



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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Date: March 29, 2013
To: Jeff Mohlenkamp, Clerk of the Board
Department of Administration
From: Eric H. King, Analyst IV *E.H.K.*
Budget and Planning Division
Subject: BOARD OF EXAMINERS **ACTION** ITEM

The following describes an action item submitted for placement on the agenda of the next Board of Examiners' meeting. An analysis of the action item and recommendation is also provided.

DEPARTMENT-ADMINISTRATION-DIVISION OF INTERNAL AUDITS

Agenda Item Write-up:

The Division of Internal Audits requests the modification of two sections of the State's Administrative Manual (SAM), including:

1. SAM Section 0214 Travel Status – Out-of-State Travel – Addition of the normal commute rule, which is only included in SAM Section 0212 Travel Status – In-State Travel, to Section 0214 to ensure that agencies are aware that this rule applies to out-of-state travel.
2. SAM Section 0322 Independent Contract Review – Changes the designation of contract monitor to contract manager in order to eliminate inconsistencies and clarify agency guidance on contract managers.

In addition, the Division of Internal Audits requests the addition of one section to the SAM as follows:

1. SAM Section 2600 Claims – Add Section 2652 Break Room Supplies, in order to provide guidance to agencies regarding permitted uses of state funds, including that the cost of break room supplies is not a permitted State expense.

Additional Information:

Statutory Authority:

REVIEWED: _____
ACTION ITEM: _____

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 081

Department: Department of Administration

Division (if applicable): Division of Internal Audits

Appointing authority: Steve Weinberger

Agency contact (name, phone and e-mail): Steve Weinberger; 775.687.0130;
sweinberger@admin.nv.gov

1. Reason/purpose for requested change:

Currently the normal commute rule is listed only under section **0212 Travel Status –In-State**. For consistency and clarity this rule should also be noted under section 0214 (Out-of State)

2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

0214 Travel Status - Out-of-State

8. *An employee using his own personal vehicle will be compensated for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station.*

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The change will ensure agencies are aware this rule also applies to out-of-state travel.

4. Will recommended change have a fiscal impact (if yes, explain):

Unknown

5. Proposed effective date:

Upon approval by BOE

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 081
Department: DEPARTMENT OF ADMINISTRATION
Division (if applicable): DIVISION OF INTERNAL AUDITS
Appointing authority: Steve Weinberger
Agency contact (name, phone and e-mail): STEVE WEINBERGER; 775.687.0130;
sweinberger@admin.nv.gov

1. Reason/purpose for requested change:
The changes eliminate the inconsistencies regarding the contract manager position.
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

0322 Independent Contract Review

2. State agencies shall identify an internal, professional level position to function as a contract ~~monitor~~ *manager*. This position would be responsible for facilitating the agency's RFPs, conducting complex agency solicitations or, in the event of decentralized agency purchasing procedures, the review and approval of agency solicitations and the resulting contracts for compliance with NRS Chapter 333, NAC Chapter 333, and SAM Chapter 0300. Agency contract managers must become certified through the State Purchasing Division's Contract Certification Class. Contract managers will be responsible for completing a comprehensive training course that will cover all aspects of the RFP process, informal solicitation process, law pertaining to the State Purchasing Act, contract negotiations, interlocal contracts and cooperative agreements and other topics relevant to State contracting and reducing the State's exposure to risk. ~~Contract monitors will need to contact State Training for a schedule of classes and registration.~~ *Contract manager certification classes are available in NEATS.*
3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The changes clarify agency guidance on contract managers.
4. Will recommended change have a fiscal impact (if yes, explain):

No

5. Proposed effective date:

Once approved by BOE

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

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Division (if applicable): Division of Internal Audits

Appointing authority: Steve Weinberger

Agency contact (name, phone and e-mail): Steve Weinberger; 775.687.0130;
sweinberger@admin.nv.gov

1. Reason/purpose for requested change:

To provide guidance on using state funds for break room supplies.

2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

2652 Break Room Supplies

The purchase of break room supplies is not a permitted State expense. Breakroom supplies include, but are not limited to: small appliances, cleaning supplies, coffee, napkins, cups, plates and utensils.

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The change will provide guidance to agencies on permitted uses of state funds.

4. Will recommended change have a fiscal impact (if yes, explain):

Unknown

5. Proposed effective date:

Upon approval by BOE

BOARD OF EXAMINERS APPROVAL DATE: _____
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