



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2009-29**

September 10, 2009

**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** Contract Entry and Tracking System (CETS)

The Department of Administration is pleased to announce the Contract Entry and Tracking System (CETS), a new tool for submitting and managing contract information will be available October 12, 2009. CETS allows agencies to track contract submission and approval status, vendor insurance information, vendor performance data and automates the submission of contract summaries to the Budget Division. The data entry fields in the system will have the same feel and flow as the existing printed documents.

Agencies must begin entering non-Board of Examiners' (BOE) contract summary information online effective October 12, 2009. For amendments requesting a time extension only, the online summary and a minimum of three copies of the hard copy contract amendment with all necessary original signatures must be submitted a minimum of three days prior to the expiration date of the existing contract. For all other non-BOE contracts, the online summary and hard copies of the contract with original signatures must be submitted a minimum of ten days prior to the anticipated start date of the contract. The online summary submission for contracts requiring BOE approval will be mandatory as of the December 11, 2009 deadline for the January 2010 BOE meeting. All contracts or contract amendments on the agenda for the January 2010 BOE meeting must be processed through CETS. The current policy requirements governing the submission of hard copy contract documents will not change. Agencies will still be required to print a copy of the electronic summary form to accompany each of the contract documents submitted to the Budget Division, i.e. four contract copies will have four summary forms.

The current contract data in the existing Contracts Database is being migrated to CETS. Agencies must enter all existing contracts and amendments into the Contracts Database no later than close of business on **October 6, 2009** for their contracts to be included in the data migration. Any contracts or amendments not included in the data migration will have to be entered into CETS before any subsequent contract documents can be processed. Not entering contract information into the existing Contracts Database may create an administrative burden at the agency, as agencies will need to allow time for the data entry and online approval for all documents individually and sequentially before new documents can be entered in CETS.

All agencies must have a Certified Contract Manager in order to submit contracts online; information on the Certified Contract Manager training classes and the form to request access to CETS is available on the Purchasing Division's website at <http://purchasing.state.nv.us> under the "What's New" link. Agencies must complete the CETS access form for all approval levels and submit the signed form to the Purchasing Division via fax, at 775-684-0188, no later than close of business **October 6, 2009**, in order to receive access to the system when it opens for use on October 12, 2009.

A CETS tutorial will be available online no later than October 7, 2009. Agencies will be able to access the tutorial through the on-line training link on the Department of Personnel's web site (<http://kaizen.dop-ad.state.nv.us/moodle/>).

Questions regarding CETS, the CETS access form, or the contract submission process need to be directed to your assigned analyst in the Budget Division.

Please distribute this memo to all appropriate employees in your agency.

Thank you.



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Andrew K. Clinger, Director