

## **CONTRACT ENTRY AND TRACKING SYSTEM FORMAT EXAMPLES FOR THE PURPOSE SECTION**

The following examples demonstrate the format agencies are to use when preparing the “Purpose of Contract” section for contract summaries in the Contract Entry and Tracking System (CETS) for ALL contract types, which include BOE and non-BOE submittals. You will notice the primary format changes being requested occur at the beginning of the “purpose” statement in the examples shown below and are *italicized and in red font*. As a reminder, always spell out acronyms the first time used. Agencies should begin using these prescribed formats effective immediately. Please contact your assigned budget analyst if you have any questions.

### **Summary of 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 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).

#### **1. NEW CONTRACT:**

*This is a new contract to* provide delivery of classroom instruction for the Nevada Certified Public Manager (NVCPM) Program for Levels I-IV.

#### **2. NEW REVENUE CONTRACT:**

*This is a new revenue contract to* provide rack space at Prospect Peak in Lander County.

#### **3. NEW INTERLOCAL AGREEMENT:**

*This is a new interlocal agreement to* perform expedited review of renewable energy projects within the State of Nevada.

#### **4. NEW COOPERATIVE AGREEMENT:**

*This is a new cooperative agreement to* maintain a regional network of libraries known as the Cooperative Libraries Automated Network (CLAN) for the improvement of library services. This agreement allows for the formation of CLAN and the sharing of resources by all.

#### **5. AMENDMENT THAT CHANGES THE TERMINATION DATE OF A CONTRACT OR AGREEMENT:**

*This is an amendment to the original contract, which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2010 to January 31, 2011.*

**6. AMENDMENT THAT CHANGES THE MAXIMUM AMOUNT OF A CONTRACT OR AGREEMENT:**

*This is an 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.*

**7. AMENDMENT THAT CHANGES THE TERMINATION DATE AND THE MAXIMUM AMOUNT OF A CONTRACT OR AGREEMENT:**

*This is an amendment to the original contract, which provides legal services and representation during all meetings, hearings and trials. This amendment extends the termination date from January 31, 2010 to January 31, 2011 and increases the maximum amount from \$100,000 to \$200,000 due to an increased volume of hearings.*