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POLICY DIRECTIVE #D-2013-03

May 10, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: Contracts, Deadlines and Extensions

As we near the start of a new fiscal year, many state contract terms are coming to an end. It is imperative that ALL State agencies adhere to the procurement laws, regulations and policies as outlined in NRS 333, NAC 333, SAM 300 and Budget Office directives.

During this past biennium, there was an increase in the number of contracts where extensions were requested beyond the allowable time frame. Further, we have seen an increase in the number of sole source contracts requested or extended due to our inability to execute a new competitively bid contract.

The Purchasing Division's solicitation waiver process is very specific and with limited authorization; it is **NOT** an option for requesting contract extensions. Requests for solicitation waivers submitted to the Purchasing Division solely to defer the solicitation process will likely be denied. I am directing the Purchasing and Budget Divisions to strictly limit the approval of sole source contracts and contract extensions. An agency's failure to abide by the above referenced statutes, regulations and policy guidelines may result in a disruption of critical service until such time as a new contract can be properly solicited. Agencies are directed to SAM 300, which regulates the length of contracts, inclusive of any extensions, and solicitation procedures.

Contract managers are expected to appropriately manage the terms of their assigned contracts and allow for adequate re-solicitation timeframes.

If you have any questions regarding this directive, please feel free to contact Stephanie Day (Deputy Director, Department of Administration) or Mike Torvinen (Deputy Director, Department of Administration) at 684-0222.