

Table of Contents

System Login	5
Creating a Contract Summary.....	6
Detail Tab.....	7
Term Tab.....	11
Agency Tab.....	14
Vendor Tab	17
Funding Tab	18
Justification Tab	20
Other Information Tab	23
Insurance Requirements Tab	26
Insurance Compliance Tab.....	30
Additional Information (Attachments) Tab.....	31
State Business License Process	33
Approval Process and Roles.....	35
Applying Approvals and Rejections.....	37
Final Steps	39
Creating Contract Amendments	41
Historical Contracts Requiring CETS Input	44
Searching for a Contract Summary.....	45
Deleting a Contract Summary	47

Introduction

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

Summary of Added Features/Improvements

June 2018

In June of 2018, the manual was revised to address new guidance and requirements related to technology investments and \$0 master service agreement work plans. Below is a brief description of the material changes that were enacted:

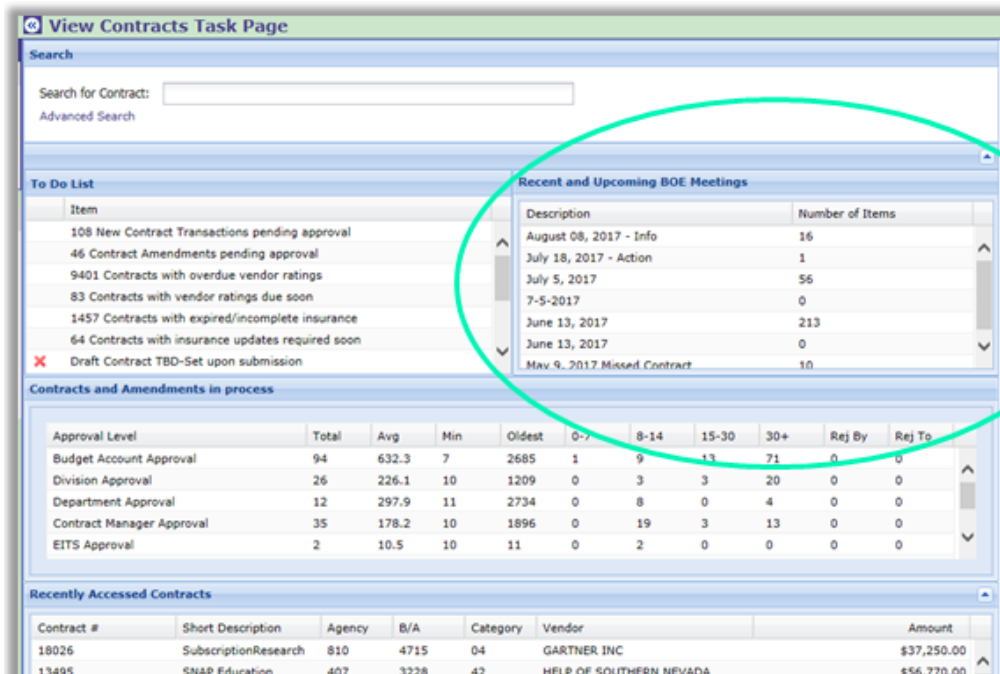
- The addition of examples for populating the purpose field in the Detail Tab for information technology investments and \$0 master service agreement work plans.
- The addition of guidance for technology investment attachments in the Justification Tab and the Additional Information Tab.

July 2017

In July of 2017, several system improvements and fixes were implemented to help alleviate inefficient processes and improve functionality for end users. The majority of the enhancements were surrounding the creation of the BOE Meeting Agenda, the contract exception process, as well as other miscellaneous fixes and enhancements throughout the system. Below is a brief description of the major changes that were enacted.

Agenda Enhancements:

- **BOE Meeting Table** - Addition of the Recent and Upcoming BOE Meetings table which can be found on the main Contracts tab (see below). Users will be able to access the various meeting dates and view any contracts assigned to the selected meeting.



Contract Entry and Tracking System (CETS) Manual

- **BOE Meeting Agenda Date** – Also of note is the new Assigned BOE Agenda field. Users can now see the upcoming or prior meeting to which the contract was assigned on the contract's Detail tab. Contracts yet to be assigned will show as TBD, or N/A for non-BOE contracts.

Contract History

Type	Entry Date	Status	Short Description
Contract	04/14/2017	Approved	Electrical Service

Contract Detail

Contract Number: 18649 Assigned BOE Agenda: July 5, 2017

General Enhancements:

- **Additional Search Functionality** – The recent build to CETS brought added ability in the way of searching for contracts. Users can now search by Termination Dates, Last Action Dates as well as free form boxes for searching by Amount.

Search Criteria

Primary Agency:

Budget Account:

Effective Date Fiscal Year:

Termination date: To:

Last Action date: To:

Vendor Name:

Contract Type:

Amount: To:

Status:

BOE Meeting Assigned:

By Contract Manager:

Include Amendments:

Search Results

Type	Contract #	Short Description	Agency	B/A	Category	Vendor
------	------------	-------------------	--------	-----	----------	--------

Contract Entry and Tracking System (CETS) Manual

- **Contract Manager Flexibility** – Previously, Contract Managers were required to be assigned at the entry of a contract. The process has been streamlined to automatically set the Contract Manager at the time of the Contract Manager Approval. The system will now allow any user with the contract manager role and assigned agency to approve the contract without having to first be assigned. The system will automatically generate the name of the manager based upon the approval.

Contract Number: TBD-Set upon submission Assigned BOE Agenda: N/A

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ **Other Info.** ▼ Insurance Rqmts. Ins

Search for contract manager by userid or name. Name searches should be formatted as 'Last, First'

Contract Manager:
TBD Will be set on approval

Agency Field Contract Monitors

Add Monitor Delete Monitor

Name	Title	Phone
------	-------	-------

Is there an Indirect Cost Rate or Percentage Paid to the Contractor?:

- **Indirect Cost Rate** – The new build to CETS also included the addition of a question on the Other Info. Tab. Now users will be required to provide Indirect Cost Rate information. This information will also be printed on the Summary sheets.

Agency Field Contract Monitors

Name	Title	Phone
------	-------	-------

Is there an Indirect Cost Rate or Percentage Paid to the Contractor?:

Yes No

Please provide the Indirect Cost Rate or Percentage Paid to the Contractor:
25%

System 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 (Nevada Employee Action and Timekeeping System).

Just a reminder, if you change your password in CETS, it will also change for NEATS and NEBS (Nevada Executive Budget System).

Home Page

Login

User ID:

Password:

Remember my User ID

Login

If you've forgotten your password...
[Click Here](#)

Messages

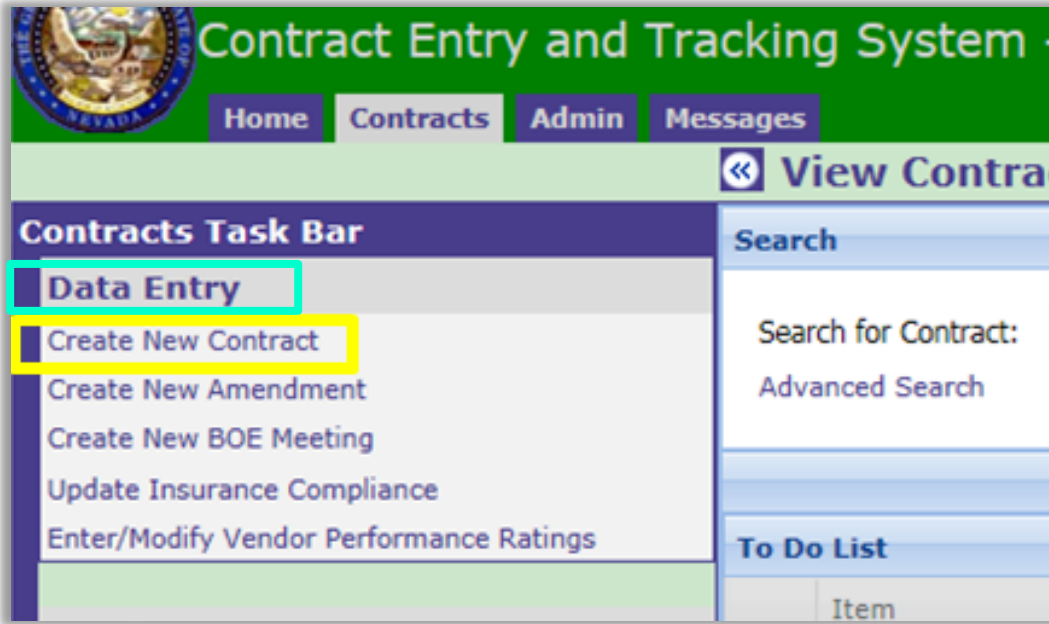
Date	Subject
3/14/17	CETS maintenance 3/19/17
12/13/15	CETS Known Production Errors and Solutions
10/13/09	TERMINATING AN EMPLOYEE'S ACCESS TO CETS

Reference Information & Links

- Fiscal Analysis Division
- Data Warehouse of Nevada (DAWN)
- Highlights/Closings/Budget Summaries
- Executive Budget
- NEATS and HRDW
- NEBS
- State of Nevada
- Budget Division
- LCB
- Department of Personnel

Creating a Contract Summary

To create a contract summary, select "Create New Contract" from the "Contracts Task Bar" data entry section found on the left side of the screen as seen below:



Detail Tab

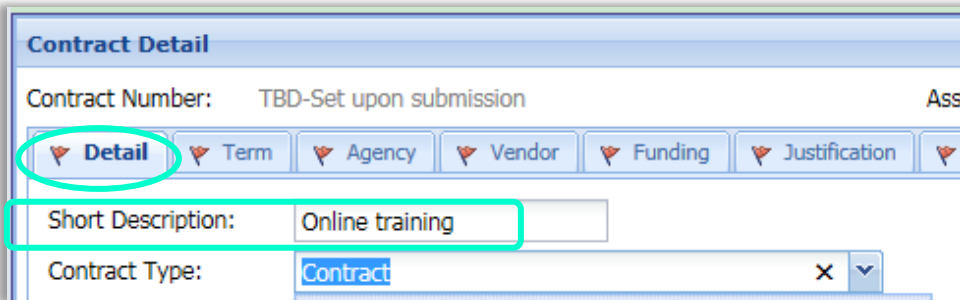
Notice the red outlines around data entry boxes - these indicate mandatory fields that must be completed before the contract summary can be submitted. A draft can be saved without completing the mandatory fields. It is recommended the draft be saved prior to moving through each tab.

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

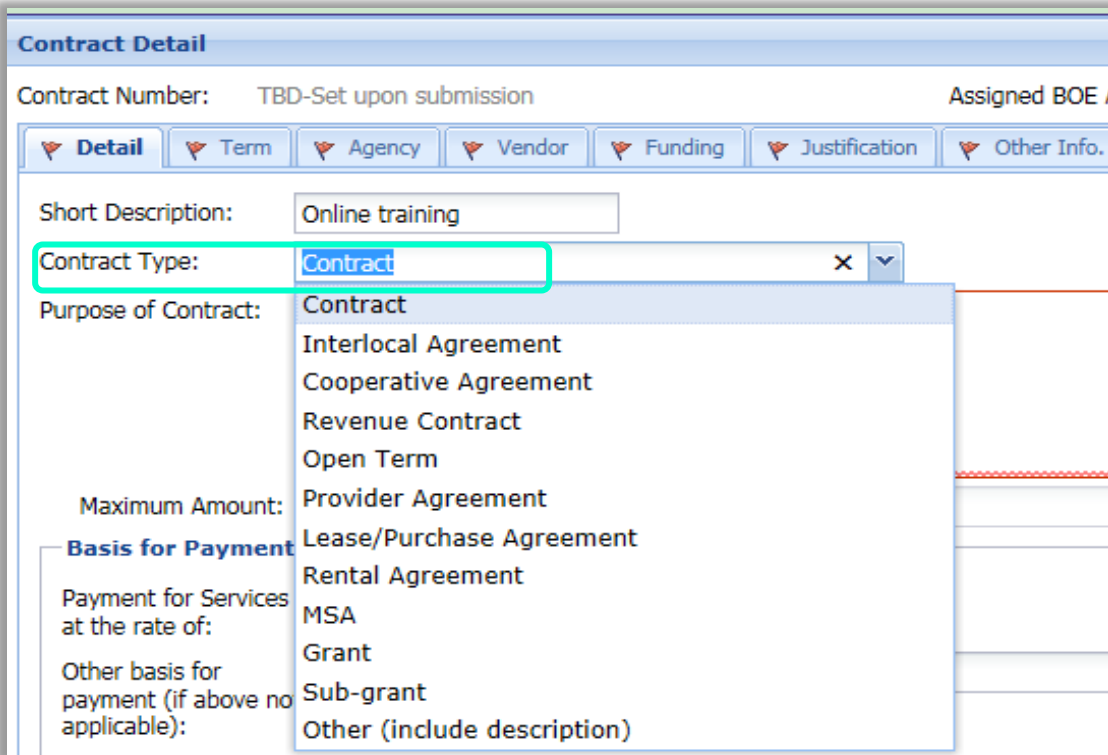
The red flags on the tabs indicate tabs with mandatory fields that have not been completed.

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

Short description: This field has a 20 character limit. Provide a short description of the contract (i.e. online training).



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



Contract Entry and Tracking System (CETS) Manual

Note: If “Other” is selected, another box will appear. Enter a short description to explain the type of contract.

Contract Number: TBD-Set upon submission Assigned BO

▼ Detail ▼ Term ▼ Agency ▼ Vendor ▼ Funding ▼ Justification ▼ Other In

Short Description: Online training

Contract Type: Other (include description) ▼

Contract Type Description:

Purpose of Contract: Format guidelines for the 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 of work must briefly indicate the change for the current amendment and the reason for the change.
- Amendment numbers should correspond with the amended contract number.
- Acronyms should be defined and only provided when later used.
- Department and division names should not be used. Instead refer to them as department and division.
- Do no list cents for whole dollar contracts unless they are listed in the contract.

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

Short Description: Veterinary Services

Contract Type: Contract

Purpose of Contract: This is a new contract to provide ongoing veterinary services for the wild horses boarded by the department's Prison I the Bureau of Land Management (BLM).

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 will be held in 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 a renewal of services with the same or different vendor.**

This is a new contract to provide 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 will be held in 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 veterans and their families with options counseling in eight rural counties in northern Nevada.

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

This is a new revenue contract that continues to provide veterans and their families with options counseling in eight rural counties in northern Nevada.

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 SCOPE OF WORK ONLY

(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 services research to the scope of services.

AMENDMENT THAT CHANGES THE TERMINATION DATE OF A NEW / ONGOING CONTRACT OR AGREEMENT (Note: numbering amendments is required):

This is the first 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, 2017 to January 31, 2019 due to the continued need for these services.

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

This is the third 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, 2017 to January 31, 2019 and increases the maximum amount from \$100,000 to \$200,000 due the continued need for these services.

AMENDMENT THAT CHANGES THE MAXIMUM AMOUNT OF NEW / ONGOING CONTRACT OR AGREEMENT (Note: numbering amendments is required):

This is the third amendment to the original contract which provides legal services and representation during all meetings, hearings and trials. This amendment increases the maximum amount from \$100,000 to \$200,000 due to an increased volume of hearings.

NEW CONTRACT FOR TECHNOLOGY INVESTMENT:

This is a new contract to implement an approved technology investment which provides software and user training for the Nevada Executive Budget System.

NEW CONTRACT FOR \$0 MASTER SERVICE AGREEMENT WORK PLAN:

This is a new work plan under master service agreement #12345 which provides research services related to cyber security technology.

Maximum Amount: All contracts must have a minimum of \$.01 in the maximum amount box.

BOE Agenda: This field is automatically determined (based upon maximum amount entered) and is used by the GFO – Budget Division. Further explanation is on page 9 under BOE-Exception.

Basis of Payment: If applicable, provide the basis of payment indicated in the contract.

Saving your information: At the bottom of each page is a set of radio buttons used to save and submit the contract summary. The submit button will not be visible until all the red flags have been cleared. A contract summary number, BOE Agenda, and contract manager are assigned upon submitting the file.

Term Tab

Contract Number: TBD-Set upon submission Assigned BOE Agenda:

Detail **Term** Agency Vendor Funding Justification Other Info. Insurance P

Effective Date: Upon Approval

Previously Approved Historical Entry:

Termination date:

Subject to BOE approval: Yes No

Anticipated BOE Meeting Month:

Anticipated BOE Meeting Year:

Retroactive: Yes No

Effective date: The effective date defaults to *upon approval*. Only use this if the contract states that it is effective *upon approval*. Otherwise, use the calendar to select a specific effective date or the date format of mm/dd/yyyy can be typed in lieu of using the calendar. If it is discovered that *upon approval* was correct, backspace out or delete the date, click outside the field and *upon approval* will reappear.

Previously Approved Historical Entry: Any contract or amendment already approved by the BOE or the Clerk of the Board and not included in CETS must be entered into CETS before subsequent amendments can be created in CETS. If that is the case, check this box and the radio buttons will automatically grey out the opinion to be Subject to BOE approval. Detailed instructions are on page 44 for Historical Contracts Requiring CETS Input.

Detail **Term** Agency Vendor Funding Justification Other Info.

Effective Date: 05/30/2016

Previously Approved Historical Entry:

Termination date:

Subject to BOE approval: Yes No

Termination Date: The termination date must be after the effective date. Use the calendar to select a specific effective date or the date format of mm/dd/yyyy can be typed in lieu of using the calendar.

Contract Entry and Tracking System (CETS) Manual

Subject to BOE Approval: Greyed out radio buttons show either “Yes” or “No” indicating whether the contract requires BOE approval based on the cumulative amount.

The screenshot shows a software interface with several tabs: Detail, Term, Agency, Vendor, Funding, Justification, Other Info., Insurance Rqmts., and Insurance Compliance. The 'Term' tab is active. Fields include: Effective Date (Upon Approval), Previously Approved (checkbox), Historical Entry, Termination date (07/30/2021), and Subject to BOE approval (radio buttons for Yes and No, with No being greyed out).

The threshold methodology for the BOE agenda inclusion is automated and subject to BOE approval in CETS. Criteria is based on the cumulative dollar amount and the contract authority automatically calculated and then assigns to either a BOE – Action Item or a BOE – Information Item agenda based on the following rules:

- ▶ BOE - Information Item - Every time the cumulative amount of the contract and amendment is equal to \$10,000 and up to \$49,999 the transaction is added to the BOE agenda as BOE - Information Item automatically and resets once the total reaches \$50,000 and requires BOE – Action Item approval.
- ▶ BOE - Action Item - The system automatically calculates when a contract’s authority has reached \$50,000 or greater and resets once a contract is approved on the BOE – Action agenda.

The CETS accumulator calculates 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.

- ▶ BOE- Exception - 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, any item may be placed on the BOE agenda. In these circumstances your Budget Officer has the ability to select the contract as a BOE - Exception Item.

The following is an example of the calculation for the agenda assignment and the application of the BOE-Exception:

	Contract Authority	Information Items Accumulative Authority	Action Items Accumulative Authority	Agenda Assigned
Original Contract Authority	\$ 44,000	\$ 44,000	\$ 44,000	Informational
Amendment #1	\$ 8,000	\$ 8,000	\$ 52,000	Action
Amendment #2	\$ 11,000	\$ 11,000	\$ 11,000	Informational
Amendment #3	\$ 5,000	\$ 5,000	\$ 16,000	No
Amendment #4	\$ 6,000	\$ 11,000	\$ 22,000	Informational

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

Amendment #5	\$ 3,000	\$ 14,000	\$ 25,000	Exception
--------------	----------	------------------	-----------	-----------

Contract Entry and Tracking System (CETS) Manual

Anticipated BOE Meeting Month: Enter the month of the BOE meeting the contract is to be added to the agenda. **Refer to the dates of the contracts listed on the current BOE agenda to determine the month. Ensure you are calculating and providing adequate time allowances for all levels of review, question and answer periods, and approval (AG, GFO, etc.).**

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, select the “Yes”, radio button and a text box will appear to provide the required explanation. 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 is discussed later on in this manual.

Agency Tab

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

Agency Code	Description	B/A Code	Description	Catg Code	Description
-------------	-------------	----------	-------------	-----------	-------------

Primary Agency: Use the drop down menu to select the primary authorized agency for this contract.

Agency Code	Description	B/A Code	Description	Catg Code	Description
-------------	-------------	----------	-------------	-----------	-------------

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).

Note: The primary agency can be changed through an amendment which requires EBO assistance.

Contract Entry and Tracking System (CETS) Manual

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

Note: To add another agency, budget accounts, and/or category, click on “Add Funding Line” in the “Additional Funding” box. Dialog box will appear, select the appropriate agency, budget account, and category from the drop down menus and choose save. This additional funding line can be changed or deleted by highlighting the appropriate line and select either Edit Selected Funding Line or Delete Selected Funding Line. If a budget account should be added from another division and you are not authorized for that division, contact your assigned Budget Officer to assist in adding in CETS.

Contract Entry and Tracking System (CETS) Manual

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

Agency Reference #:

Primary Agency: FINANCE OFFICE - BUDGET DIVISION

Budget Account: FINANCE OFFICE - BUDGET DIVISION

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
<div style="border: 1px solid #00b050; padding: 5px;"> <p>Edit Funding Detail</p> <p>Agency: RNOR'S FINANCE OFF. - DIV OF INTERNAL AUDITS</p> <p>Budget Account: :RNOR'S FINANCE OFF. - DIV OF INTERNAL AUDITS</p> <p>Category: 04 OPERATING EXPENSES</p> <p style="text-align: right;">Save Cancel</p> </div>					

Contract Number: TBD-Set upon submission | Assigned BOE Agenda: TBD-Unassigned

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

Agency Reference #:

Primary Agency: FINANCE OFFICE - BUDGET DIVISION

Budget Account: FINANCE OFFICE - BUDGET DIVISION

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
016	GOVERNOR'S FINANCE OFF...	1342	GOVERNOR'S FINANCE OFF...	04	OPERATING EXPENSES

Vendor Tab

Search for an existing vendor established in Advantage using the vendor number or a portion of the vendor name (the name search works the same as the vendor portion of the contract search. This is discussed in "Searching for Contracts Summaries Section"). 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 exactly match the vendor information on the contract.

The screenshot shows the 'Vendor' tab selected in the 'Contract Detail' window. The 'Search for Vendor:' field is empty. The 'As entered with Contract' section has empty fields for Vendor Code, Vendor Name, Business ID, and address/phone/email. The 'As in Advantage' section also has empty fields for the same information. The 'Vendor' tab is circled in red.

The screenshot shows the 'Vendor' tab populated with data. The 'Business ID' field is highlighted with a red box. The 'As entered with Contract' section contains: Vendor Code: T29002966, Vendor Name: PECK, GERALD R DBA ALL, Business ID: [redacted], Vendor Address Line 1: CREATURES MOBILE VETERINARY, Vendor Address Line 2: 3542 ARCADIA DR, Vendor City: CARSON CITY, Vendor State: NV, Vendor Zipcode: 89705-6903, Vendor Phone: 775/690-0632, Vendor Email: JPECK4U2@AOL.COM. The 'As in Advantage' section contains: Vendor Code: T29002966, Vendor Name: PECK, GERALD R DBA ALL, Vendor Address Line 1: CREATURES MOBILE VETERINARY, Vendor Address Line 2: 3542 ARCADIA DR, Vendor City: CARSON CITY, Vendor State: NV, Vendor Zipcode: 89705-6903, Vendor Phone: 775/690-0632, Vendor Email: JPECK4U2@AOL.COM.

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 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.

Funding Tab

Is Budget Authority Available – Ideally budget authority and contract authority should be equal, but this question can be complicated and it should be considered by agency fiscal staff. Generally, if the budget account was legislatively approved to fund the contract, then the answer is often “Yes”. However, if current budget authority is not sufficient to support the contract authority, then the answer would be “No”. When “No” is selected, a text box is provided and the agency must explain the circumstances regarding the difference in budget authority. Usually a work program (WP) is pending approval, often on the upcoming IFC agenda, and accordingly the WP number and anticipated IFC approval month must be noted here. The agency should be transparent regarding budget authority and may also need to discuss such contracts with their assigned Budget Officer prior to submitting the contracts for approval.

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

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

Is Budget Authority Available: Yes No

If "No" please explain:

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

General Funds:	<input type="text" value="0"/>	%	
Highway Funds:	<input type="text" value="0"/>	%	
Fees:	<input type="text" value="0"/>	%	Description: <input type="text"/>
Bonds:	<input type="text" value="0"/>	%	
Other Funding:	<input type="text" value="0"/>	%	Description: <input type="text"/>
Federal Funds:	<input type="text" value="0"/>	%	
Total:	<input type="text" value="0"/>	%	

Explanation required when Budget Authority is not available

The Percentage of Funding – The funding split for the contract must be entered and is used on the BOE agenda. The total percentages entered in the fields must equal 100%. Additionally, if “Fees” and “Other Funding” are chosen then the agency must include a funding source description.

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%. Below each different funding source is a description field that must be filled out with the description of those funds.

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
- Agency must populate the description field below each % split.

Contract Entry and Tracking System (CETS) Manual

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%

Fees and Other Funding are used for the BOE agenda and a description needs to be included, therefore, all funding sources must be spelled out.

Yes No

If "No" please explain:

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

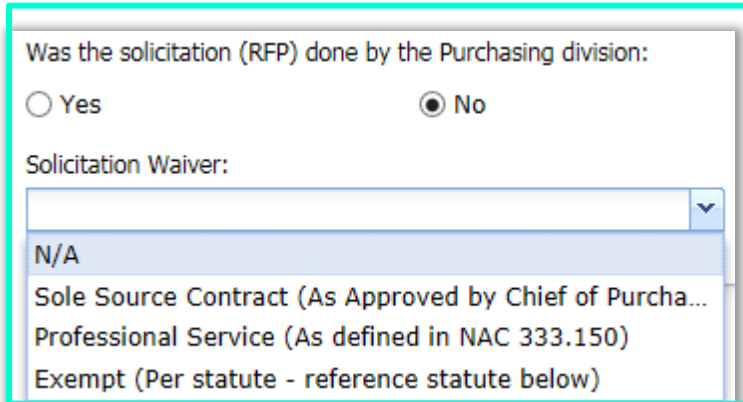
General Funds:	<input type="text" value="40"/>	%	
Highway Funds:	<input type="text" value="0"/>	%	
Fees:	<input type="text" value="0"/>	%	Description: <input type="text"/>
Bonds:	<input type="text" value="0"/>	%	
Other Funding:	<input type="text" value="55"/>	%	Description: <input type="text" value="Healthy Nevada funds (HNF)"/>
Federal Funds:	<input type="text" value="5"/>	%	
Total:	<input type="text" value="100"/>	%	

Justification Tab

The Justification Tab is where to identify what work is being done, why state employees are not able to do the work and whether or not quotes were solicited through the text boxes above. If quotes were solicited or an RFP was done, check "Yes" and enter the vendor. For example, five vendors were solicited for quotes and three vendors responded with quotes or proposals. You would list the five vendors solicited.

Contract Entry and Tracking System (CETS) Manual

If an exception or waiver was granted for the solicitation requirement, check the "No" radio button. Select the type of exception from the drop down box labelled Solicitation Waiver. Complete the information regarding why this vendor was chosen in preference to others. A copy of the solicitation waiver or notice from State Purchasing granting the exception must be attached in the "Additional Info" tab.

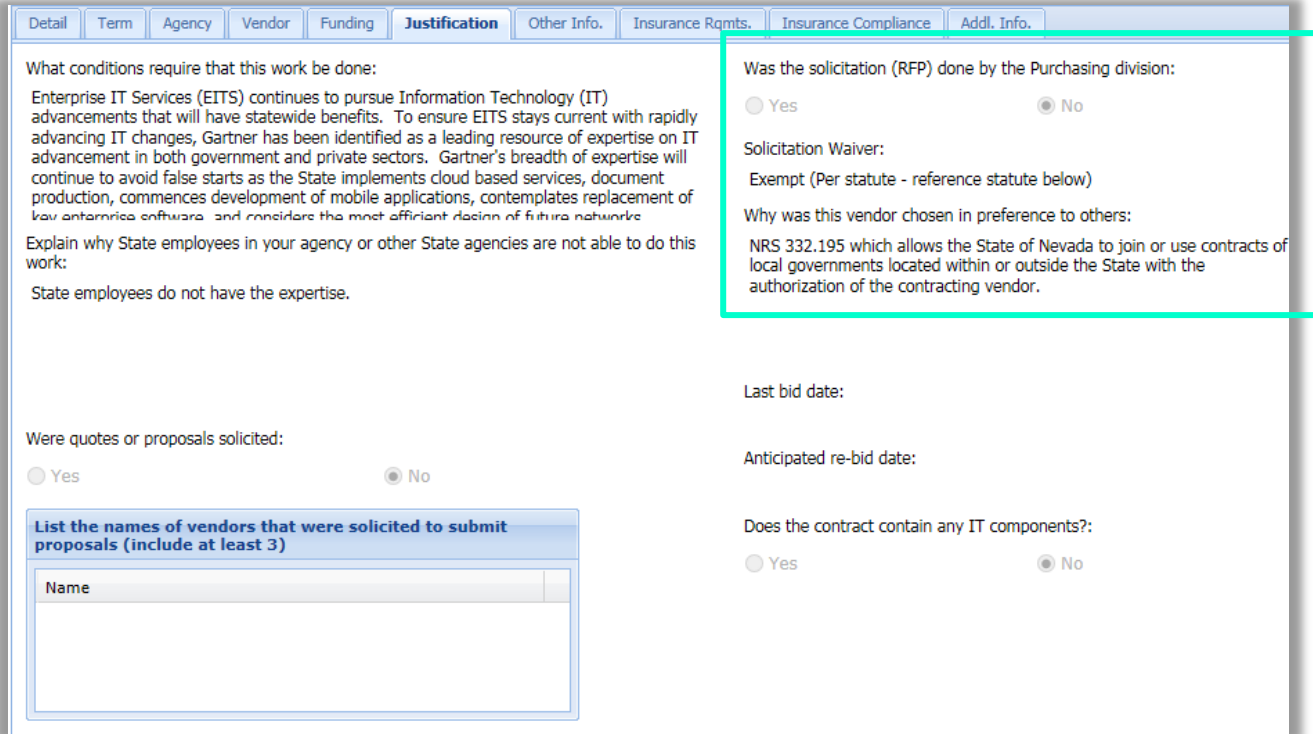


Was the solicitation (RFP) done by the Purchasing division:

Yes No

Solicitation Waiver:

N/A
Sole Source Contract (As Approved by Chief of Purcha...
Professional Service (As defined in NAC 333.150)
Exempt (Per statute - reference statute below)



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

What conditions require that this work be done:
Enterprise IT Services (EITS) continues to pursue Information Technology (IT) advancements that will have statewide benefits. To ensure EITS stays current with rapidly advancing IT changes, Gartner has been identified as a leading resource of expertise on IT advancement in both government and private sectors. Gartner's breadth of expertise will continue to avoid false starts as the State implements cloud based services, document production, commences development of mobile applications, contemplates replacement of key enterprise software, and considers the most efficient design of future networks.
Explain why State employees in your agency or other State agencies are not able to do this work:
State employees do not have the expertise.

Were quotes or proposals solicited:

Yes No

List the names of vendors that were solicited to submit proposals (include at least 3)

Name

Was the solicitation (RFP) done by the Purchasing division:

Yes No

Solicitation Waiver:

Exempt (Per statute - reference statute below)

Why was this vendor chosen in preference to others:

NRS 332.195 which allows the State of Nevada to join or use contracts of local governments located within or outside the State with the authorization of the contracting vendor.

Last bid date:

Anticipated re-bid date:

Does the contract contain any IT components?:

Yes No

When completing solicitation information, be sure to indicate if the contract contains any Information Technology (IT) components. The default to the question "Does the contract contain any IT components?" is "No". For contracts with IT components, change the radio button to "Yes" and the contract summary will be electronically routed to Enterprise Information Technology Services (EITS) for the electronic approval. This electronic approval must be completed prior to hard copy submittal to the Governor's Finance Office to ensure timely deadline submission.

Additionally, if the contract is related to a technology investment project, in the Addl. Info. tab place a copy of the EITS Technology Investment Notification (TIN) completion memo in the Prints on BOE Agenda folder and a copy of the TIN submission in the Does not print on BOE Agenda folder.

Contract Entry and Tracking System (CETS) Manual

Amendment Number: 1

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

What conditions require that this work be done:

Enterprise IT Services (EITS) continues to pursue Information Technology (IT) advancements that will have statewide benefits. To ensure EITS stays current with rapidly advancing IT changes, Gartner has been identified as a leading resource of expertise on IT advancement in both government and private sectors. Gartner's breadth of expertise will continue to avoid false starts as the State implements cloud based services, document production, commences development of mobile applications, contemplates replacement of key enterprise software and considers the most efficient design of future networks.

Explain why State employees in your agency or other State agencies are not able to do this work:

State employees do not have the expertise.

Was the solicitation (RFP) done by the Purchasing division:

Yes No

Solicitation Waiver:

Exempt (Per statute - reference statute below)

Why was this vendor chosen in preference to others:

NRS 332.195 which allows the State of Nevada to join or use contracts of local governments located within or outside the State with the authorization of the contracting vendor.

Last bid date:

Anticipated re-bid date:

Were quotes or proposals solicited:

Yes No

List the names of vendors that were solicited to submit proposals (include at least 3)

Name

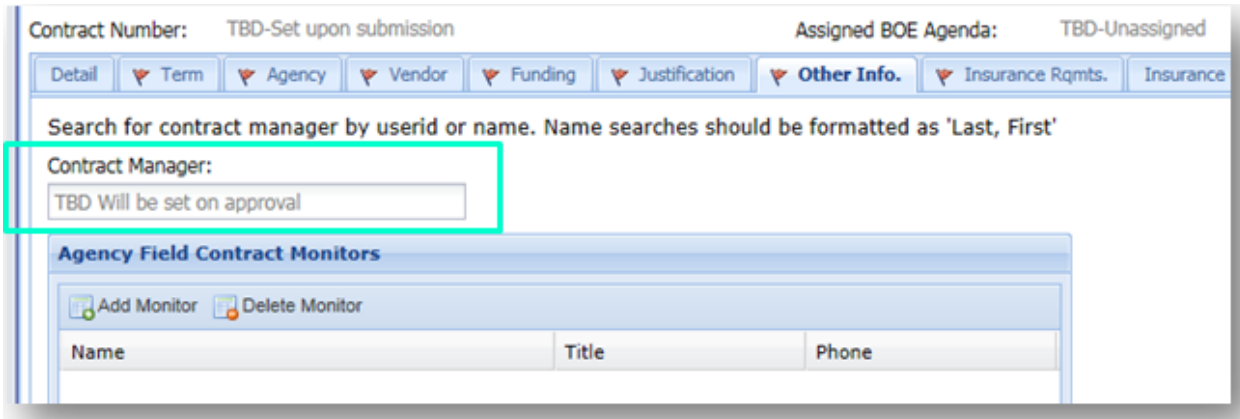
Does the contract contain any IT components?:

Yes No

Other Information Tab

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

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

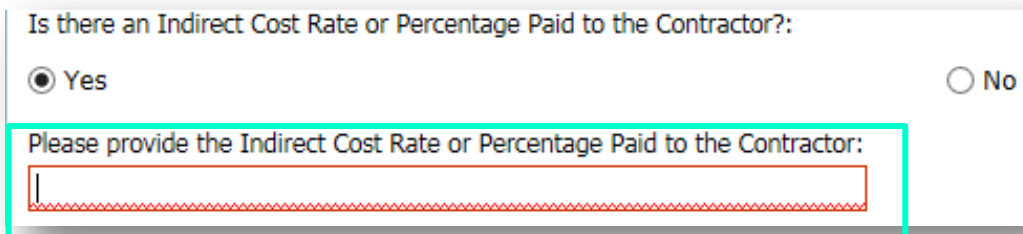


The contract manager will default to “TBD Will be set on approval”. This means once the contract manager approval has been applied, the system will assign the contract manager name. This will also apply for amendments. If an amendment has a different contract manager than the original contract or previous amendment, the system will update the name of the contract manager once that level of approval is applied.

The remaining questions on the “Other Info” tab are answered by the “Yes” or “No” radio buttons.

Indirect Cost Rate Question:

“Is there an Indirect Cost Rate or Percentage Paid to the Contractor?” If you select “Yes”, a text box is provided to enter the indirect cost rate, percentage, and/or any necessary information.



Contract Entry and Tracking System (CETS) Manual

Current or Former Employee Questions:

The authorization form and contract may be considered at the same BOE meeting; however, they will be organized as separate items in accordance with SAM 0323.

- “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?”
- “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 employed by the State of Nevada within the last 24 months?”

If the answer is “Yes” to any 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 on the “Addl. Info” tab under “Supporting info (Does Not Print on BOE Agenda)”. You will receive the following warning message in red if “Yes” is selected:

The screenshot shows a form with three questions. The first question is "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?" with radio buttons for "Yes" (selected) and "No". Below it is a red warning message: "BOE approved Authorization to Contract Form must be attached in the folder 'Prints on BOE Agenda'". The second question is "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 employed by the State of Nevada within the last 24 months?:" with radio buttons for "Yes" (selected) and "No". Below it is another red warning message: "BOE approved Authorization to Contract Form must be attached in the folder 'Prints on BOE Agenda'". The third question is "Is the contractor employed by any of Nevada's political subdivisions or by any other government?:" with radio buttons for "Yes" (selected) and "No". Below it is a text box labeled "Please explain:".

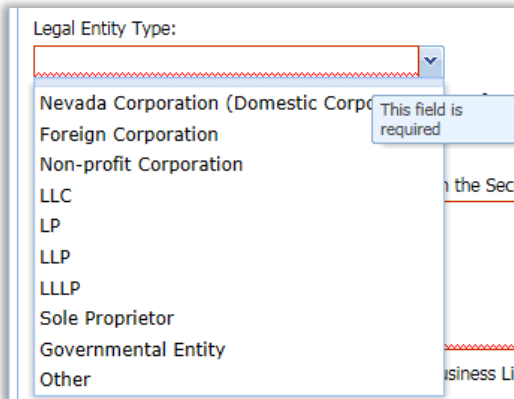
Note: This warning in red will not go away once the attachment is added. Additional information on the “Addl. Info” tab is on pages 32 - 33.

The screenshot shows the "Contract Detail" screen. At the top, it displays "Contract Number: TBD-Set upon submission" and "Assigned BOE Agenda: N/A". Below this are several tabs: "Detail", "Term", "Agency", "Vendor", "Funding", "Justification", "Other Info.", "Insurance Rqmts.", "Insurance Compliance", and "Addl. Info.". The "Addl. Info." tab is circled in red. Below the tabs is the "Attachments" section, which is also highlighted with a red box. It shows two rows: "Supporting Info (Prints on BOE Agenda) - 0 attachments" with an "Add..." link, and "Supporting Info (Does not print on BOE Agenda) - 0 attachments" with an "Add..." link.

- “Is the contractor employed by any of Nevada's political subdivisions or by any other government?” If you select “Yes”, a text box is provided to enter the explanation.
- “Has the contractor ever been engaged under contract by any State agency?” If you select “Yes”, a text box is provided to specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory.

Secretary of State (SOS) Questions:

- “Is the contractor currently involved in litigation with the state of Nevada?” If you select “Yes”, a text box is provided to provide details of the litigation and facts supporting approval of the contract.
- Note: More information can be found in the State Business License Procedures on page 3.
- Select the Legal Entity Type from the drop down menu:



Legal Entity Type:

- Nevada Corporation (Domestic Corp)
- 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”, a text box is provided to explain why the vendor is not registered with the Secretary of State’s Office.
- “Does the contractor have a current Nevada State Business License (SBL)?” If “Yes”, no further entry is required for this component. If “No”, the agency is asked the following additional question:
 - “Is an exemption on file with Nevada Secretary of State’s Office?” If “Yes”, no further entry is required for this component. If “No”, a text box is provided to explain why the contractor does not have an SBL or an exemption.

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.
- “Is the legal entity active and in good standing with the Nevada Secretary of State’s Office?” If “No”, a text box is provided to explain. If the application is still in process, enter “No” and enter “Pending” in the text box.

Note: The Contract Summary form will include this information on page 2, section 3.

Insurance Requirements Tab

Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

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

How was your insurance schedule developed for Attachment BB? Does the contractor intend on using "AFFIDAVIT OF REJECTION OF COVERAGE" to satisfy Workers requirements?

Used schedule from Risk Management's insurance manual, "Insurance and Indemnification Requirements for Contracts" Yes No

Risk Management provided custom schedule Yes No

Used Insurance schedule from previous contract

Did not use Attachment BB

Which section of the manual did the schedule come from?

Please select from the options below

What is the approximate date that work will commence?:

Upon Approval

Insurance Requirements

Add Requirement Delete Selected Requirement

Item	Required?	Waived?	Schedule Am...	Contract Amo...
------	-----------	---------	----------------	-----------------

Save Draft Submit Cancel Back

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 is required to attach a copy of the approval from Risk Management which is typically an e-mail on the "Addl. Info" tab under "Supporting Info (Does not print on BOE Agenda)".

Additional information is on the attachments required is on pages 32 – 33 under Additional Info Tab (Attachments).

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

Contract Entry and Tracking System (CETS) Manual

How was your insurance schedule developed for Attachment BB?

Used schedule from Risk Management's insurance manual, "Insurance and Indemnification Requirements for Contracts"

Risk Management provided custom schedule

Used Insurance schedule from previous contract

Did not use Attachment BB

- The second question directs the agency to select the section of the manual the schedule came from.

Which section of the manual did the schedule come from?

Section A - Architectural/Engineering/Design Contracts

Section A - Construction Contracts

Section B - General Professional Services

Section B - Professional Services - No Driving Involved

Section B - Professional Services - Working with Children/Elderly or Disabled Persons

Section B - Professional Services - Information Technology

Section B - Professional Contracts - Investment Advisor/Manager Contracts

Section C - Standard Service Contracts

Section C - Standard Service Contracts - No Driving Involved

Section C - Janitorial & Building Maintenance Services

Section C - Security Services Contracts

Section C - Contracts - Handling Money

Section C - Elevator Maintenance Contracts

Section C - Vehicle Transport/Storage/Repairs

(Use the drop down arrow).

Section D - SPECIAL EVENTS/USE OF STATE PREMISES

Section E - COMMERCIAL Lease/Rentals - State as Lessor

Section E - COMMERCIAL Lease/Rentals - State as Tenant

Section F - COMMODITY PURCHASE - Vendor Delivery

Section F - COMMODITY PURCHASE - Commodity Shipped

Section F - COMMODITY PURCHASE - Purchase & Installation of Equipment

Section G - INTERLOCAL AGREEMENTS (Public entities)

Section H - ENVIRONMENTAL - Remediation and Abatement Services

Section H - ENVIRONMENTAL - Disposal / Recycling / Storage Facilities

Section H - ENVIRONMENTAL - Environmental Consulting & Testing Services

Section H - ENVIRONMENTAL - Master Environmental Services

Section H - ENVIRONMENTAL - Hazardous Material Hauling

Risk Management provided custom schedule

Used Insurance schedule from previous contract

Once a section is selected, the Insurance Requirements section will populate with the standard insurance and schedule amounts. The default populates the boxes under the "Required" column.

If the insurance requirements are 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."

Contract Entry and Tracking System (CETS) Manual

The agency is required to attach a copy of the correspondence documenting approval from Risk Management if insurance requirements are waived, which is typically an e-mail on the “Addl. Info” tab under “Supporting Info (Does not print on BOE Agenda)”.

Additional information on the attachments required is on pages 32 – 33 under Additional Info Tab (Attachments).

Contract Detail
 Contract Number: TBD-Set upon submission Assigned BOE Agenda: TBD-Unassigned

for Contracts

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 memartinez@risk.state.nv.us. Please attach the response using the Addl Info tab, in the non-BOE area.

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

Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$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.

Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	1000000 x
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Workers' Compensation				
Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Employers' Liability: Each Accident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Each Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000

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.

Contract Entry and Tracking System (CETS) Manual

Insurance Requirements

Item	Required?	Waived?	Schedule Am...	Contract Amo...
Commercial General Liability - Occurrence Form				
General Aggregate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000,000	\$2,000,000
Products - Completed Operations Aggregate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Personal and Advertising Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
Each Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000

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.

Edit Insurance Requirement

Group:

Item:

- Commercial General Liability - Occurrence Form
- Workers' Compensation
- Professional Liability (Errors and Omissions Liability)
- Automobile Liability
- Fidelity Bond or Crime Insurance
- Performance (Surety) Bond
- Owners & Contractors Protective Liability Coverage (OCP)
- Garagekeeper's Liability
- Contractor's Pollution Liability
- Contractor's Legal Liability
- Other

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

Workers' Compensation

Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Employers' Liability: Each Accident	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Each Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$100,000	\$100,000
Employers' Liability: Disease - Policy Limit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500,000	\$500,000

Automobile Liability

Combined Single Limit (CSL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000,000	\$1,000,000
-----------------------------	-------------------------------------	--------------------------	-------------	-------------

Professional Liability (Errors and Omissions Liability)

Each Claim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0	\$1,000,000
------------	-------------------------------------	--------------------------	-----	-------------

If 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 775-687-3193 or follow the link to Risk Managements website <http://risk.nv.gov/Contracts/CR/>.

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.

Contract Detail

Contract Number: TBD-Set upon submission Assigned BOE Agenda: N/A

Item	Contract Amo...	Insurer	Policy #	Exp Date
Commercial General Liability - Occurrence Form				
General Aggregate	\$2,000,000			
Products - Completed Operations Aggregate	\$1,000,000			
Personal and Advertising Injury	\$1,000,000			
Each Occurrence	\$1,000,000			
Workers' Compensation				
Statutory				
Employers' Liability: Each Accident	\$100,000			
Employers' Liability: Disease - Each Employee	\$100,000			
Employers' Liability: Disease - Policy Limit	\$500,000			
Professional Liability (Errors and Omissions Liability)				
Each Claim	\$1,000,000			
Automobile Liability				
Combined Single Limit (CSL)	\$1,000,000			

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

Item	Contract Amo...	Insurer	Policy #	Exp Date
Commercial General Liability - Occurrence Form				
General Aggregate	\$2,000,000		567123	12/31/2020 x
Products - Completed Operations Aggregate	\$1,000,000			
Personal and Advertising Injury	\$1,000,000			
Each Occurrence	\$1,000,000			

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 requirements, please contact Risk Management at 775-687-3193 or follow the link to Risk Managements website <http://risk.nv.gov/Contracts/CR/>.

Additional Information (Attachments) Tab

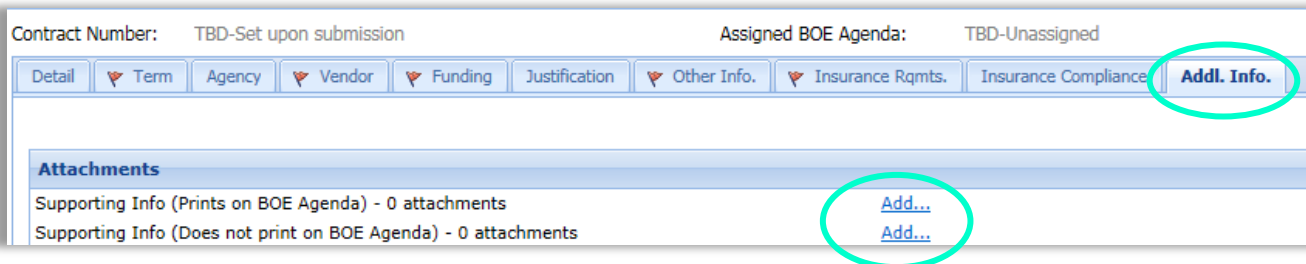
The final tab is the Additional Information (Addl. Info.) tab. This is where the agency can attach supporting documentation.

The following required documents must be attached as applicable:

- Retroactive memorandums
- Solicitation Waivers (aka sole source) and Professional Exemption documents
- Approval to extend contract term beyond four years (required for all contracts including those with a sole source)
- Authorization to contract with current or formal employee
- Technology Investment Notification (TIN) submissions and EITS TIN completed review memorandum
- Communication from Risk Management regarding insurance waivers
- State Business License exemption
- Contract Log for amendments detailing payment history and balance summary
- Documents demonstrating how the agency proposes to cover costs for the contract if not specifically budgeted

These attachments fall into two categories of supporting information:

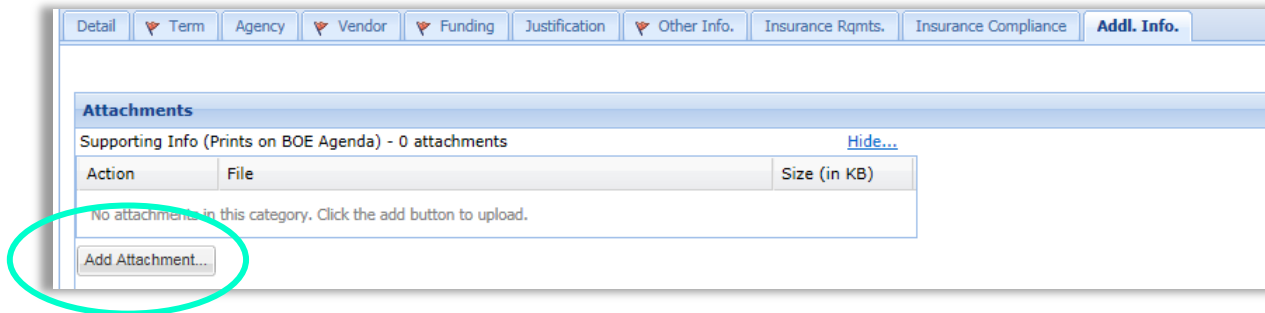
1. Those that **do print** on the BOE agenda (first folder), including Non-BOE contracts
 - Retroactive memorandums (required)
 - Solicitation Waivers and Professional Exemption documents (required)
Note: amended contracts should also have these amended documents
 - TIN completed review memorandum from EITS (required)
Note: amended contracts may also require this amended document (contact EITS for guidance if you are unsure)
2. Those that **do not print** on the BOE agenda (second folder), including Non-BOE contracts
 - Authorization to Contract with a Current or Former Employee
 - Contract Log for Amendments
 - Contract Extension form
 - State Business License Exemption form
 - Communications with Risk Management
 - TIN submissions
 - Documents to address cost increases not budgeted



Contract Entry and Tracking System (CETS) Manual

To attach a file:

Click “Add...” for print on BOE Agenda or Does not print on BOE
Click “Add Attachment” button



Browse for your file and add the attachment.

Do not attach the actual contract or RFP:

These must be submitted in hard copy and should never be attached in the system.

State Business License Process

The Board of Examiners (BOE) requires agencies to validate 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 Division does not have any authority to determine if a vendor does or does not need a 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 needs to provide 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, 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.

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, and question 15.

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 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 Division 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. Leasing Services (State Public Works Board - SPWD) 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 SPWD.

Approval Process and Roles

Once all the required information on all tabs and added attachments are completed, 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 is 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.

Print a single sided copy of the completed contract summary for each hard copy of the contract.

Note: The original hard-copy contract packets must be submitted to the Budget Division by the BOE deadline. Time allowance for review and approval at all levels (Department, AG, EITS, GFO) must be taken into consideration by the agency. Approving the contract summary in CETS without the original contract delivered by the deadline will be considered an incomplete submission. See the Final Steps section for more information regarding what is required to consider a contract packet complete.

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/purchasingnv.gov/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.

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.

Transaction Status: Approved			
Approval	User	Date	Status
Data Entry	hazevedo	07/20/16 9:39:24 AM	Submitted
Budget Account Approval	bmacke1	07/20/16 10:17:51 AM	Applied
Division Approval	bmacke1	07/20/16 10:17:54 AM	Applied
Department Approval	cmunoz	07/20/16 11:29:22 AM	Applied
Contract Manager Approval	hazevedo	07/21/16 8:36:45 AM	Applied
Budget Analyst Approval	pnicks	07/22/16 9:14:26 AM	Applied

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

Applying Approvals and Rejections

Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	shoughta	03/06/17 2:36:50 PM	Submitted	Reject to here...
Budget Account Approval	chadwic1	06/06/17 5:35:22 PM	Applied	Reject to here...
Division Approval	chadwic1	06/06/17 5:35:24 PM	Applied	Reject to here...
Department Approval	jkolenut	06/14/17 9:07:54 AM	Applied	Reject to here...
Contract Manager Approval	shoughta	06/16/17 8:34:49 AM	Applied	Reject to here...
Budget Analyst Approval			Pending	Apply

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.

The screenshot shows the same approval grid as above. A confirmation dialog box is overlaid on the grid, specifically over the 'Apply' button in the 'Budget Analyst Approval' row. The dialog box has a question mark icon and the text: "Are you sure you want to apply Budget Analyst approval?". Below the text are two buttons: "Yes" and "No".

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” located on CETS opening screen

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.

Contract Entry and Tracking System (CETS) Manual

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" 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.

Final Steps

Once the contract summary is submitted to the next approval level, you need to print single sided and attach a copy of the contract summary to each hard copy of the contract. A minimum of **three single sided copies of the contract** must be submitted to the Board of Examiners' or Clerk's approval pursuant to the State Administrative Manual, Chapter 0324.

Route the contract to the next approval. 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 less than three contract packets are submitted, the documents will be returned to the agency unless a written agreement exists with the GFO. A copy of the agreement must be provided with the contract submittal.

A contract packet consists of:

1. The CETS 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 (SAM), Chapter 0324. SAM is located on the GFO's home page.
3. All referenced documents such as contract attachments and exhibits.
4. All required CETS documents such as retroactive letters, sole source waivers, contract extensions, TIN completed review memorandum, etc.

A complete packet should include:

- √ Three single sided copies
- √ Place a "Sign Here" flag on each page that requires the Board of Examiners' signature
- √ Each copy should be binder clipped individually - **DO NOT USE PAPERCLIPS OR STAPLES**
- √ The three copies should then be binder clipped or rubber band together
- √ Two copies should reflect who the contract should be returned to along with a stamp or red pen on the top left corner of each contract. The third copy should be labelled "LCB"
- √ Do not put contracts in file folders
- √ Provide a cover letter with instructions on who the contract should be returned to (interoffice or pick up)
- √ For all contract amendments provide one copy of the Contract Log (detailing payment history and balance summary) with the cover letter
- √ Any other supporting documentation the agency wishes to include or has been asked to include, that is not part of the official contract, should be included with the cover letter

Contract Entry and Tracking System (CETS) Manual

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.

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 (minus the CETS Contract Summary page).

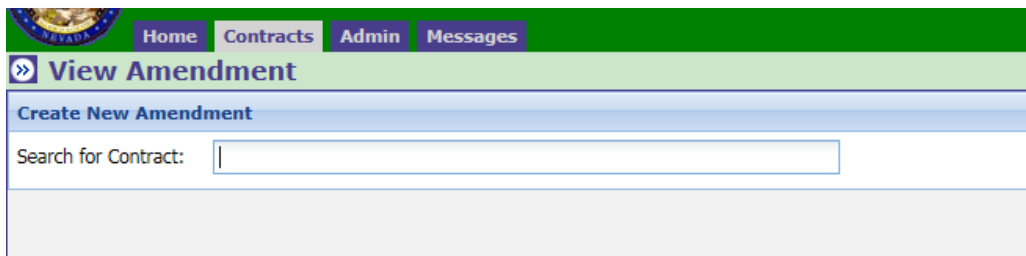
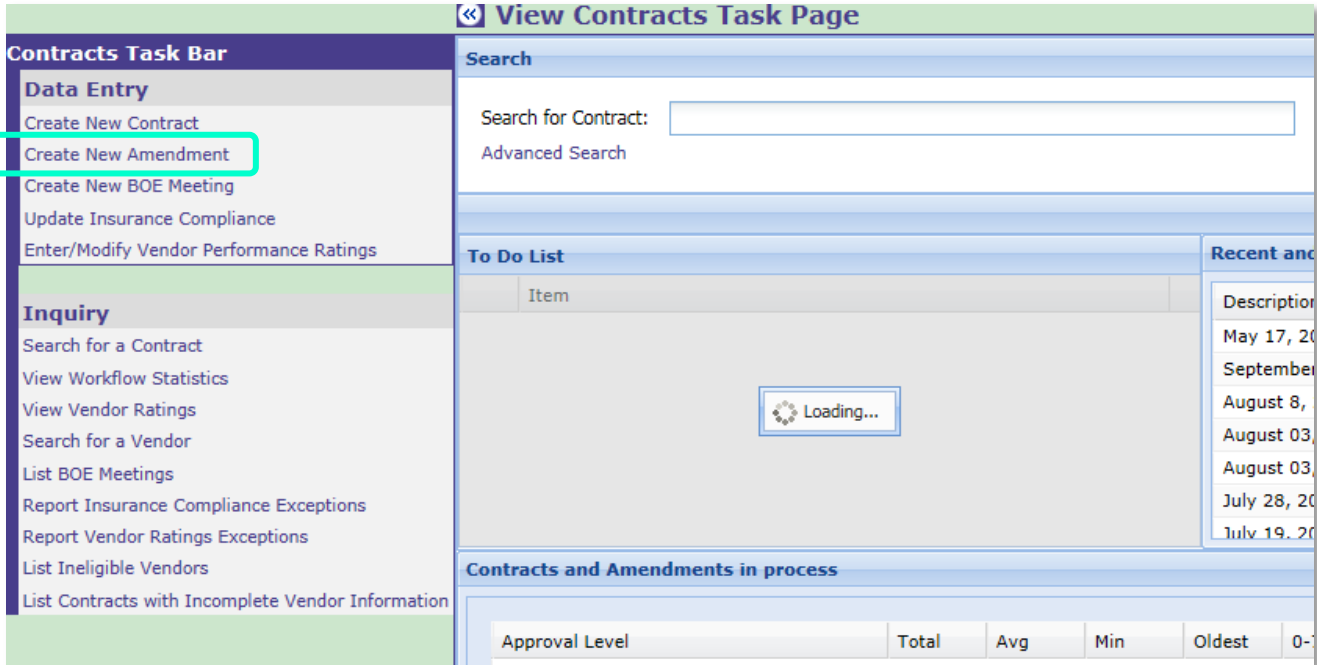
Refer to the All Agency Memos posted on the Governor's Finance Office website and listserv emails for applicable dates. Subscribe to email notifications of meeting notices and Budget Division Policy Directives/All Agency Memo on GFO's home page at <http://budget.nv.gov/>.

The screenshot shows the Governor's Finance Office website. At the top, there is a navigation bar with links for HOME, ABOUT, BUDGET SERVICES, INTERNAL AUDIT SERVICES, MEETINGS, DOCUMENTS, TRAINING, and CONTACT. Below the navigation bar is a banner image of a hand holding a pen over a budget chart with various percentages (43%, 76%, 28%, 62%, 63%). To the right of the banner is a 'Quick Links' section with several links: Board of Examiners (BOE), Interim Finance Committee (IFC), Executive Branch Audit Committee (EBAC), FY18-FY19 Executive Budget, Nevada Executive Budget System (NEBS), Policy Directives/All Agency Memo, and Notification of SAM Changes (Pending & Approved). Below the banner and quick links is a row of six boxes: State Administrative Manual (SAM), Budget Publications and Reports, Internal Audit Reports, Report Fraud & Abuse (775) 687-0150, Open Government, and FY18-19 Budget. Below this row are four tabs: BUDGET SERVICES, INTERNAL AUDIT SERVICES, MEETINGS, and DOCUMENTS & TRAINING. Under the MEETINGS tab, there is a list of links including Board of Examiners (BOE), Interim Finance Committee (IFC), Technical Advisory Committee (TAC), Economic Forum, and Executive Branch Audit Committee (EBAC). A red circle highlights a section titled 'Subscribe to email notification of Meeting Notices and Budget Division Policy Directives/All Agency Memo'. Below this title is a paragraph: 'The Governor's Finance Office sends meeting notifications directly to an email list and instructs subscribers to access details on the website. To receive email notifications, please subscribe according to the instructions listed below.' At the bottom of this section are two buttons: 'Subscribe Meeting Notices' and 'Unsubscribe Meeting Notices'.

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. The contract itself is precedent over any discrepancy between the contract and CETS contract summary.

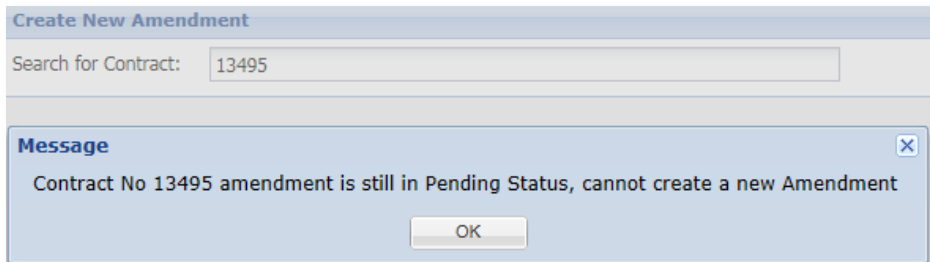
Creating Contract Amendments

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 for an amendment 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.

If the contract has an amendment in pending status, an error message will pop up. The pending amendment requires approval before another amendment can be created.



Contract Entry and Tracking System (CETS) Manual

View Amendment

Amendment Detail

Contract Number: 13495 Assigned BOE Agenda: N/A
 Amendment Number: TBD-Set upon submission

Short Description: SNAP Education
 Contract Type: Contract

Previously Approved Purpose: This is a new contract for the Division of Welfare and Supportive Service (DWSS), Supplemental Nutrition Assistance Program (SNAP) to provide nutrition education to low income families. Through a grant from the U.S. Department of Agriculture, DWSS collaborates with various public and non-profit agencies to provide education to SNAP recipients to improve the likelihood that recipients and those eligible for benefits will make healthy food choices.

Purpose of Previously Approved and Purpose of Amendment:

	Trans \$	Info Accum \$	Action Accum \$	Agenda
Original Contract:	\$56,770.00	\$56,770.00	\$56,770.00	Yes - Action
Amendment 1:	\$5,677.00	\$5,677.00	\$5,677.00	No
Current Amendment:	\$0.00	\$5,677.00	\$5,677.00	No
Net Amount:	\$62,447.00			

Basis for Payment

Payment for Services at the rate of: per:

Other basis for payment (if above not applicable):

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. (Note however that agenda formatting requirements change and this information may be edited by Budget Division staff.)
2. The agency should copy the narrative in the "Previously Approved Purpose" box and update it to ensure the narrative incorporates the scope of the initial contract and 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 which provides...”
4. Be sure the purpose of the contract amendment is in compliance with the CETS examples under the Detail Tab of this manual.
5. If the amendment is for time extension only, detail why this is required (i.e., the project started behind schedule).

As a reminder,

- √ Amendments require amended Solicitation Waivers and Professional Exemption documents.
- √ Amendments require a contract summary log detailing the contract payments and balance. An electronic copy is to be attached in the does not print folder in CETS and one hard copy is to be submitted with the contract packet.
- √ Amendments require a contract extension if it triggers an extension beyond four years.
- √ Amendments may require amended TIN related documents (contact EITS for guidance if you are unsure).

Historical Contracts Requiring CETS Input

If an agency has approved a contract under \$2,000 and it is increased so it requires BOE or clerk approval, the original contract must first be entered and approved in CETS. *The agency should always first consider if a new contract is appropriate before proceeding.*

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."
- 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 first page and signature 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**" if BOE approval is required or "**Does not print on BOE Agenda**" if BOE approval is not required. 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 Officer would typically defer any review of pending CETS entries until the hardcopies are received at the Budget Office, the agency must email the Budget Officer 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.

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 Officer 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.

Searching for a Contract Summary

After logging in, the task screen, 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 an amendment or new contract summary
- Approve a pending contract summary
- View insurance information
- View vendor information
- Enter or modify vendor performance ratings
- List BOE meetings

View Contracts Task Page

Contracts Task Bar

Data Entry

- Create New Contract
- Create New Amendment
- Create New BOE Meeting
- Update Insurance Compliance
- Enter/Modify Vendor Performance Ratings

Inquiry

- Search for a Contract
- View Workflow Statistics
- View Vendor Ratings
- Search for a Vendor
- List BOE Meetings
- Report Insurance Compliance Exceptions
- Report Vendor Ratings Exceptions
- List Ineligible Vendors
- List Contracts with Incomplete Vendor Information

Search

Search for Contract:

[Advanced Search](#)

To Do List

Item
Loading...

Recent and U

Description
August 08, 2
July 18, 201
July 5, 2017
7-5-2017
June 13, 201
June 13, 201
May 9, 2017

Contracts and Amendments in process

Approval Level	Total	Avg	Min	Oldest	0-7
Budget Account Approval	94	628.4	3	2681	2
Division Approval	26	222.2	6	1205	2
Department Approval	12	294	7	2730	8
Contract Manager Approval	35	174.3	6	1892	17
EITS Approval	2	6.6	6	7	2

Recently Accessed Contracts

Contract #	Short Description	Agency	B/A	Category	Vendor
18477	Floor Repair	406	3645	95	HIGH DES
18026	SubscriptionResearch	810	4715	04	GARTNER
CONV1558	Janitorial, Building Ma...	810	4735	04	VALLEY E
18145	Diversified Systems	550	4554	26	DELTA FI
TBD-Set upon submis...					
16381	Research Services	180	1373	26	GARTNER
TBD-Set upon submis...					

Contract Entry and Tracking System (CETS) Manual

Using the “Search for Contract” box you can search for contract summaries by vendor names, contract summary numbers, amounts, fiscal year, and last action date. Note: 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.

Search Criteria

Primary Agency:	<input type="text" value="Any Agency"/>	
Budget Account:	<input type="text" value="Any Budget Account"/>	
Effective Date Fiscal Year:	<input type="text"/>	
Termination date:	<input type="text"/>	To: <input type="text"/>
Last Action date:	<input type="text"/>	To: <input type="text"/>
Vendor Name:	<input type="text"/>	
Contract Type:	<input type="text" value="Any Contract Type"/>	
Amount:	<input type="text" value="No Min"/>	To: <input type="text" value="No Max"/>
Status:	<input type="text" value="Any Status"/>	
BOE Meeting Assigned:	<input type="text" value="Any BOE Meeting"/>	
By Contract Manager:	<input type="text" value="Any User"/>	
Include Amendments:	<input type="checkbox"/>	

Search Results

Type	Contract #	Short Description	Agency	B/A	Category	Vendor

Deleting a Contract Summary

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 has this transaction pending in their “To Do List” with a red “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.

If you have any questions on CETS contact your assigned Budget Officer.