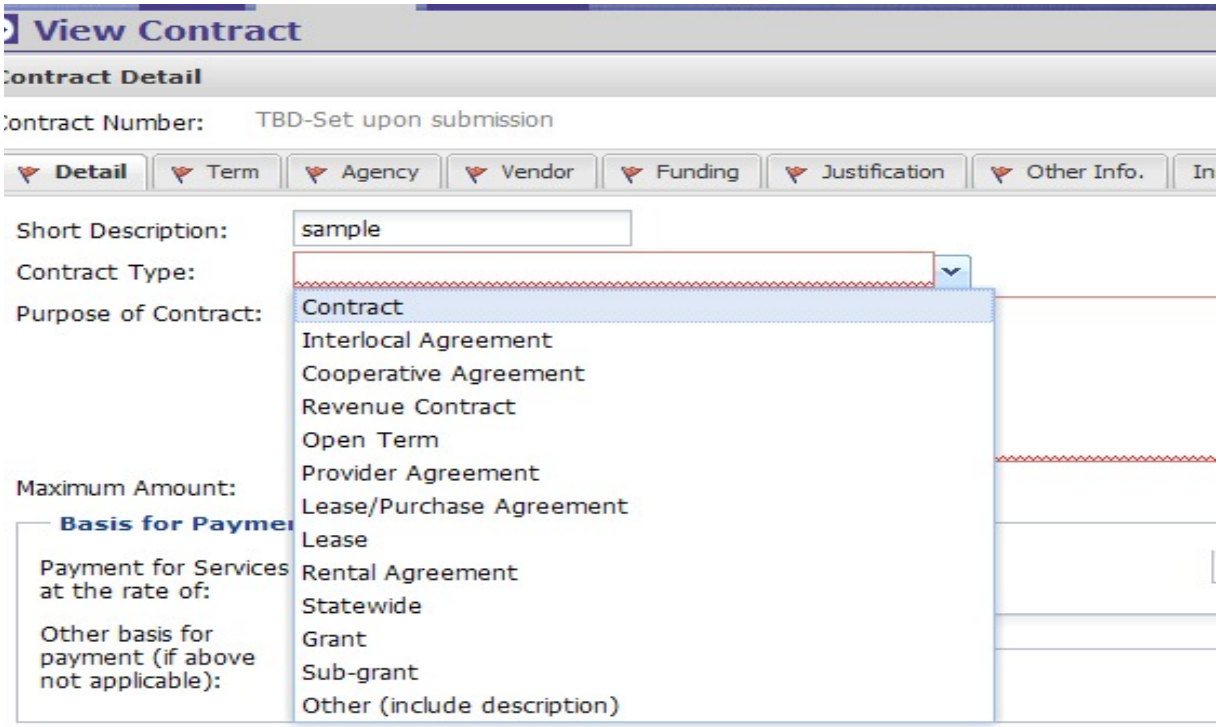


The following is a brief explanation of the data required in each of the red mandatory fields:

- **Short description** – This field has a 20 character limit. Provide a short description of the contract (i.e. technical support). Note: If the information in a field does not meet the system criteria, the narrative will have a red underline and a dialog box will appear if you hover over the field in question. For example, this will occur if the Short Description field exceeds 20 characters.



- **Contract type** – Select the contract type (contract, inter-local agreement, etc.) from the drop-down menu.



- **Purpose of Contract** – Format guidelines for the Contract Entry and Tracking system (CETS) provide transparency and concise information to the Board of Examiners (BOE) members, as well as the public for all BOE and non-BOE contracts. Information entered in this field will appear on the Board of Examiners' agenda (see additional information below):

  The format requirements:

  - All contract types must have an introduction indicating "new" or "amendment".
  - Amendments that extend the termination date must include the "from" and "to" dates that correspond with the amended contract language.
  - Amendments that extend the termination date must briefly indicate the reason(s) for the extension.
  - Amendments that increase or decrease the maximum amount must include the "from" and "to" amounts that correspond with the amended contract language.
  - Amendments that increase or decrease the maximum amount must briefly indicate the reasons(s) for the change for the current amendment. If a contract has been amended multiple times, the agency should explain the currently approved purpose followed by a description of the current amendment (prior amendments should not be explained separately).
  - Amendments that change the scope must briefly indicate the change for the current amendment and the reason for the change.
  - Amendments should be numbered as shown in the examples.

EXAMPLES:

NEW CONTRACT FOR NEW SERVICES (agency has not contracted for these services in the past): Think of this as a new activity

This is a new contract to provide basic education for unit owners and voluntary directors in common-interest communities regarding how to understand financial reserve and insurance aspects of their homeowners associations. Seminars are to be held in Greater Las Vegas, Reno, Carson City, Pahrump, Mesquite and Laughlin.

NEW CONTRACT FOR ONGOING SERVICES (agency has routinely contracted for these services): think of this as renewal of services with same or different vendor

This is a new contract that continues ongoing basic education for unit owners and voluntary directors in common-interest communities regarding how to understand financial, reserve and insurance aspects of their homeowners associations. Seminars are to be held in Greater Las Vegas, Reno, Carson City, Pahrump, Mesquite and Laughlin.

NEW REVENUE CONTRACT FOR NEW REVENUE (this is a new revenue source for the agency):

This is a new revenue contract to provide rack space at Prospect Peak in Lander County.

NEW REVENUE CONTRACT FOR ONGOING REVENUE (this is not a new revenue source):

This is a new revenue contract that continues rack space at Prospect Peak in Lander County.

NEW INTERLOCAL AGREEMENT FOR ONGOING SERVICES (agency has routinely contracted for these services):

This is a new interlocal agreement that continues ongoing motorcycle safety training courses using the current edition of the Motorcycle Safety Foundation's Basic Rider Course and Experienced Rider Course curriculum.

AMENDMENT THAT CHANGES THE TERMINATION DATE OF A NEW CONTRACT OR AGREEMENT (*note: numbering amendments is required)*:

This is the first amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2016 to January 31, 2018 due to the continued need for these services.

AMENDMENT THAT CHANGES THE TERMINATION DATE OF AN ONGOING CONTRACT OR AGREEMENT (*note: numbering amendments is required)*:

This is the first amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2013 to January 31, 2014 due to the continued need for these services.

AMENDMENT THAT CHANGES THE SCOPE (*note: numbering amendments is required)*:

This is the first amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment adds legal research to the scope of services due to the need for these services.

AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF A NEW CONTRACT OR AGREEMENT (*note: numbering amendments is required)*:

This is the tenth amendment to the original contract which provides new legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2013 to January 31, 2014 and increases the maximum amount from $100,000 to $200,000 due to an increased volume of hearings.

AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF AN ONGOING CONTRACT OR AGREEMENT (*note: numbering amendments is required)*:

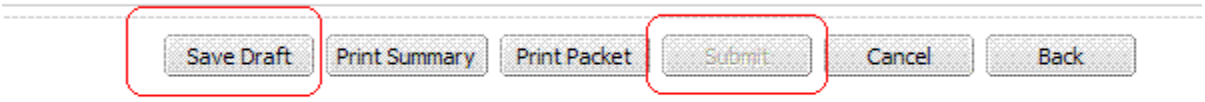
This is the tenth amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2013 to January 31, 2014 and increases the maximum amount from $100,000 to $200,000 due to an increased volume of hearings.

- **Maximum Amount** – All contracts must have a minimum of $.01 in the maximum amount box.

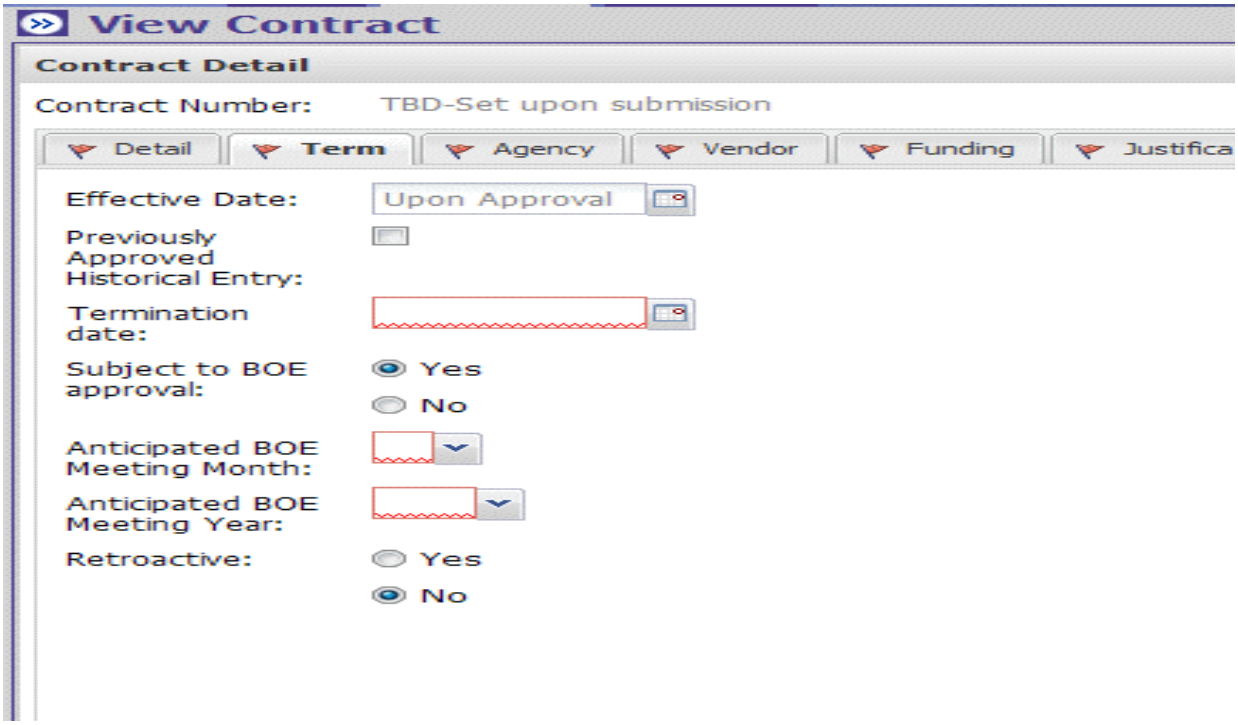
- **Basis of Payment** – If available, provide the basis of payment indicated in the contract

- **Saving your information**

At the bottom of each page is a set of buttons to save and submit the contract summary. The submit button will not be visible until the draft has been saved and all the red flags have been cleared. A contract summary number is assigned upon submitting the file and the information must meet data integrity edits before the submission is accepted.



Term Tab



- **Effective date:** The effective date defaults to *upon approval*, but you can use the calendar to enter any effective date.

- **Previously Approved Historical Entry**: should be checked if the full review and approval was done prior to entering the contract into CETS; therefore some information could be missing or incorrect. Contracts with this box checked should be reviewed very carefully when amended or renewed.

- **Termination Date:** The termination date must be after the effective date. If desired, the date format of mm/dd/yyyy can be typed in lieu of using the calendar.

- **Subject to BOE Approval:** If the contract needs BOE approval, use the radio button to indicate it needs BOE approval and enter the anticipated BOE meeting month and year.

  - The Board of Examiners (BOE) threshold methodology for BOE agenda inclusion has been automated in the Contract Entry and Tracking System (CETS). BOE transactions equal to or greater than $10,000 are subject to placement on the BOE agenda. The criteria for placement on the BOE agenda is based on the cumulative dollar amount of the CETS transaction. The type of BOE agenda will now be determined automatically by CETS. CETS will now assign transactions as either a BOE-Action, BOE-Info or BOE-Exception based on the following rules.

  - <u>BOE-Action Item</u>
    Every time the cumulative amount of the transaction is equal to $50,000 or greater, the transaction will be added to the BOE agenda as a BOE-Action item. There will be a calculator that will sum the transactions and will flag the transactions as an action item once $50,000 has been reached. Once $50,000 has been reached, the calculator will reset to zero and start accumulating future transactions.

- <u>BOE-Information Item</u>
  Every time the cumulative amount of the transactions is equal to $10,000 or greater, the transaction will be added to the BOE agenda as BOE-Information item. There will be a calculator that will sum the transactions and will flag the transactions as an informational item once $10,000 has been reached. Once $10,000 has been reached, the calculator will reset to zero and start accumulating the changes again. Resetting the informational item accumulator will not have any impact on the Action Item Accumulator since the amount of $50k or more is precluded by the BOE-Action Accumulator rule.

- The accumulator will calculate the change in the contracts using the absolute value of the contract change, so a decrease in the contract amount will not offset an increase.

- <u>BOE- Exception</u>
  On occasion, a contract may not exceed the action item limit, but may require the BOE approval before implementation. Pursuant to the State Administrative Manual, Section 0102 provides any item may be placed on the BOE Agenda. In these circumstances your Budget Analyst has the ability to select the contract as a BOE-Exception item. This will not reset the Informational Item or Action Item accumulators.

- The following is an example of the calculation for the Agenda assignment and the application of the BOE-Exception.

	Trans $	Info Acc $	Action Acc $	Agenda
Original	$44,000	**$44,000**	$44,000	Info
A #1	$ 8,000	$ 8,000	**$52,000**	Action
A #2	$11,000	**$11,000**	$11,000	Info
A #3	$ 5,000	$ 5,000	$16,000	No
A #4	$ 6,000	**$11,000**	$22,000	Info

- If A #5 is created and manually identified as a BOE-Exception, it would display as:

A #5	$3,000	$14,000	$25,000	Exception

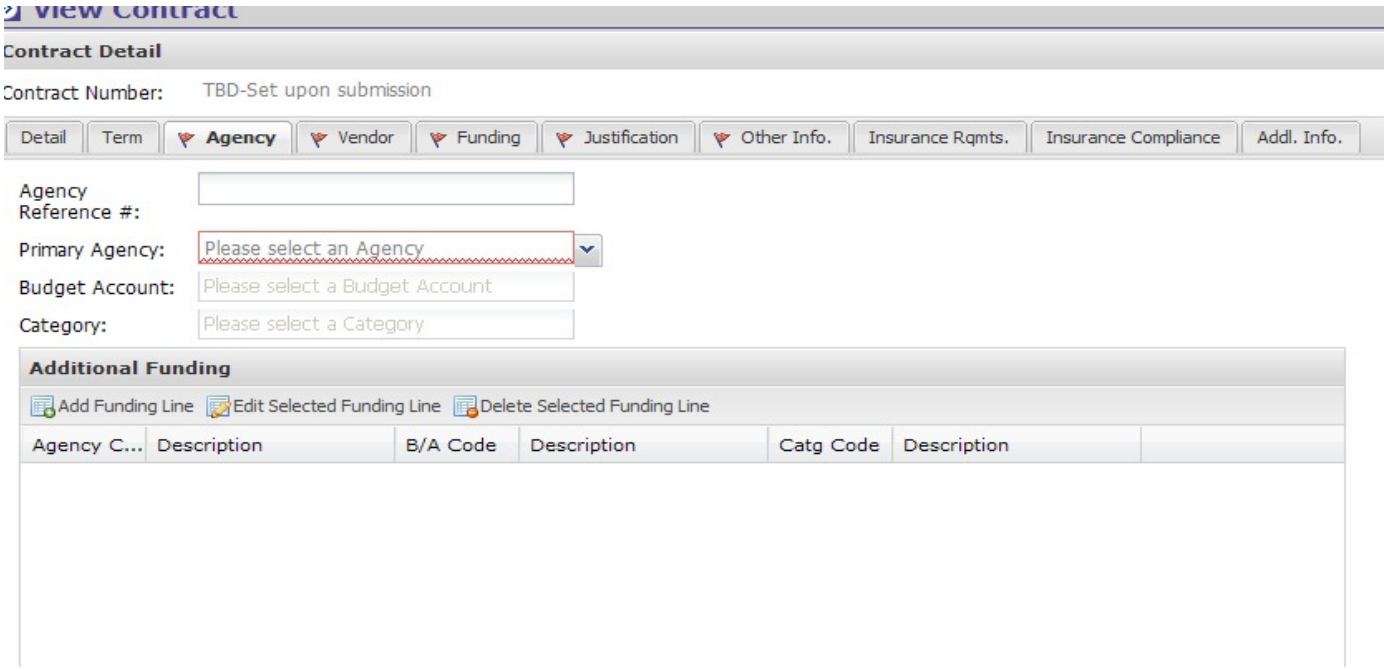
- **Anticipated BOE Meeting Month:** enter the month of the BOE meeting the contract is to be added to the agenda.

- **Anticipated BOE Meeting Year:** enter the year of the BOE meeting the contract is to be added to the agenda.

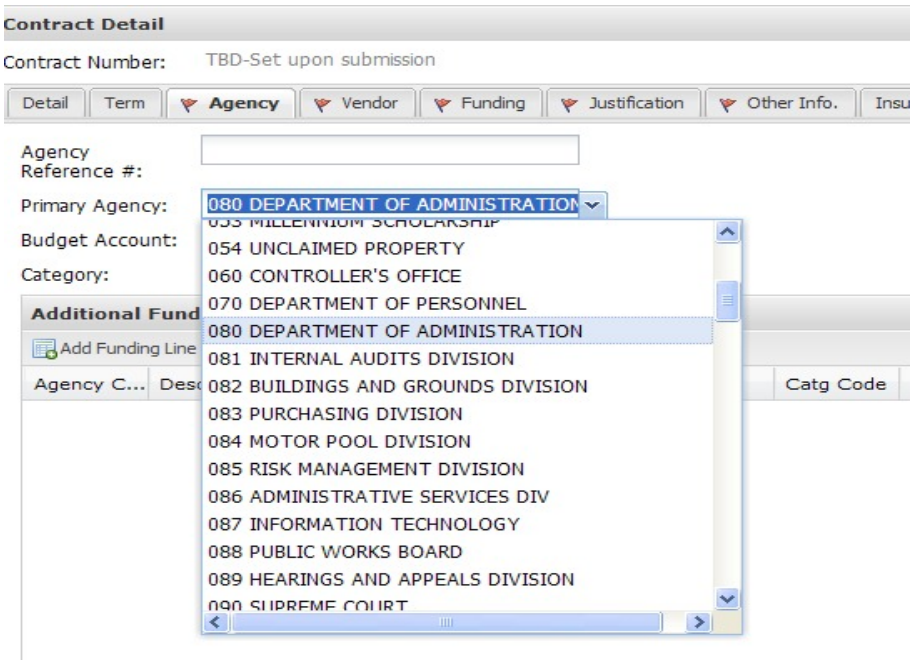
- **Retroactive:** If the contract is retroactive, <u>an explanation is required</u>. A retroactive memo explaining why the contract must be retroactive and steps the agency is taking to prevent retroactive contracts in the future is also required and must be attached via the "Additional Info" tab. This tab will be discussed later.

Agency Tab

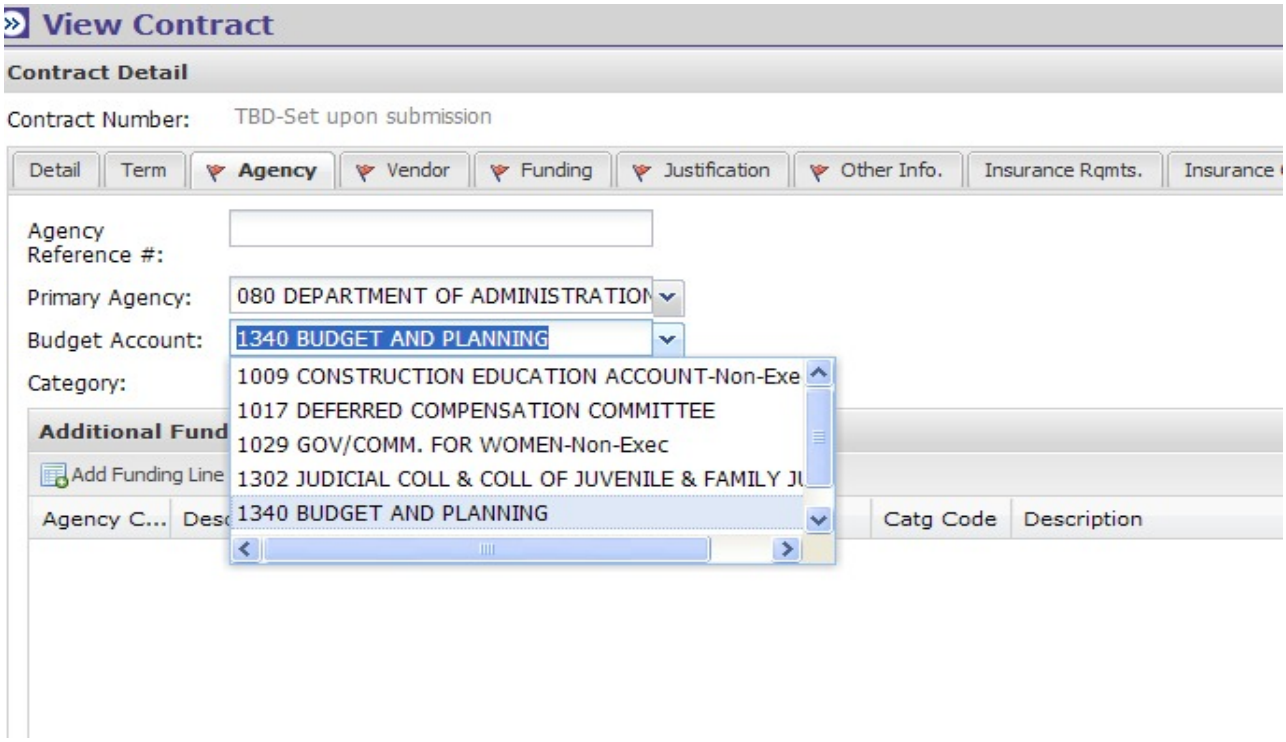
- **Agency Reference #:** This field allows agencies to enter an optional internal tracking number. This is for agency use only.



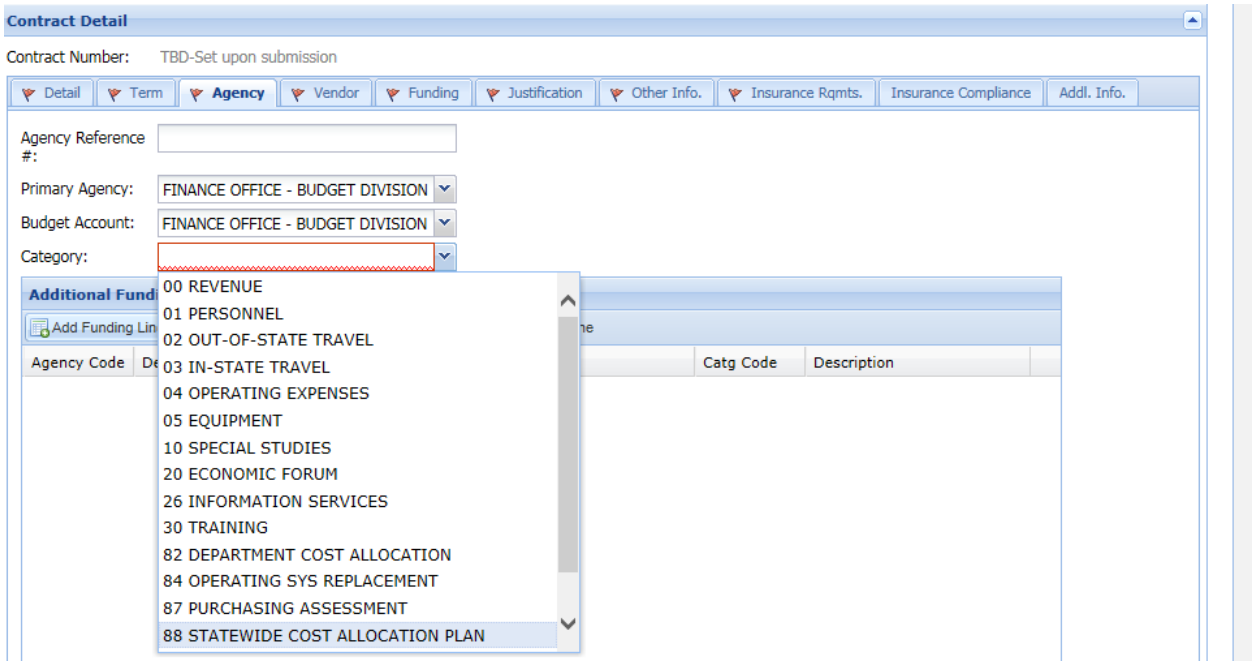
- **Primary Agency:** The drop down menu will display the specific user's authorized agencies.



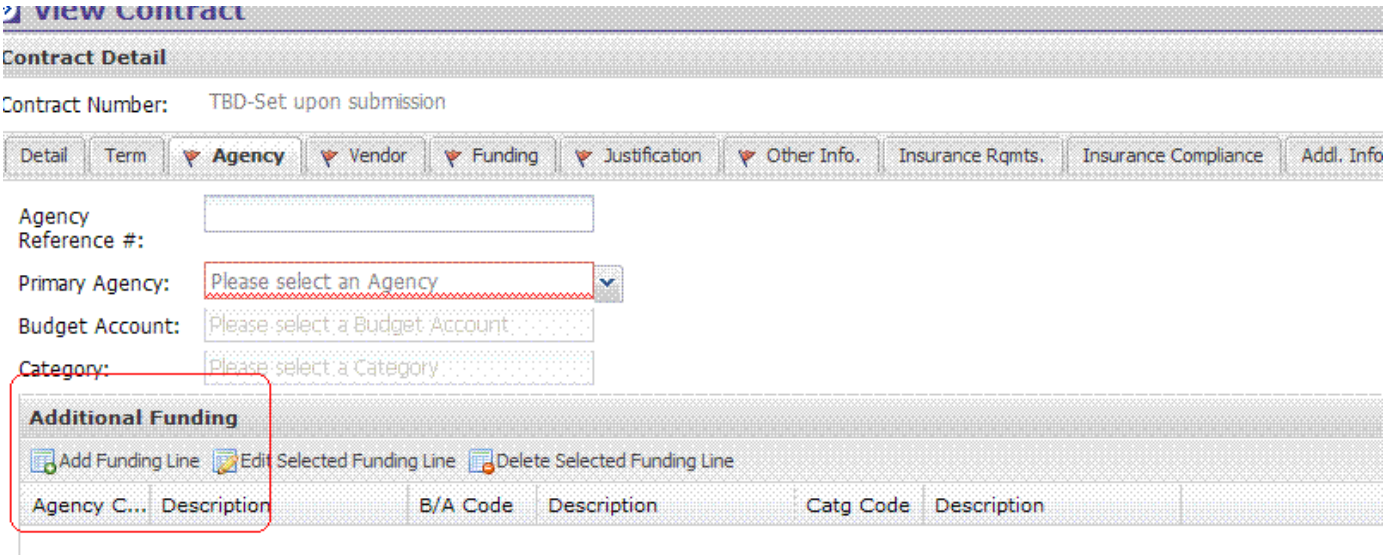
- **Budget Account** – Once the primary agency is selected the budget account drop down menu will provide choices based upon the agency number. The budget account selected should be the primary budget account for the contract. Additional budget accounts and categories can be added using the *Additional Funding* box (discussed below).

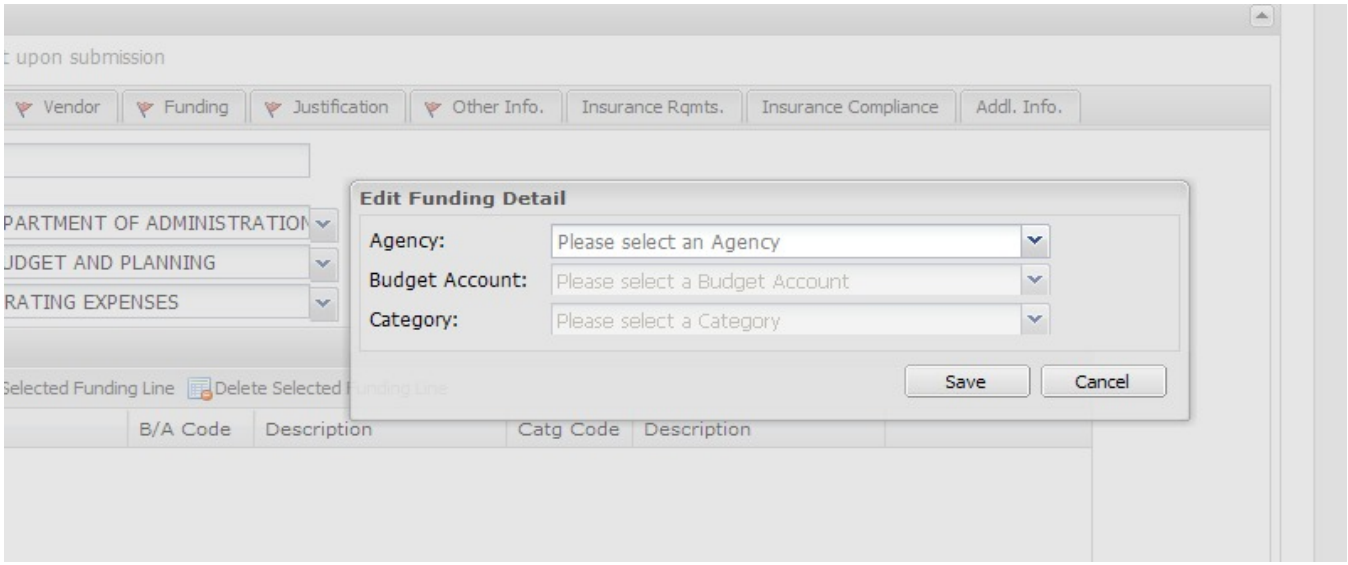


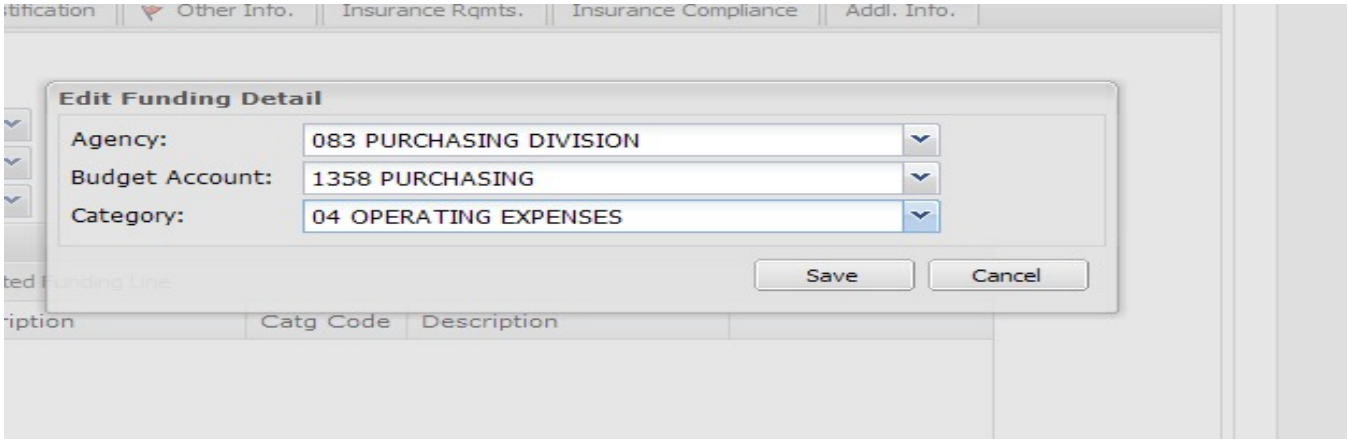
- **Category** – This field will provide a drop down menu of categories based on the budget account selected.



NOTE: To add another agency, budget account or category, click on “Add Funding Line” in the "Additional Funding" box. You will be prompted with the dialog box below. Again select an agency, budget account and category from the drop down menus and choose save.







Agency Reference #:

Primary Agency: 080 DEPARTMENT OF ADMINISTRATION

Budget Account: 1340 BUDGET AND PLANNING

Category: 04 OPERATING EXPENSES

Additional Funding

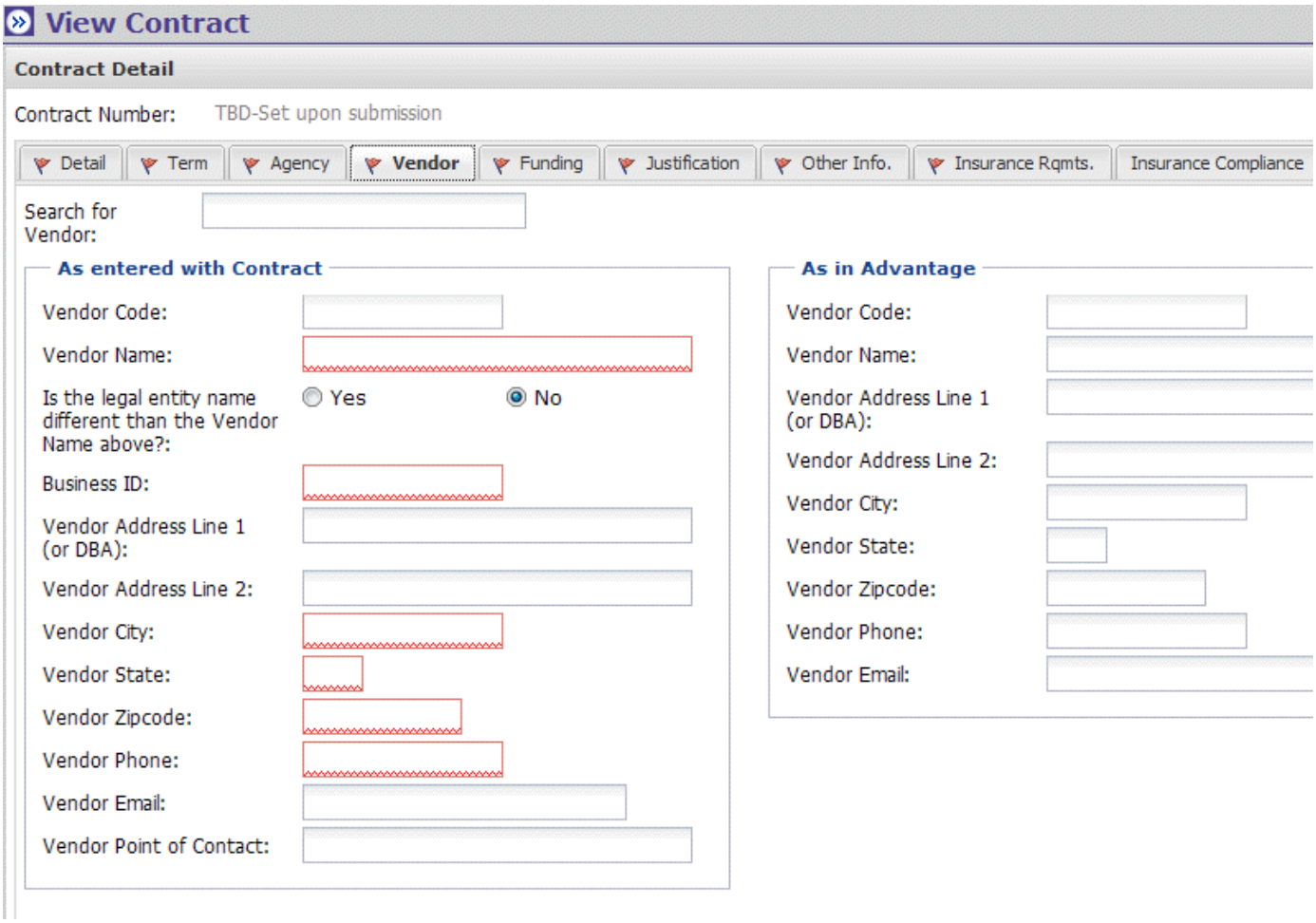
Add Funding Line | Edit Selected Funding Line | Delete Selected Funding Line

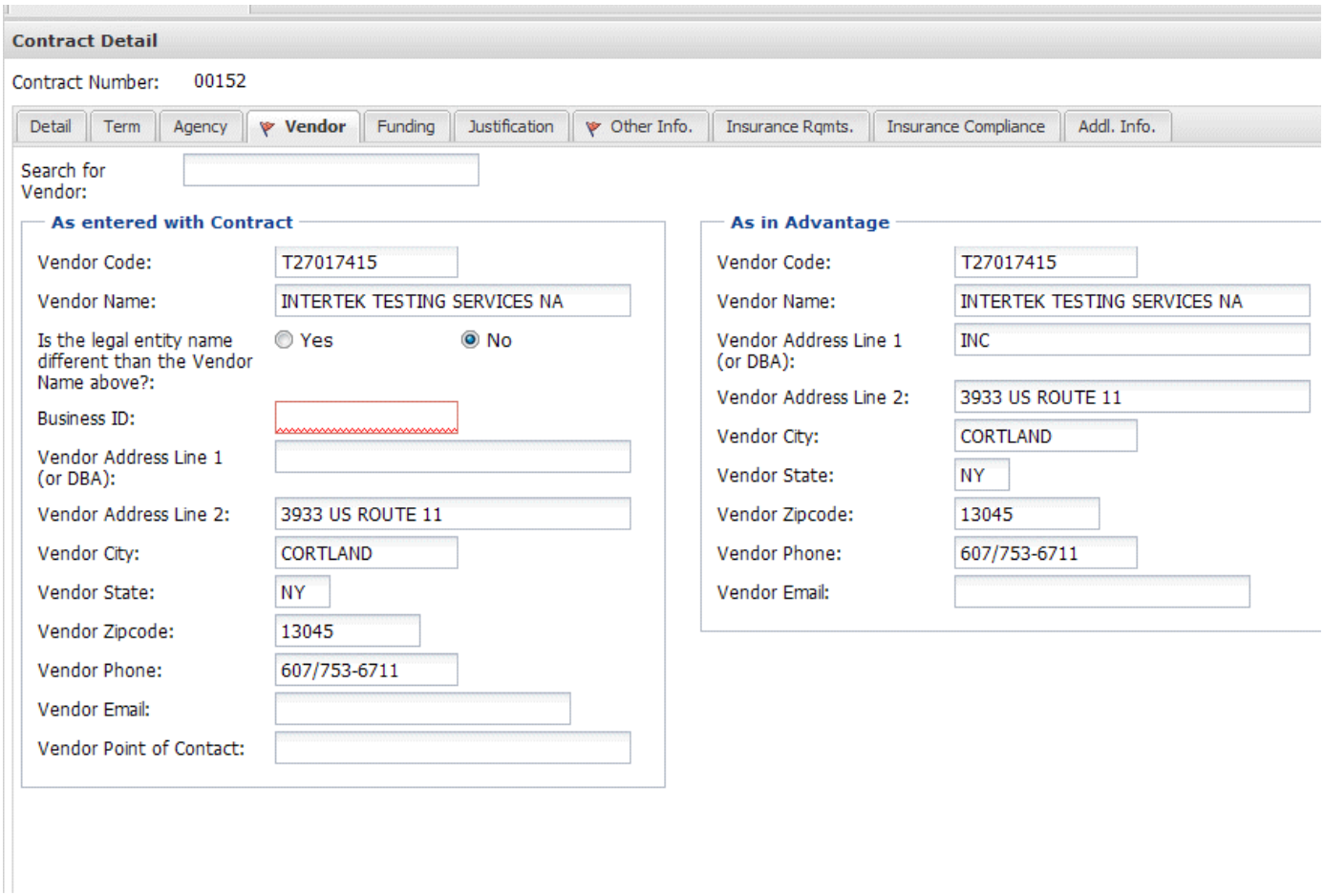
Agency Code	Description	B/A Code	Description	Catg Code	Description
083	PURCHASING DIVISION	1358	PURCHASING	04	OPERATING EXPENSES

Vendor Tab

You can search for an existing vendor established in Advantage using the vendor number or a portion of the vendor name (the name search here works the same as the vendor portion of the contract search. This is discussed in "Searching for Contracts Summaries"). Once selected from the search criteria, the vendor's address information will auto-populate with the information from Advantage.

The link with the vendor number in Advantage is required to track data in the Open Government website as well as the 1099 forms at the end of the year. As a result, agencies are encouraged to enter the Advantage information for each contract. The vendor information on the contract summary must match the vendor information on the contract.



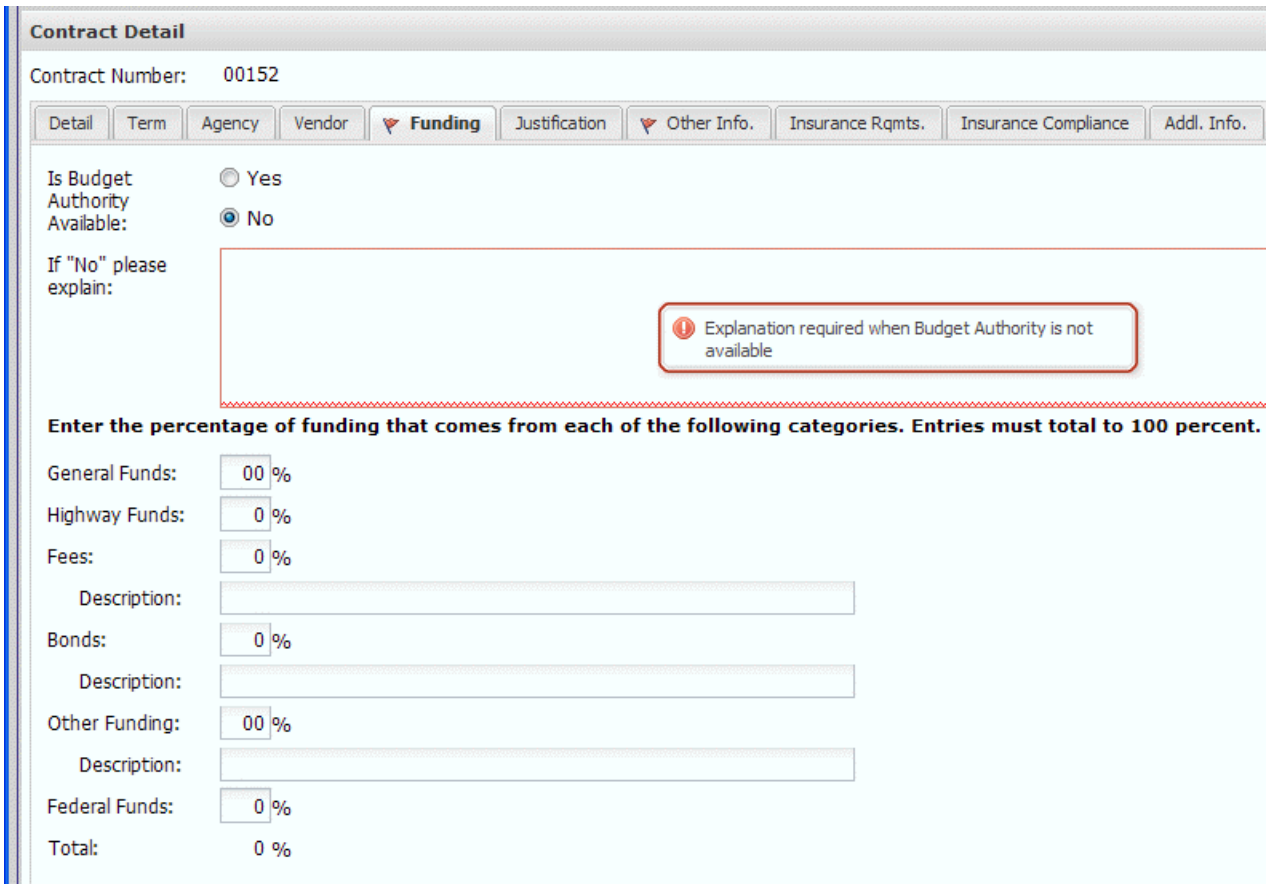


Please note - **Business ID** is a required field. More information for this field is provided under the State Business License Process section.

If the vendor chosen for the contract is a new vendor, enter all the required information. At a minimum, all the fields with **RED outlines** must be completed. The vendor information on the left must be entered as it appears on the contract, including address, etc. as it appears on the contract.

Funding Tab

- **Is Budget Authority Available** – Typically, the answer to this question will be "Yes," but if the answer is "No" the system will require an explanation to be entered. A text box requesting an explanation will appear to remind the agency to provide additional information. Contracts that do not have existing budget authority generally are not approved unless the explanation provides how the contract costs will be covered. You should also explain the extenuating circumstances requiring contract approval before the budget authority is approved. The agency should discuss these contracts with their assigned budget analyst prior to submitting the contracts for approval.



- **The Percentage of Funding** – The funding split for the contract must be entered. The total percentages entered in the fields must equal 100% before the contract summary can be submitted. If there is more than one budget account on the contract summary and each budget account has multiple funding sources, the agency will need to calculate the percentage of each funding source to ensure the total of all funding sources equal 100%.

  For example, budget accounts 3146 and 3252 submit a contract for ABC Health Care, LLC and the cost of the contract will be split evenly between each budget account:

- The funding split is:
  - Budget account 3146 is 65% General Funds and 35% Healthy Nevada Funds
  - Budget account 3252 is 10% Federal Funds, 15% General Funds and 75% Healthy Nevada Funds
- The calculation for the total funding split for the contract is:

Budget Account	3146	3252	Total
General Funds (GF)	50% * 65% = 32.5%	50% * 15% = 7.5%	40%
Healthy Nevada Funds (HNF)	50% * 35% = 17.5%	50% * 75% = 37.5%	55%
Federal Funds (FF)	50% * 0% = 0%	50% * 10% = 5%	5%
Total			100%

Contract Detail

Contract Number: 00152

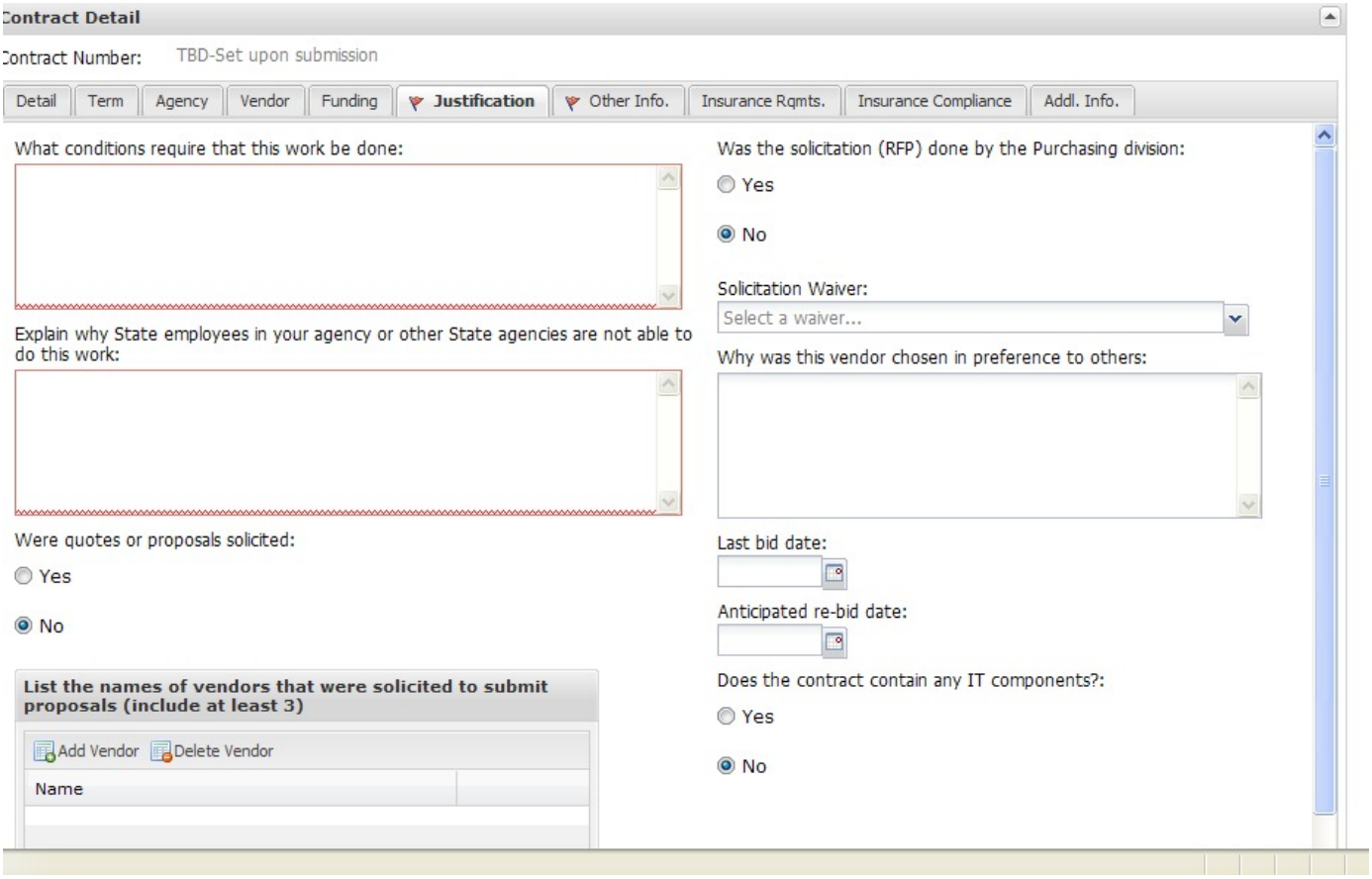
Detail | Term | Agency | Vendor | **Funding** | Justification | Other Info. | Insurance Rqmts. | Insurance Compliance | Addl. Inf

Is Budget Authority Available: (•) Yes ( ) No

Enter the percentage of funding that comes from each of the following categories. Entries must total to 100 per

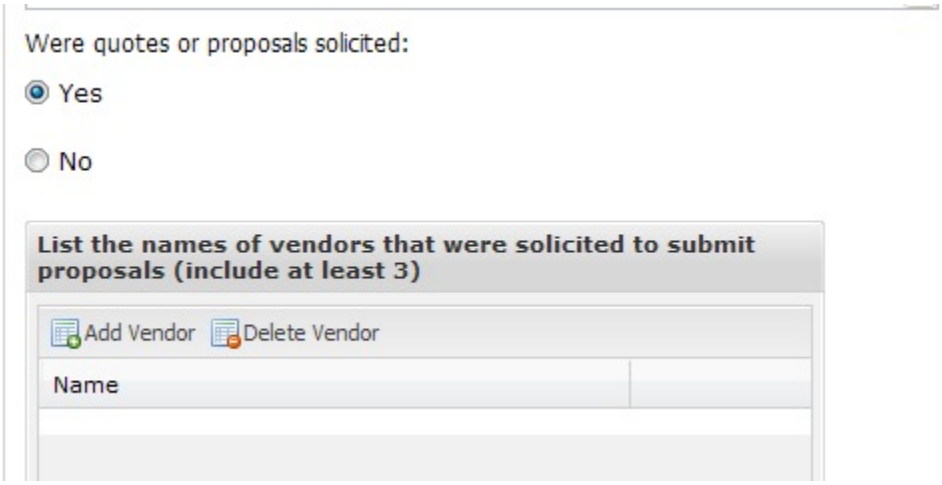
General Funds:	40 %
Highway Funds:	0 %
Fees:	0 %
Description:	
Bonds:	0 %
Description:	
Other Funding:	55 %
Description:	Healthy Nevada funds (HNF)
Federal Funds:	5 %
Total:	100 %

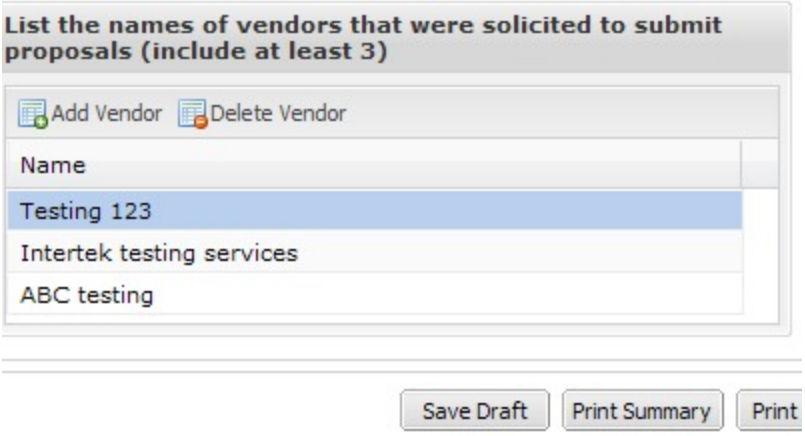
Justification Tab



The next step is whether or not quotes were solicited. If quotes were solicited or an RFP was done, check "Yes" and enter the vendor information for those vendors solicited for quotes or proposals.

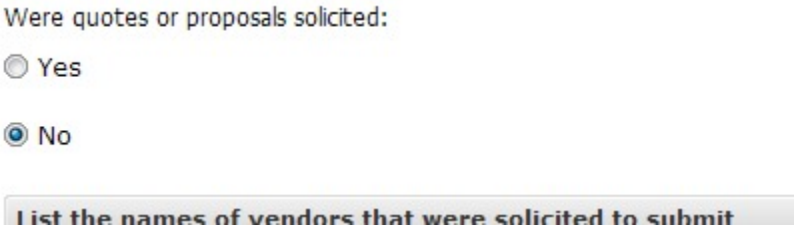
- For example, five vendors were solicited for quotes and three vendors responded with quotes or proposals. You would list the <u>five</u> vendors solicited.

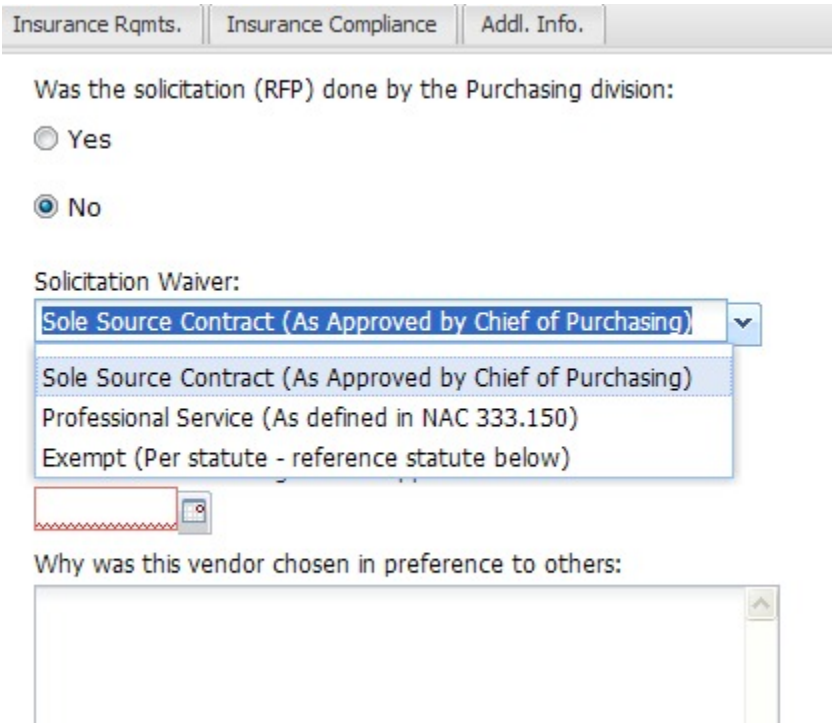


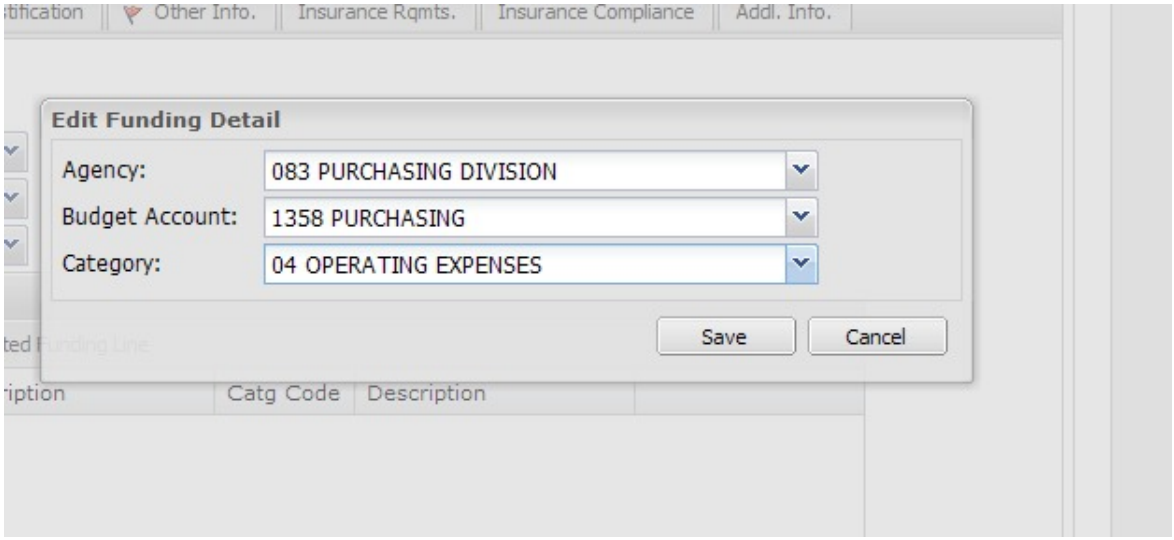


If an exception or waiver was granted for the solicitation requirement, check "No" and complete the information regarding the exception (a copy of the solicitation waiver or notice from State Purchasing granting the exception must be attached in the “Additional Info” tab).

Solicitation Waivers are approved by the Purchasing Division. If you have any questions on the process, please call the Purchasing Division’s main office at 775-684-0170.

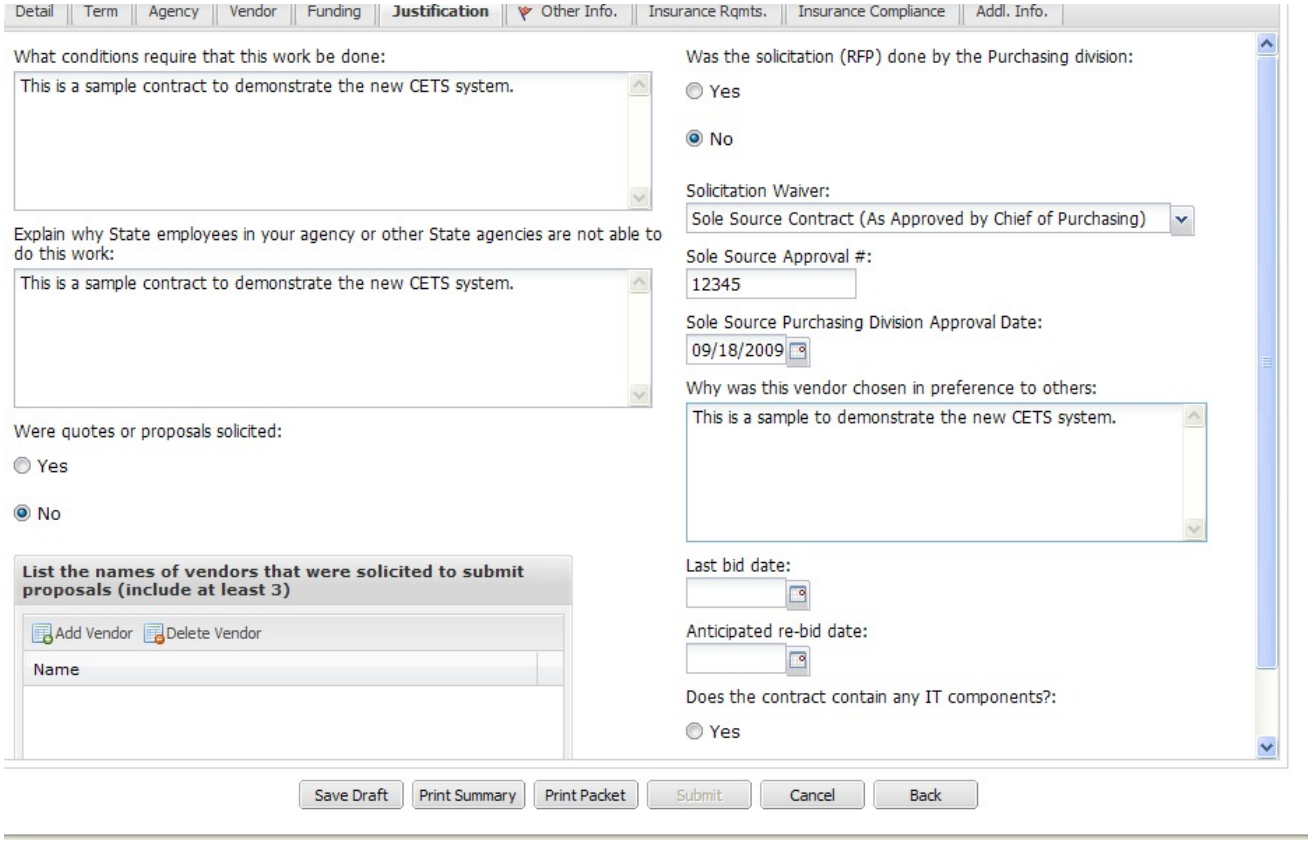






When completing solicitation information, be sure to indicate if the contract contains any information technology (IT) components. Contracts with IT components require Enterprise Information Technology Services (EITS) approval and will now be processed electronically through CETS. If this box is checked (outlined in the red box below), the contract summary will be electronically routed to EITS (just like RXQs) for their electronic approval.

Approval will be applied in CETS; however, it is still necessary for the original contracts to be routed to EITS for review. This differs from the RXQs because actual contracts are not available in CETS.



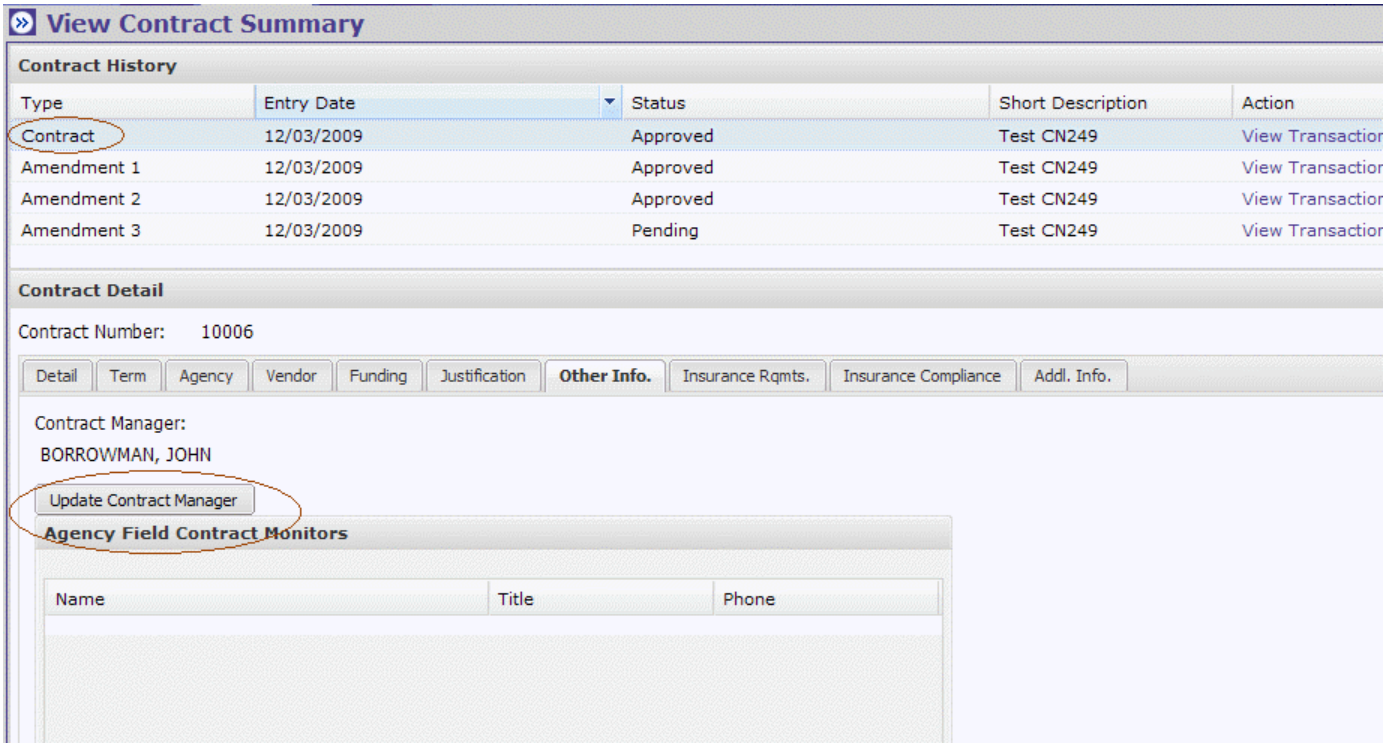
Other Info Tab

Notice the contract manager is a required field. This ties to the list of certified contract managers maintained by State Purchasing. **All contracts must have a certified contract manager assigned and must be approved by the certified contract manager.**

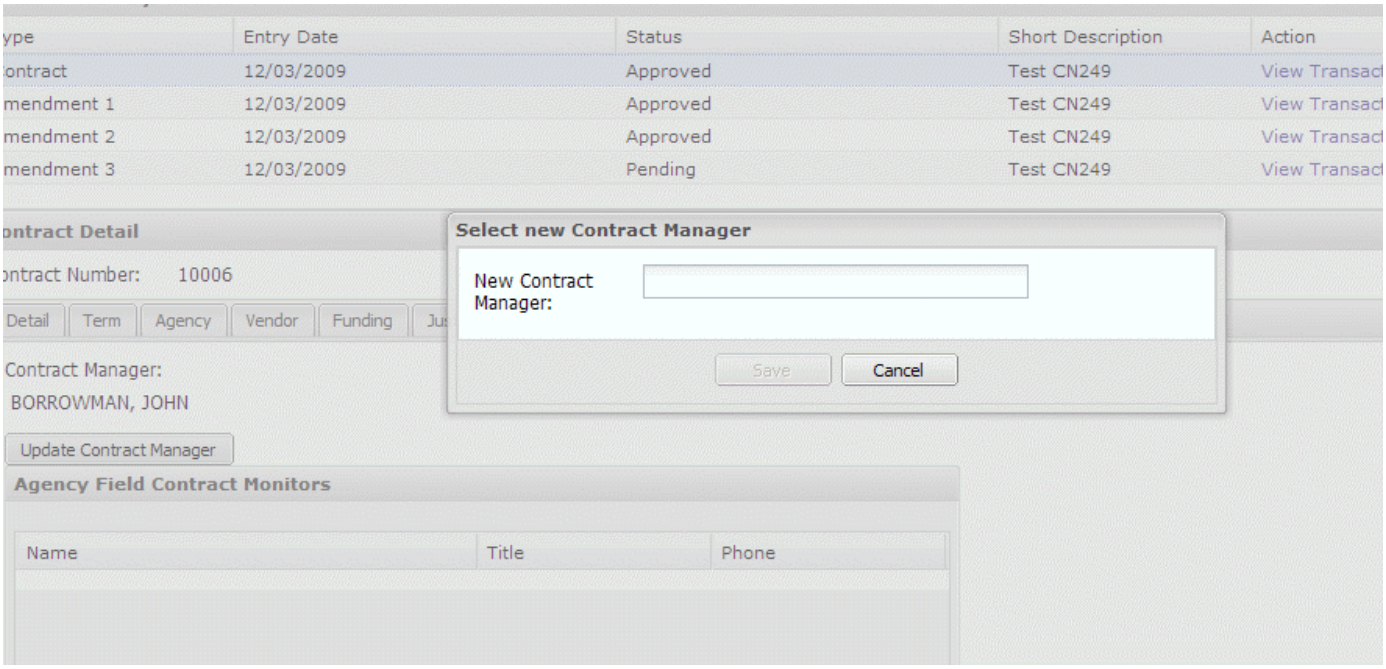
The contract summary will be routed to the contract manager during the approval process. An optional field exists to also enter information regarding the field contract monitors, or the individuals who will actually be monitoring the vendor's performance in the field.

Please note: If you need to update the name of the Contract Manager because of an amendment or a previously approved contract, you have to place your cursor on the word **"Contract"** and click. Click on the "Other Info" tab and an "Update Contract Manager" box will appear. This will only work if you click on the word "Contract" in the Type column.

In addition, this assigned certified contract manager is the only person who can approve this contract.



Once you have updated the Contract Manager by clicking on the box and entering the new name, the original contract and any amendments will be updated.



Current or Former Employee

If the answer is yes to either of the questions regarding state employment, approval from BOE must be received prior to contracting with the vendor. The BOE Approved Authorization to Contract form must be attached in the folder "Prints on BOE Agenda".

Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada:

○ Yes ◉ No

Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employe by the State of Nevada within the last 24 months?:

○ Yes ◉ No

Is the contractor employed by any of Nevada's political subdivisions or by any other government?:

○ Yes ◉ No

Has the contractor ever been engaged under contract by any State agency?:

○ Yes ◉ No

Is the contractor currently involved in litigation with the state of Nevada?:

○ Yes ◉ No

Secretary of State Questions

Is the contractor currently involved in litigation with the state of Nevada? If you select 'Yes' an explanation is required.

Select the Legal Entity Type from the drop down menu:

Legal Entity Type:

Non-profit Corporation

- Nevada Corporation (Domestic Corporation)
- Foreign Corporation
- Non-profit Corporation
- LLC
- LP
- LLP
- LLLP
- Sole Proprietor
- Governmental Entity
- Other

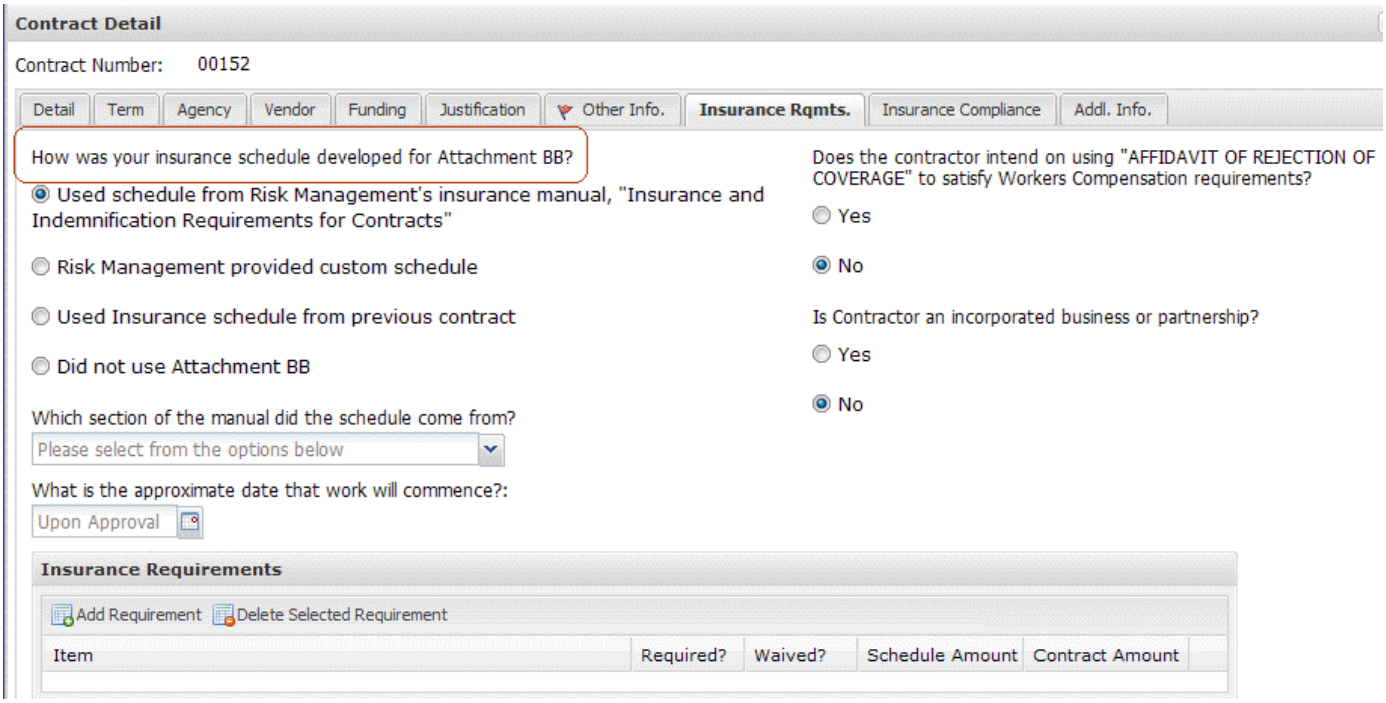
Is the contractor registered with the Nevada Secretary of State's Office? If you select 'No' an explanation is required.

Is the legal entity active and in good standing with the Nevada Secretary of State's Office? If you select 'No' an explanation is required.

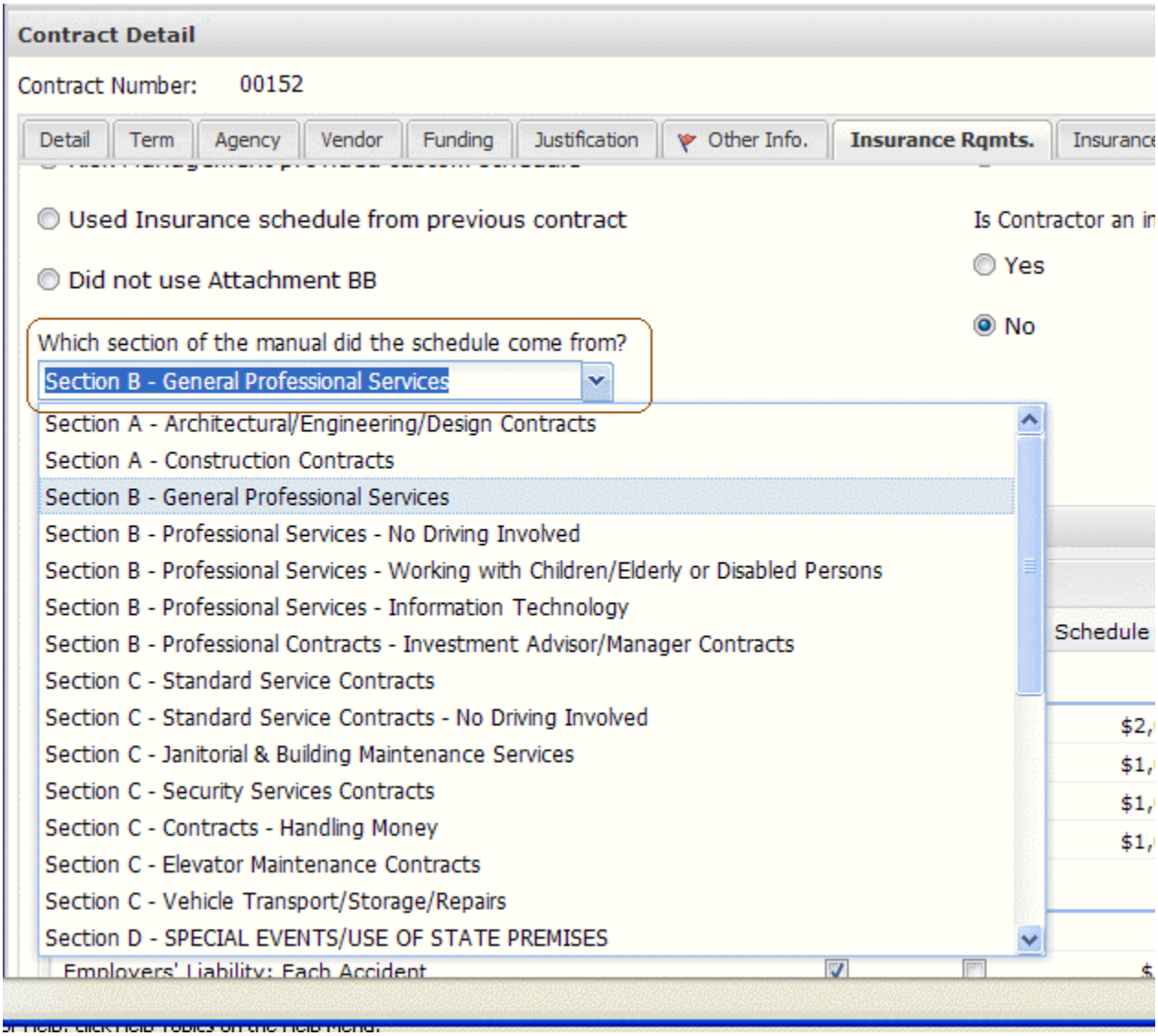
Insurance Requirements Tab

This area will record the specific insurance requirements for the contract based upon the standards established by Risk Management. The field may be edited if the agency receives a waiver or allowable change from Risk Management. The agency will be required to attach a copy of the approval from Risk Management (usually an e-mail) on the “Additional Info” tab.

- The first question addresses how the insurance schedule was developed. The CETS system will automatically default to the first answer which states the schedule used came from Risk Management’s insurance manual.



- The second question directs the agency to select the section of the manual the schedule came from (use the drop down arrow). Once a section is selected, the Insurance Requirements section will populate with the standard insurance and schedule amounts. The default will be “Required” and the boxes under the “Required” column will be checked.



If the insurance requirements can be waived, the agency must select the boxes under the “Waived” column. When the box is checked, a yellow bar appears around the box and a red sentence will appear on the right side of the screen that states “this contract has insurance requirements waived or modified.” Correspondence documenting the approval of Risk Management to waive or modify must be attached, which is typically an e-mail.

Detail | Term | Agency | Vendor | Funding | Justification | Other Info. | **Insurance Rqmts.** | Insurance Compliance | Addl. Info.

- ○ Risk Management provided custom schedule
- ◉ Used Insurance schedule from previous contract
- ○ Did not use Attachment BB

Which section of the manual did the schedule come from?

Section B - General Professional Services

What is the approximate date that work will commence?:

Upon Approval

Is Contractor an incorporated business or partnership?

- ○ Yes
- ◉ No

This contract has insurance requirements waived, modified, or excluded. To request an approval for an insurance waiver, please send e-mail outlining the policies for which a waiver is requested, the justification for the waiver along with the scope of work from the contract to contracts@risk.state.nv.us. Please attach the response using the Addl Info tab, in the non-BOE area.

Insurance Requirements

Add Requirement | Delete Selected Requirement

Item	Required?	Waived?	Schedule Amount	Contract Amount
: Commercial General Liability - Occurrence Form				
General Aggregate	☑	☑	$2,000,000	$2,000,000
Products - Completed Operations Aggregate	☑	☐	$1,000,000	$1,000,000
Personal and Advertising Injury	☑	☐	$1,000,000	$1,000,000
Each Occurence	☑	☐	$1,000,000	$1,000,000

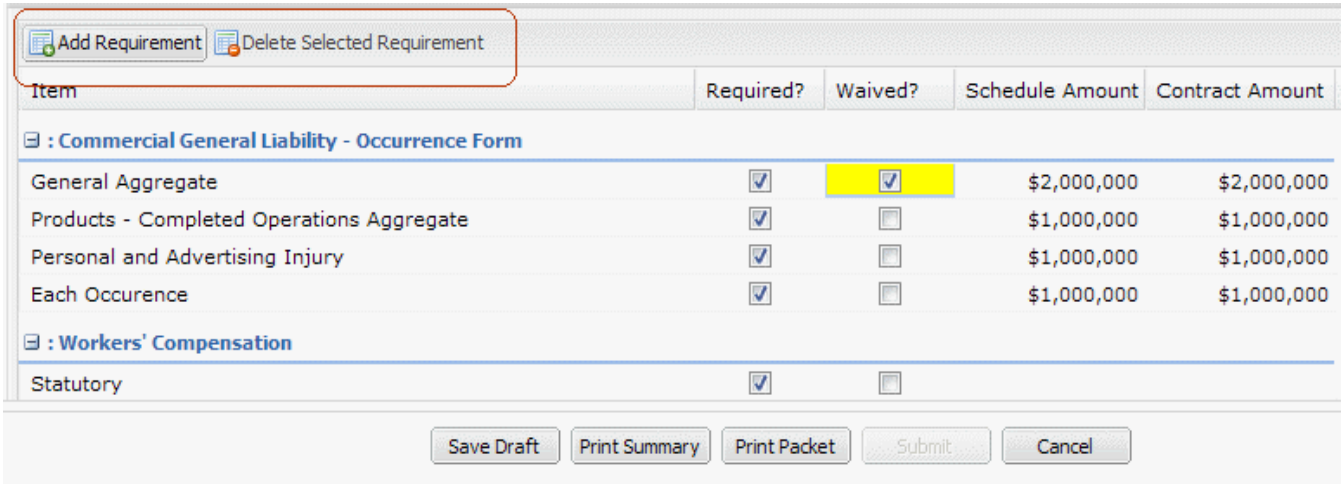
If the agency has negotiated insurance requirements which deviate from the Risk Management template, the amounts can be changed by clicking on the applicable amount in the Contract Amount column and revising the amount. The new amount will appear in a yellow box highlighting it was revised.

Insurance Requirements

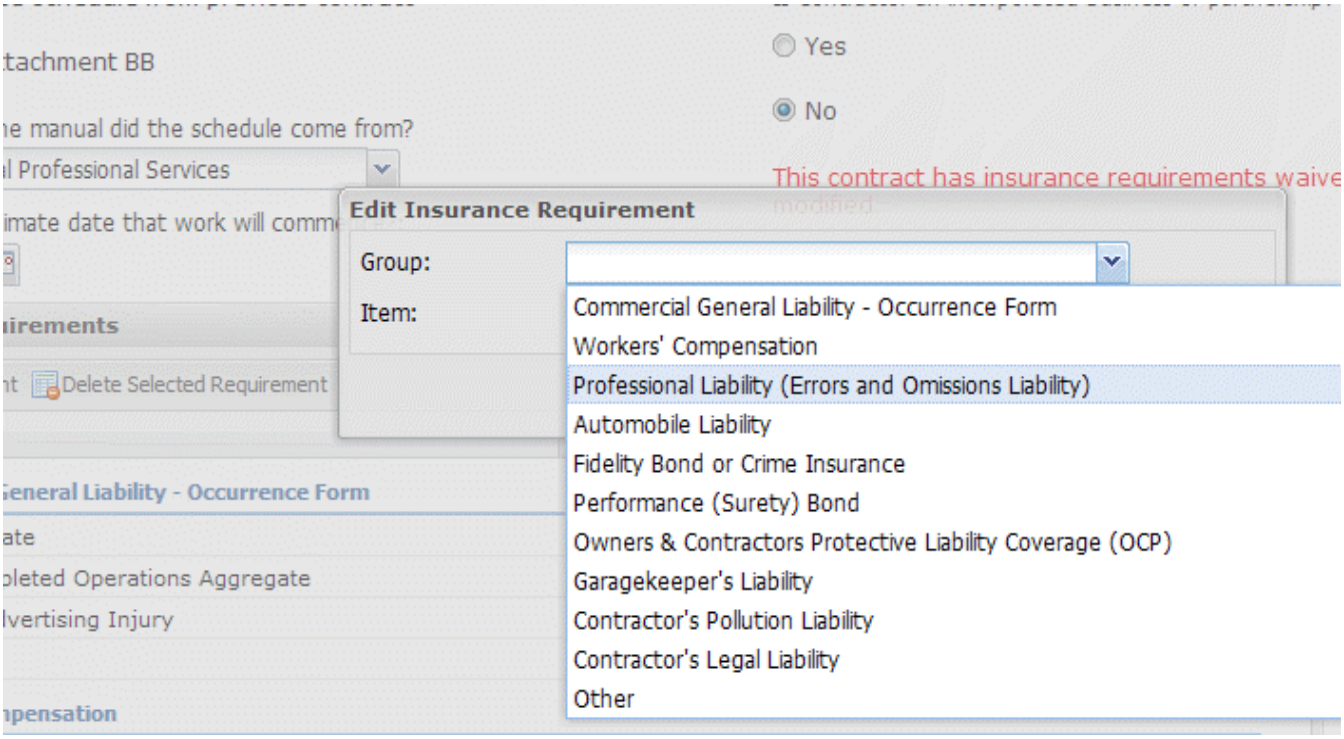
Add Requirement | Delete Selected Requirement

Item	Required?	Waived?	Schedule Amount	Contract Amount
: Commercial General Liability - Occurrence Form				
General Aggregate	☑	☐	$2,000,000	$1,500,000
Products - Completed Operations Aggregate	☑	☐	$1,000,000	1000000
Personal and Advertising Injury	☑	☐	$1,000,000	$1,000,000
Each Occurence	☑	☐	$1,000,000	$1,000,000
: Workers' Compensation				

If the agency has negotiated insurance requirements in addition to those on the Risk Management template, the requirement can be added by using the “Add Requirement” button.



An edit box will appear with two drop down menu boxes. The "Group" box has a drop down menu with the types of insurance coverage that can be added.



The "Item" box will show the options for insurance limits corresponding with the type of insurance selected. Click Save once this information is selected. This added coverage will also be highlighted in yellow to indicate a change from the template.

Each Claim	☑	☐	$1,000,000	$1,000,000
Annual Aggregate	☑	☐	$2,000,000	$2,000,000
: Automobile Liability				
Combined Single Limit (CSL)	☑	☐	$1,000,000	$1,000,000
: Workers' Compensation				
Employers' Liability: Each Accident	☑	☐	$0	$100,000

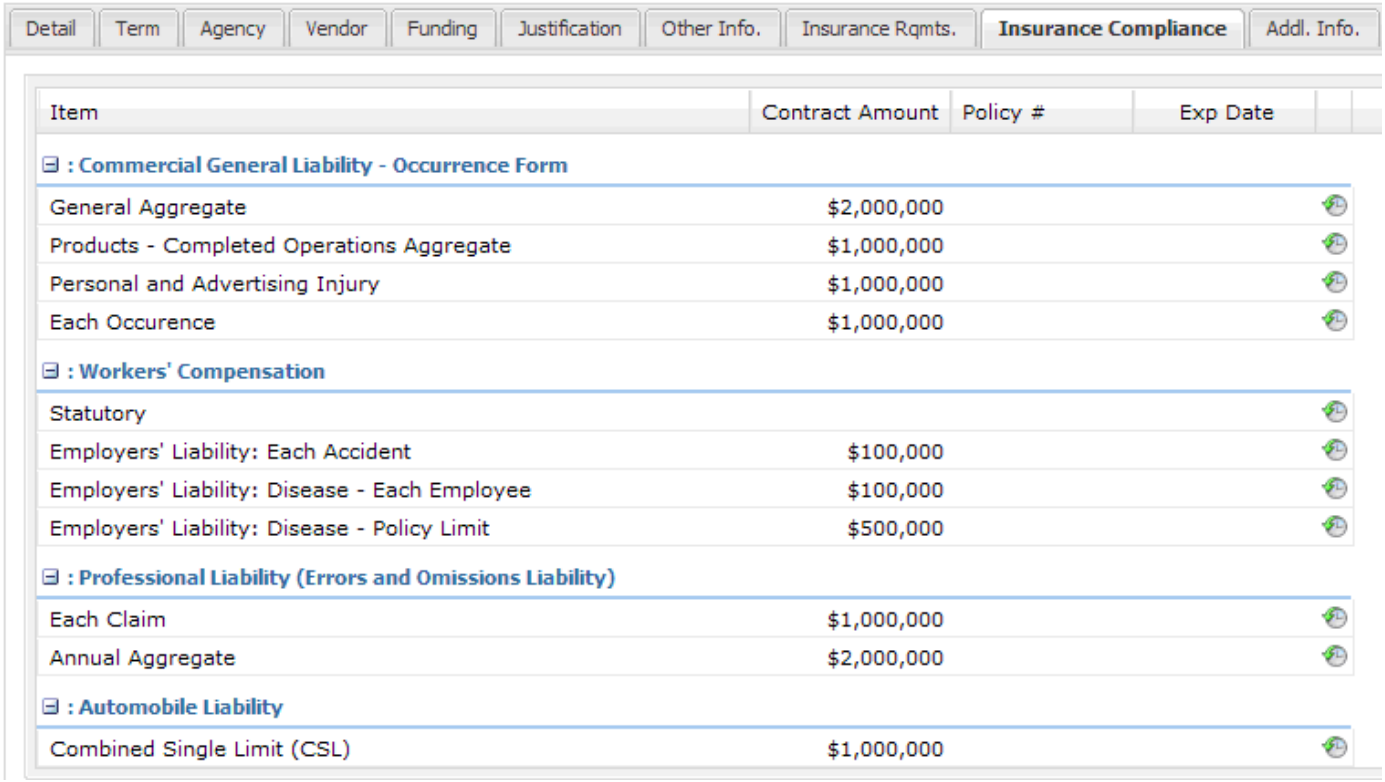
If, once you have added an insurance requirement, the added requirement needs to be deleted, select the applicable insurance coverage by clicking on it. It will highlight in blue. Click on the "Delete Selected Requirement" button. The system will ask "Are you sure you want to delete selected requirement?" Select yes.

For questions on insurance requirements, please contact Risk Management at memartinez@risk.state.nv.us

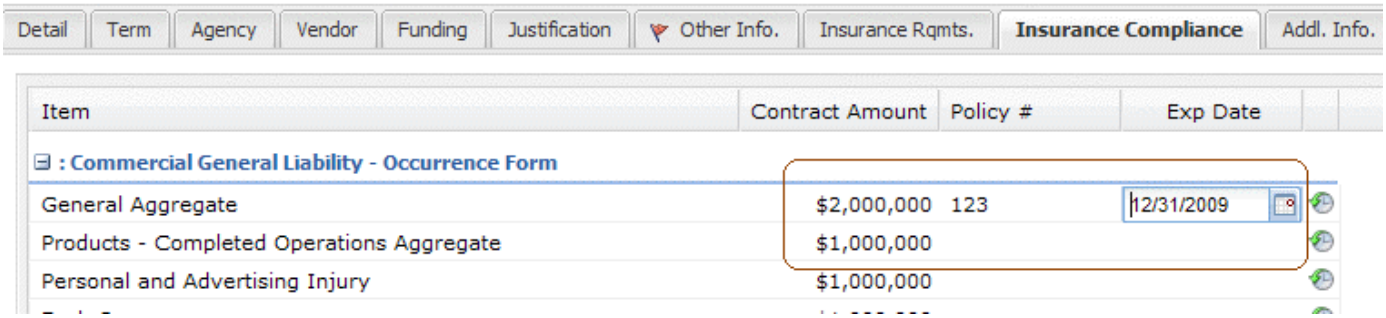
Insurance Compliance Tab

This tab is reflective of the Insurance Requirements information on the Insurance Requirements tab previously discussed.

Note: Insurance Compliance information will not appear until you have saved your draft.



The policy number and policy expiration dates for each of the required polices are entered into the applicable fields.



After the details are filled in on the first line of the section, the system enables the policy information to be copied to the other lines within the group by using the command button on the right hand side of the grid section.

The system then copies to the policy information to the rest of the lines of the section.

CETS will track and remind the certified contract manager at the agency when the vendor's insurance certificate is about to expire (provided the information is correctly entered in the system) so the agency can request updated information from the vendor.

For questions on insurance compliance, please contact Risk Management at (775) 687-3187.

Additional Info Tab (Attachments)

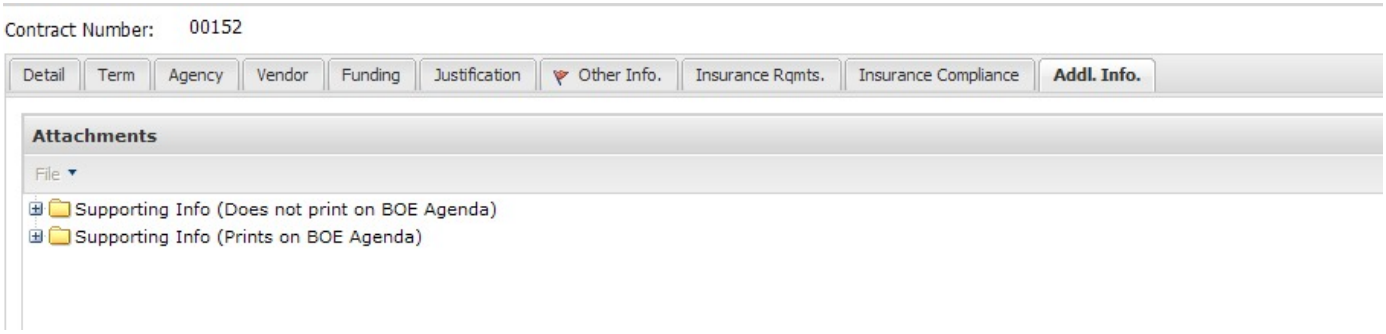
The final tab is the Additional Information (Addl. Info.) tab. This is where the agency can attach supporting documentation. The supporting documents to attach include:

- retroactive memorandums
- solicitation waivers
- communication from Risk Management regarding insurance waivers
- spreadsheets demonstrating how the agency proposes to cover costs for the contract that were not specifically budgeted

Do not attach the actual contract or RFP. These must be submitted in hard copy and not attached in the system.

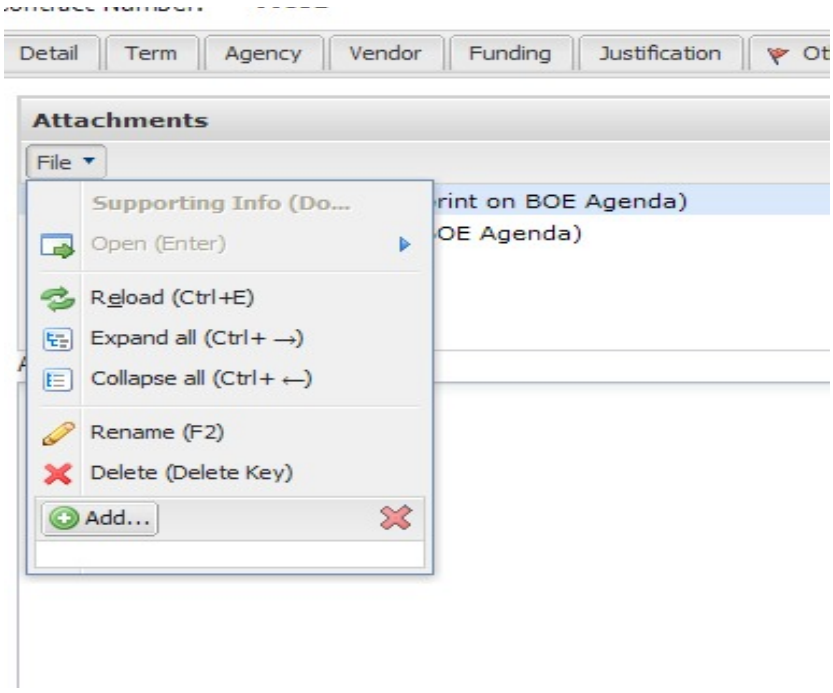
These attachments fall into two categories of supporting information:

- Those that do not print on the BOE agenda (**first folder**)
  - All other items attached
  - Solicitation documents for Non-BOE contracts - Note: amended contracts should be accompanied by amended sole source documents.
- Those that do print on the BOE agenda (**second folder**)
  - Retroactive memorandums and
  - Solicitation waivers and Professional Exemption documents - Note: amended contracts should be accompanied by amended sole source waiver documents.
  - Authorization to Contract with a Current Employee
  - Authorization to Contact with a Former Employee



To attach a file:

- Click the folder where you want to attach the file;
- Click on the arrow just above File



- Click on Add
- Browse for your file and add the attachment.

Summary of required attachments:

- Solicitation Waiver Request documents for BOE contracts – attach in the Supporting Info (**Prints on BOE Agenda**) folder. Note: amended contracts should be accompanied by amended Solicitation Waiver documents.
- Solicitation Waiver Request documents for Non-BOE contracts – attach in the Supporting Info (**Does not print on BOE Agenda**) folder. Note: amended contracts should be accompanied by amended Solicitation Waiver documents.
- Professional Exemption documents for BOE contracts – attach in the Supporting Info (**Prints on BOE Agenda**) folder. Note: amended contracts should be accompanied by amended Professional Exemption documents.
- Professional Exemption documents for Non-BOE contracts – attach in the Supporting Info (**Does not print on BOE Agenda**) folder. Note: amended contracts should be accompanied by amended Professional Exemption documents.
- Retro Letters for BOE contracts – attach in the Supporting Info (**Prints on BOE Agenda**) folder.
- Retro Letters for Non-BOE contracts – attach in the Supporting Info (**Does not print on BOE Agenda**) folder.
- Supplemental information for BOE contracts – use your judgment as to whether or not the BOE members would benefit from receiving additional information.

State Business License Process

The Board of Examiners (BOE) requires agencies to validate that vendors have a Nevada State Business License (SBL) and are in good standing in all areas of the Nevada Secretary of State's Office (SoS) business requirements, or if they are exempt from obtaining a license. Historical information and direction for new and existing requests in CETS is outlined below.

The Budget Office does not have any authority to determine if a vendor does or does not need a Nevada State Business License (SBL); this authority has been given solely to the SOS. If the agency indicates this vendor does not need the SBL, an exemption needs to be obtained from the SoS for the vendor.

The agency will need to provide either the SBL number, verification the vendor is pursuing the SBL from the SoS, or an exemption from SoS.

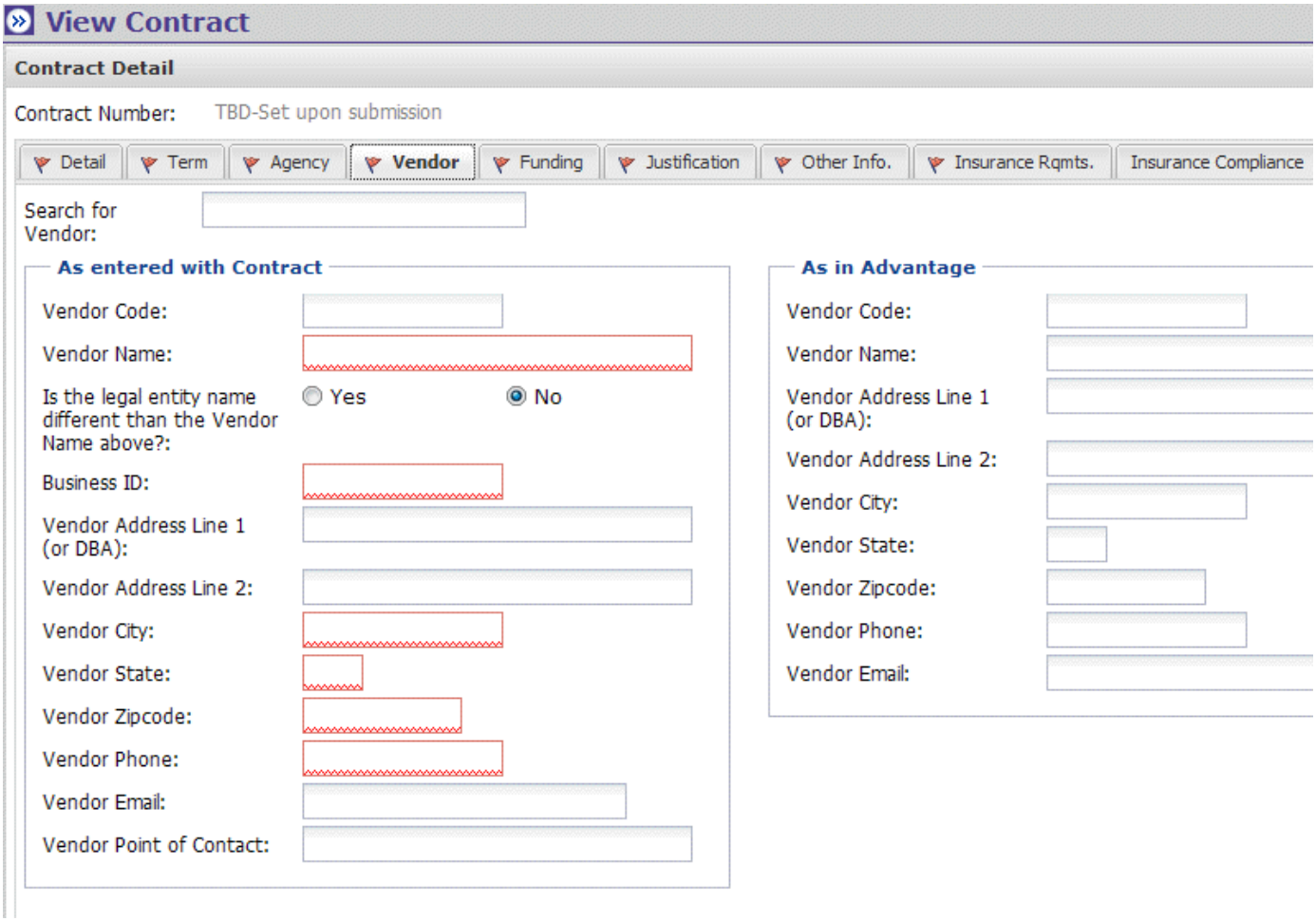
For vendors who are in the process of meeting the business requirements: If the vendor is in the process of securing a SBL, you must send an email to the SoS confirming the process is underway (the agency should reference All Agency Memo 2010-14 to determine the applicable e-mail address to use for the SoS). The e-mail response from the SoS to the agency confirming the vendor is in the process of meeting the requirements is required to confirm the vendor's status and proceed with the contract. Once the e-mail response is received from the SoS, the agency must include the following language in uppercase at the *end of the purpose section in CETS* (Note: it is incumbent upon the agency to ensure the vendor is in good standing prior to the vendor beginning work):

> THIS VENDOR IS IN THE PROCESS OF SECURING A NEVADA STATE BUSINESS LICENSE. APPROVAL OF THIS CONTRACT IS CONTINGENT UPON THE VENDOR SECURING A NEVADA STATE BUSINESS LICENSE AND BEING IN GOOD STANDING IN ALL AREAS OF THE SECRETARY OF STATE'S BUSINESS REQUIREMENTS.

Contracts entry (for all contracts being created in CETS) – Entry for the business license information is limited to two tabs in CETS. Responses to questions may result in additional questions or different questions or even text boxes for explanations. Therefore, it is important to answer the questions in sequential order to avoid unnecessary work. The required entries and processing tree are as follows:

Vendor tab

- Vendor name verification is required [the system indicates "No" by default]
  - The agency must indicate if the legal entity name [as registered with the SoS] is different than the Vendor Name [as entered with Contract] (Yes / No).
  - If Yes, the agency is required to complete a text box to provide the nexus between the names or explain the difference.
  - If No, no further entry is required for this component.
  - If the application is still in process, enter "Yes" and enter "Pending" in the text box.
  - If the vendor is a governmental entity, enter "No".
- Business ID is required [the system leaves this field blank by default]
  - The agency must enter the SBL number or Nevada Business ID provided by the SoS.
  - If the application is still in process, enter "Pending".
  - If the vendor is a governmental entity, enter "Governmental Entity".
  - If the vendor is a sole proprietor exempt from the SoS business registration requirements, enter "Exempt".
- The Contract Summary form will include this information on page 1, section 1, by the vendor information. If the agency entered information to address a difference in the vendor name, the response will be on page 2, section 3, question #15.



Other Info Tab

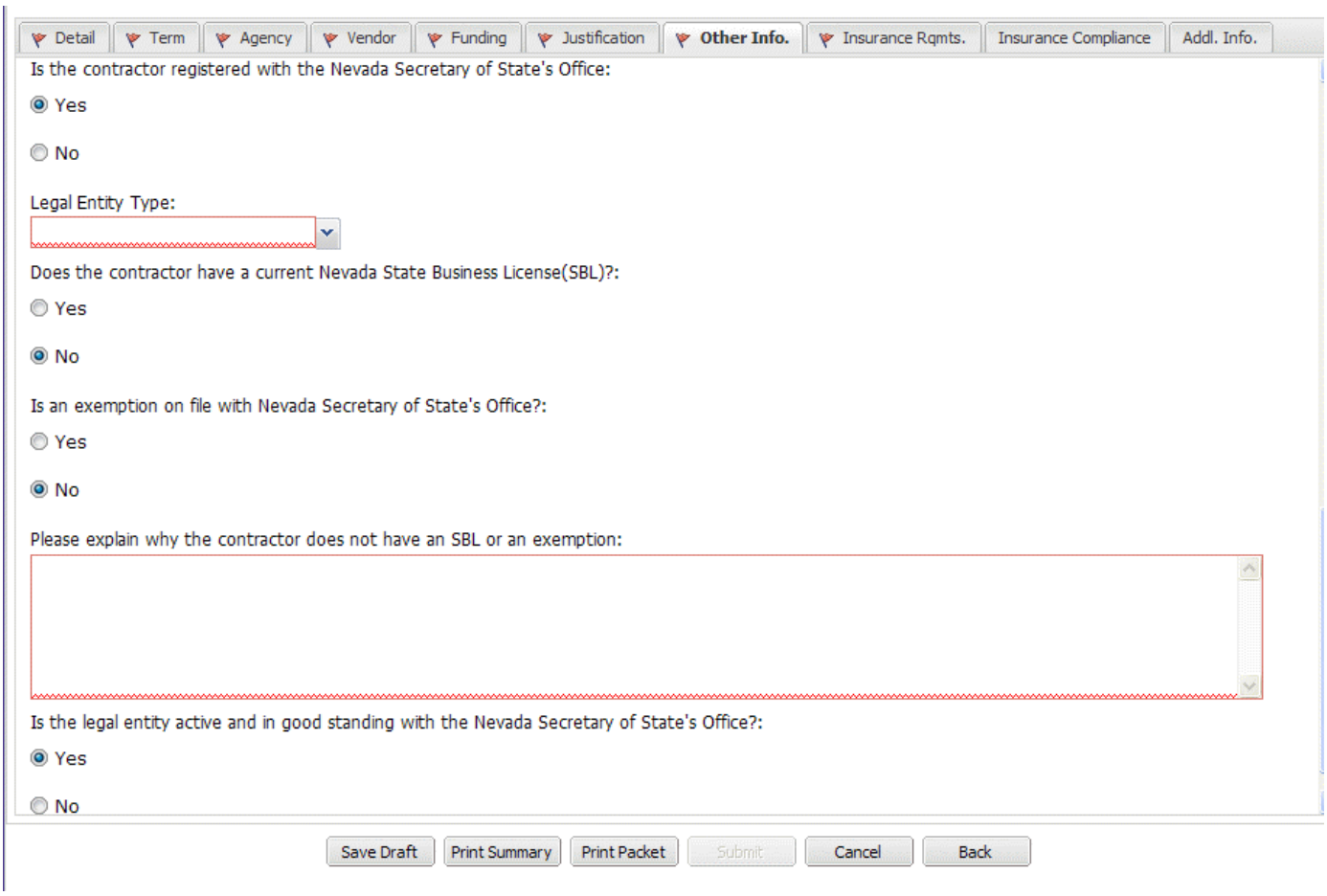
- Is the contractor registered with the SoS? [the system indicates "No" by default] The response determines which legal entity types are provided in the subsequent drop down box.
  - If Yes, the agency must identify the Legal Entity Type as one of the following:
    1. Nevada Corporation (also identified as a domestic corporation on the SBL)
    2. Foreign Corporation ("Foreign" meaning registered as a corporation somewhere beside Nevada)
    3. Non-profit Corporation (If this type is selected, the agency will skip the question regarding the SBL.)
    4. LLC
    5. LP
    6. LLP
    7. LLLP
  - If No, the agency must identify the Legal Entity Type as one of the following:
    1. Sole Proprietor
    2. Governmental Entity (If this type is selected, the agency will skip all remaining questions about vendor verification)
    3. Other, if selected, the agency is required to complete a text box to describe the "Other" entity type.

- If the application is still in process, enter “No” and select “Other” entity type and enter “Pending” in the text box.

- Does the contractor have a current SBL? [the system indicates “No” by default]
  - If Yes, no further entry is required for this component.
  - If No, the agency is asked if an exemption is on file with the SoS? [the system indicates “No” with a blank text box by default]

    If Yes, no further entry is required for this component.
    If No, the agency is required to complete a text box to provide the justification to consider this vendor in this status. An example would be a sole proprietor who only owns one dwelling for rent or lease. In this example, the sole proprietor is exempt from the SoS business registration requirements.
    If the application is still in process, enter “No” and enter “Pending” in the text box.
    - If the application is still in process, enter “No” and proceed as directed above for the question about an exemption on file with the SoS.
    - Is the legal entity active and in good standing with the SoS? [the system indicates “No” with a blank text box by default]

    If Yes, no further entry is required for this component.
    If No, the agency is required to complete a text box to provide the justification to consider this vendor in this status.
    If the application is still in process, enter “No” and enter “Pending” in the text box.
- The Contract Summary form will include this information on page 2, section 3, as questions #14, 16, and 17.



Additional information is as follows:

- Any Interlocal Agreement or other request engaging another governmental entity is exempt from this verification requirement. This verification requirement only applies to non-governmental entities.
- For post-approval requests in CETS for BOE or Clerk of the BOE contracts that were originally approved before March 9 at 11:00 AM:

  Since the final legal approval was prior to the effective date of the resolution, these requests are exempt from this verification requirement.
  Requests should be entered as they were originally considered and approved in hardcopy using the old contract summary forms.
- For contracts within the agency's authority, the agency is responsible to ensure and document compliance with the verification requirement. These contracts are not being processed through the Budget Office using CETS so no entry will be made in CETS.
- All prospective lease requests are subject to the same vendor verification requirement, including leasing temporary storage units. Buildings and Grounds (B&G) will develop the form and processes for the transactions processed through their agency. Agencies should complete the vendor verification for any new leases that are not completed through B&G.

Approval Process

Once you have completed all the required information on all tabs and added attachments, save the document and click the Submit button. Note that drafts can be saved as you work on a contract over several days, weeks, etc., and a contract summary number will be assigned the first time you "Submit" the contract summary.

Once a contract summary has been submitted, it will be routed for approval based upon the approval levels within your agency and department. CETS supports a multi-step approval workflow process whereby a contract summary can be 'routed' to the users who are required to sign-off on it. A contract summary can be approved, modified, or rejected at each stage in the process.

The assigned Certified Contract Manager (CCM) is the only CCM who can approve the request at the CCM level. If the agency has several CCMs, only the one assigned as the CCM in the contract "Other Info" tab will have the request in their "To Do" list and only this CCM can apply the CCM approval.

Please print a copy of the completed contract summary for each hard copy of the contract.

NOTE: The original hard-copy contracts must be submitted to the Budget Division by the BOE deadline. Approving the contract summary in CETS without the original contract delivered by the deadline will be considered and incomplete submission.

Approval Roles

There are five approval roles for the CETS. Only the Contract Manager Approver role is required for every agency. The other roles are optional and may be added to accommodate the approval process for your agency if needed. Users will only have access to the specific budget accounts identified in their CETS security profile.

A CETS access form can be found at
http://purchasing.nv.gov/uploadedFiles/purchasingnvgov/content/Contracts/CETSForm.pdf

Submit signed CETS access forms to the Purchasing Division via fax at 775-684-0188.

Remember to use the BACK button to return to this page after clicking on the link above. Using an alternative method may result in exiting the website.

Transaction Status: Pending

Approval	User	Date	Status	Action
Data Entry	jteska	09/17/09 10:22:11 AM	Submitted	Reject to here...
Budget Account Approval	jteska	09/17/09 10:22:34 AM	Applied	Reject to here...
Division Approval	jteska	09/17/09 10:22:42 AM	Applied	Reject to here...
Department Approval	jteska	09/17/09 10:22:44 AM	Applied	Remove this approval...
Contract Manager Approval			Pending	

Data Entry Users

This is an optional role. Users at this level can enter and modify contract summaries. Once the contract summary has been submitted to a higher level approver, data entry users may not make any additional changes to the contract summary unless it is rejected back to this level.

Budget Account Approver Users

This is an optional role. These users can perform data entry functions, apply agency budget account level approval, and submit the contract summary to the next level. Once the contract summary has been submitted to a higher level, budget account level users may not make changes unless the contract summary is rejected back to this level.

Division Approver User

This is an optional role. These users can perform data entry functions and can apply the division level approval. Once a contract summary has been submitted to the department level, a division level reviewer may not make additional changes unless the contract summary is rejected to this level.

Department Approver User

This is an optional role. These users can perform data entry functions and can apply the department level approval. Once a contract summary has been submitted to the contract manager level, a department level reviewer may not make additional changes unless the contract summary is rejected to this level.

Certified Contract Manager Approver User

This role is required at each agency and only those individuals approved by the Purchasing Division as Certified Contract Managers will be able to apply this approval and submit contract summaries to the Budget Division. Once a contract summary has been submitted to the Budget Division, the certified contract manager approver may not make further changes unless the contract summary is rejected back to this level.

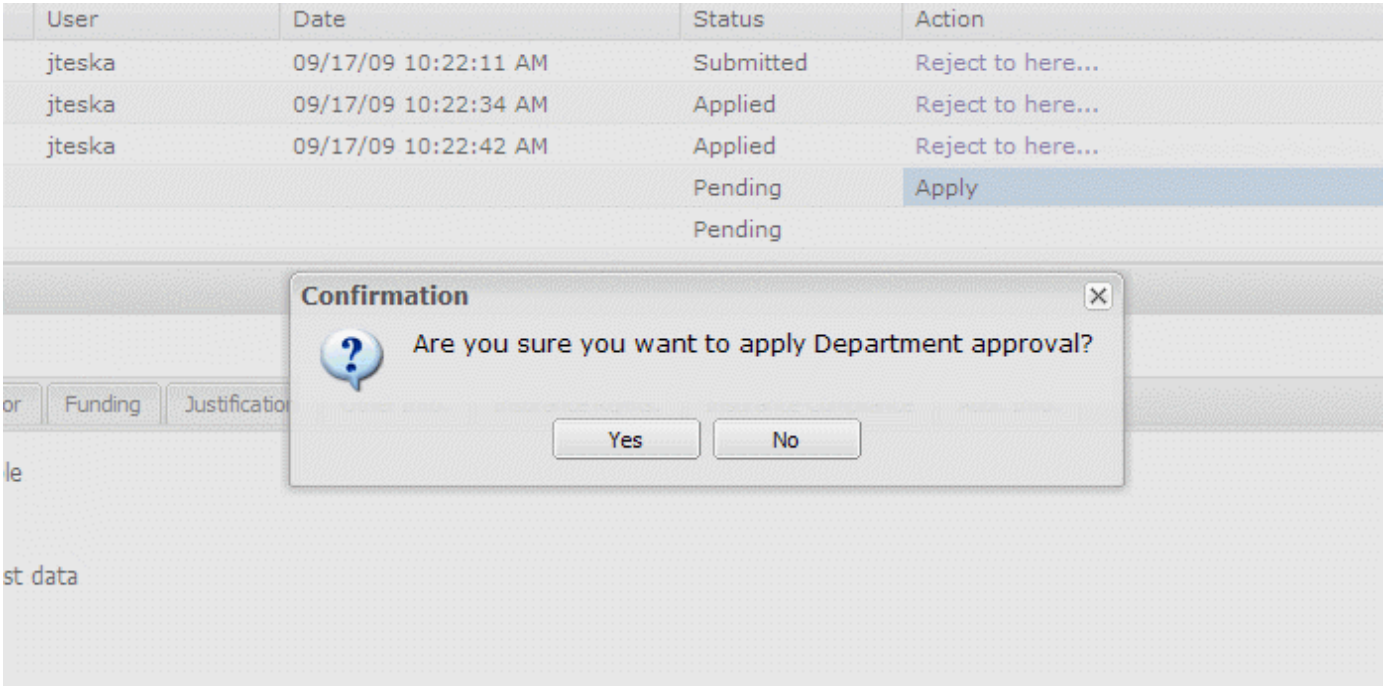
The assigned Certified Contract Manager (CCM) is the only CCM who can approve the request at the CCM level. If the agency has several CCMs, only the one assigned as the CCM in the contract "Other Info" tab will have the request in their "To Do" list and only this CCM can apply the CCM approval.

Applying Approvals and Rejections

Approval	User	Date	Status	Action
Division Approval	jteska	09/17/09 10:22:42 AM	Applied	Reject to here...
Department Approval	jteska	09/17/09 10:22:44 AM	Applied	Remove this approval...
Contract Manager Approval			Pending	
Budget Analyst Approval			Pending	
Team Lead Approval			Pending	

Contract Detail

At each stage in the approval process, a contract summary may either be approved or rejected through the use of the approval grid. When a reviewer views a contract summary that is pending approval, the grid appears at the top of the screen. The action column of the grid (above) shows what actions you can perform. Simply click on the links in the action column to perform that action. If you have already approved the contract summary or if you do not have the authority to give your approval, a link will not be available in the action column.



When a reviewer approves a contract summary the following occurs:

- The reviewer's user ID and a time stamp are added to the approval log
- The reviewer will no longer be able to edit the contract summary
- The contract summary moves on to the next reviewer unless this was the final step in which case the contract summary is marked as approved
- Contract summaries approved in earlier stages that now require your review will appear in your 'to do' list

If you are reviewing a contract summary that requires correction to one or more items, you may either reject the entire contract summary or you may edit it. If you want one of the prior reviewers or the user who entered the contract summary to make the change, reject the contract summary by selecting one of the 'reject to here…' levels in the approval grid. A dialog box appears to enter the reason for the rejection.

The users who approved at the level to which the contract summary is rejected will once again see the contract summary on their 'to do' list with any rejection comments made by the reviewer who rejected it. The users at this level may make the change or reject the contract summary to a lower level if appropriate.

As a reminder, the contract summary does not require the Deputy Attorney General's approval. Their approval is required on the contract.

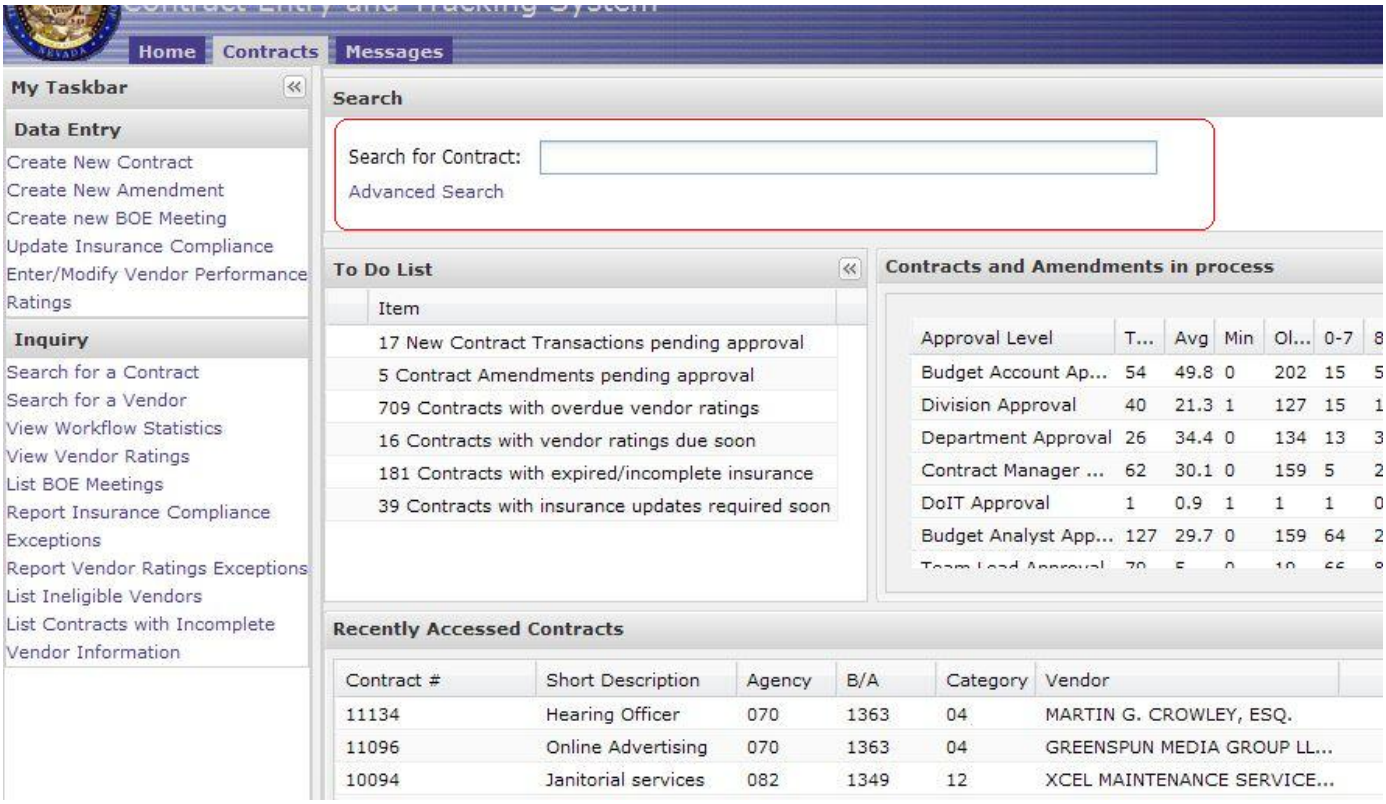
Searching for Contract Summaries

After you login, a task screen like the one shown below will appear. From this screen you can:

- Search for an existing contract summary (to update information, prepare an amendment or continue working on a draft)
- Create a new contract summary
- Approve a pending contract summary
- View insurance information
- View vendor information
- Enter or modify vendor performance ratings

Using the "Search for Contract" box you can search for contract summaries by vendor names or contract summary numbers (contract summary forms imported from the prior contract database on October 6, 2009 will have contract summary numbers beginning with CONV).

Your search string must contain at least **three** characters.



The advanced search option can be used to filter information such as agency, budget account, fiscal year, vendor name, contract type, amount, status, BOE meeting, and certified contract manager.

Final Steps

Once the contract summary is submitted to the next approver, you need to print and attach a copy of the contract summary to each hard copy of the contract. A minimum of **three copies of the contract** must be submitted to the Budget Division for the Board of Examiners' or Clerk's approval

pursuant to the State Administrative Manual, Chapter 0324. Each contract shall have original signatures.

Route the contract to the next approver. Each approver should ensure the contract summary accurately states the terms and conditions of the contract.

A minimum of **three contract packets** must be delivered to the Budget Division for approval. If the contract requires the Board of Examiners' Approval, the contract packets must be delivered to the Budget Division by the agency deadline for the applicable board meeting. Refer to the All Agency Memos posted on the Budget Division website for applicable dates.

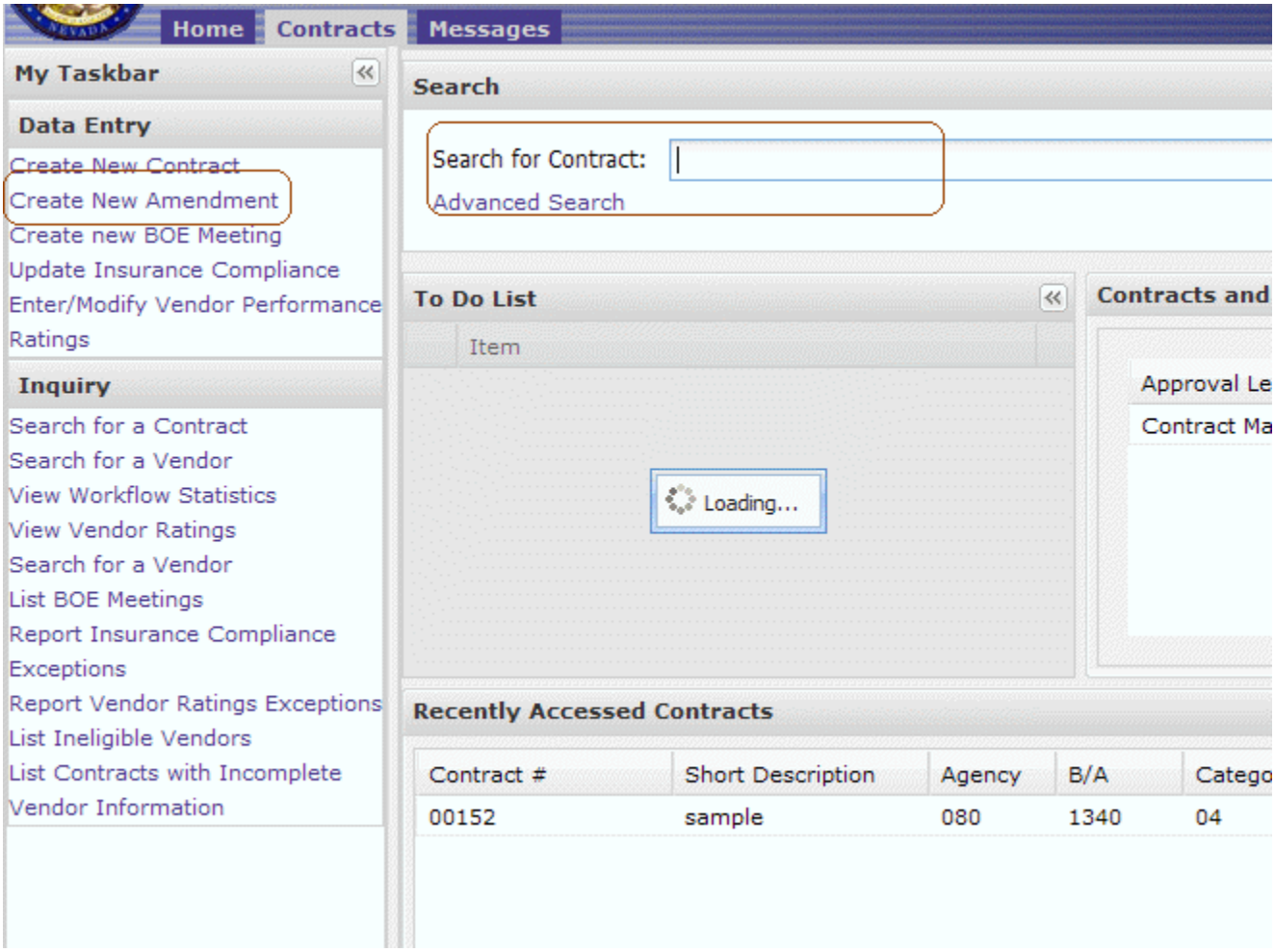
A contract packet consists of:

1. The contract summary
2. Contract with original signatures of the Attorney General or representative, the responsible agency representative and the contractor pursuant to the State Administrative Manual, Chapter 0324
3. Referenced attachments
4. Retroactive letters and/or sole source approvals
5. Once the contracts are approved by the Board of Examiners or the Clerk, one set will be mailed to the Legislative Counsel Bureau, Fiscal Analysis Division; the remaining sets will be mailed back to the agency. It is the agency's responsibility to provide a complete, approved copy of the contract to the contractor.

   NOTE: The contract summary that prints from CETS is an internal document and should be removed from the vendor copy and any other public record copies.

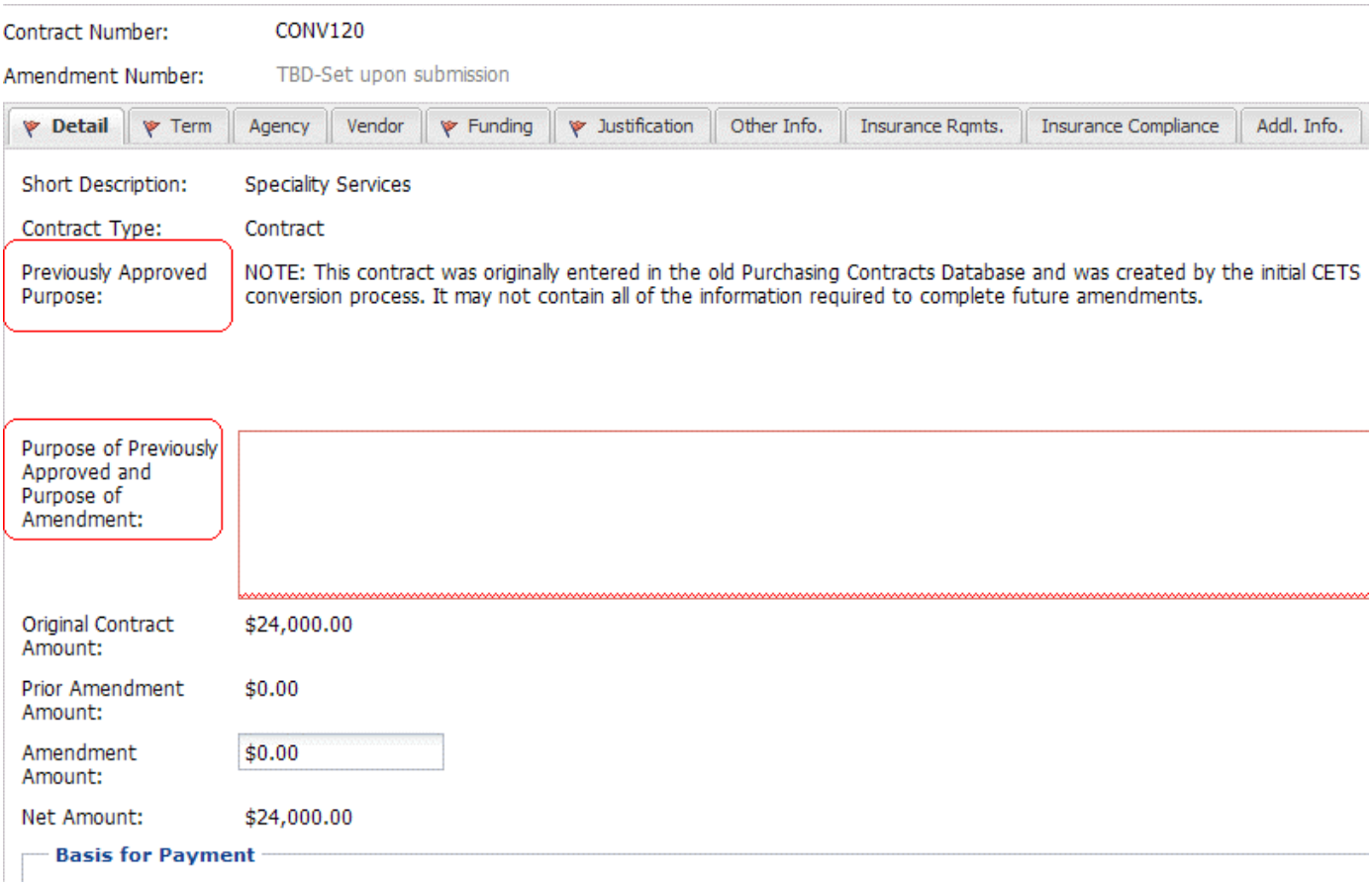
Amendments

To enter an amendment, bring up the approved contract by selecting "Create a new amendment" in the contracts task bar and entering the contract summary number in the "Search for Contract" box.



All information will be pre-populated based on the approved contract summary. Any items that can be changed via an amendment (term, costs, vendor, funding, etc.) can be modified in the amendment.

The screens and processes are the same for amendments as for new contract summaries except for the “Detail” tab. The agency will notice the “Purpose of Contract” box is now the “Purpose of Previously Approved and Purpose of Amendment” box and an additional box, “Purpose of Previously Approved,” has been added.



The "Previously Approved Purpose" box states the original contract purpose and all amendments previously approved by either the BOE or the Clerk.

The "Purpose of Previously Approved and Purpose of Amendment" box has the same requirements as the "Previously Approved Purpose" box and should incorporate the total scope of the initial contract and all subsequently approved amendments as well as provide a brief purpose of the current amendment.

1. The information entered in this field will be used for the BOE agenda.
2. The agency should copy all of the narrative in the "Previously Approved Purpose" box and update it to ensure the narrative incorporates the scope of the initial contract and all previously approved amendments.
3. The agency will add the new reason for the amendment (such as to increase the cost, add time to the contract, change the scope of the contract, etc.) to the "Purpose of Previously Approved and Purpose of Amendment" box. This narrative should start with "This is an amendment to the original contract to provide…"
4. Be sure the purpose of the contract amendment is in compliance with the CETS examples beginning on page 5.

Deleting a Contract

If for some reason a contract was created but determined to not be needed before it receives final approval, the agency can delete the contract from the active transactions.

To do so, the approvals must be removed or the contract rejected so the contract is pending at the Data Entry user level. The Data Entry user would then have this transaction pending in their "To Do" list with an “X” next to the item. By selecting this “X”, the Data Entry user deletes this transaction from their "To Do" list and any reports of active transactions.”

Please note: this is not a true deletion of the document; it only deletes the document from the “To Do List” and reports section. However, if a user knows the contract number, it can still be pulled up in the system indefinitely.

Historical Contracts now Requiring CETS Input

Any contract or amendment already approved by the BOE or the Clerk of the BOE and not included in CETS must be entered into CETS before subsequent amendments can be created in CETS.

When entering approved contracts or amendments in CETS, please proceed as follows:

- Begin the Purpose box with the following statement, “Post-approval entry into CETS.” Add two hard returns to isolate this statement at the top of the purpose box. The format and text is important as these criteria will be used in a future enhancement to CETS.
  - The text that follows is:

    NOTE: This contract was originally entered in the old Purchasing Contracts Database and was created by the initial CETS conversion process. It may not contain all of the information required to complete future amendments.
- Complete the data entry required in CETS. While this is a post-approval process, the data entry must be correct.
- Scan the hardcopy of the entire Contract Summary form and only the <u>first page</u> and <u>signature</u> page of the standard contract or amendment. Attach the electronic copies in CETS on the Addl. Info tab under the **"Prints on the BOE Agenda"** folder. The entire contract or entire amendment or section 15 Independence of Contractor with the contractor’s initials are not required. If a non-standard template for the contract or amendment was used, the front page or page providing proper identification and the relevant signature pages are required.
- Attach any required documents used by the BOE such as solicitation waivers, insurance waivers, retroactive memos, etc. attachments, appendices, or copies of prior amendments are not required.
- **No hardcopies are required to be delivered to the Budget Office.** The process to pursue approval within the agency is left to the agency’s discretion. Whereas the Budget Analyst would typically defer any review of pending CETS entries until the hardcopies are received at the Budget Office, the agency must email the Budget Analyst when the Contract Manager applies the final agency approval and indicate which contract or amendment is pending post-approval processing.

The summaries for the contract and previous amendment(s) require all the same approvals as a new amendment and must be entered in the order in which they were approved.

For instance, you need to enter a contract summary for amendment number 2 and summaries for the contract and amendment number 1 are not in CETS. You must follow the steps below before a contract summary can be added for amendment number 2:

1. Enter and approve the initial contract summary
2. Obtain all agency approvals

3. Submit the contract summary to the Budget Division
4. Budget Division will apply final approvals
5. Enter and approve the contract summary for amendment number 1
6. Follow steps 2 – 4

Contact your assigned budget analyst once all agency approvals have been applied and the Budget Division will apply the final approval for these documents. The new amendment can be added once the contract summary and all summaries for previous amendments have been approved.