




**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Budget Division**

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**ALL AGENCY MEMO – #2019 – 02**

May 15, 2019

To: All Agencies

From:   
Susan Brown, Director  
Governor's Finance Office

Subject: Contract Submittals to the Board of Examiners

Please review and adhere to the following instructions regarding submission of contracts, agreements (as defined in NRS 333.700 & NRS 277.808-180), master service agreements, work plans, and operating/equipment rentals or leases to the Board of Examiners.

1. Pursuant to the State Administrative Manual (SAM) 0234, a minimum of three single-sided copies constitutes a contract packet which is to be delivered to the Budget Division for approval. If less than the required three copies are submitted, the contract packet will be returned to the agency unless an approved exemption exists from the Clerk of the Board.
2. A complete contract consists of the following:
  - a. The Contract Entry and Tracking System (CETS) generated contract summary, populated per the detailed instructions found in the CETS Manual (located on the Budget Division website).
  - b. Legal contract with appropriate signatures which includes at a minimum, the Attorney General or designated representative, the responsible agency representative and the contractor.
  - c. All documents referenced within the legal contract such as attachments, exhibits, and previous amendments.
  - d. Previous amendments (attached to one contract).

3. A complete contract packet consists of the following:
  - a. Three complete single-sided contract copies.
  - b. Each full single-sided copy should be separated individually by a binder clip or rubber band.
  - c. The three full single-sided copies and all additional documents should then be grouped together by a single binder clip or rubber band.
  - d. Signature flags placed on each page that requires the Board of Examiners signature.
  - e. Provide a cover letter with instructions on who the contract should be returned interoffice or pick up.
  - f. For all contract amendments provide one copy of the Contract Log (detailing payment history and balance summary) with the cover letter.
  - g. A copy of all documents required in CETS such as retroactive letters, sole source waivers, contract extension justifications, EITS TIN completed review memorandum, contract payment logs for amendments, etc.
  - h. 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.
  
4. Contract submittals should never include staples, paperclips or be put in file folders.

Deadlines for *complete* contract submissions are posted on the Governor's Finance Office website. It is the responsibility of the agency to ensure contract packets have been reviewed thoroughly by each level of the agency established CETS approvals. Contract packets will be rejected if they are not submitted in a complete format according to the instructions outlined above.