



DEPARTMENT OF ADMINISTRATION
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ALL AGENCY MEMORANDUM #2009-22

July 22, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: REVISED STATE ADMINISTRATIVE MANUAL CHAPTER 0300
COOPERATIVE AGREEMENTS AND CONTRACTS IMPLEMENTING AB 463

At its July 14, 2009, meeting the Board of Examiners approved a revision to the State Administrative Manual Chapter 0300 – Cooperative Agreements and Contracts to incorporate the necessary clarifications for implementing AB 463 of the 2009 Legislature. Attached is a copy of the approved revision. Included in this revision is a definition of consultant as “a person who provides information, opinion or advice for a fee.” (SAM 0322.7)

The Board also approved an amended contract summary form, a copy of which is attached. All contracts submitted for approval at the August Board of Examiners meeting or after must have this revised form. **Please submit revised contract summary forms to your assigned budget analyst on or before July 30th for the August meeting.**

If the answer to question 11(a) is yes and the contractor is a current employee of the State of Nevada, the contract will require Interim Finance Committee (IFC) approval per AB 463. If the answer to question 11(a) is yes and the contractor was formerly employed by the State of Nevada within the past one (1) year, the contract will require IFC approval per AB 463. If the answer to question 11(a) is yes and the contract is for more than two years, the contract will require Interim Finance Committee approval per AB 463. If you have any questions about whether the contractor is a consultant, please contact your assigned analyst in the Budget Division.

Thank you,

A handwritten signature in black ink, appearing to read "A. Clinger", written over a horizontal line.

Andrew K. Clinger, Director